

**PROFESSIONAL ENGINEERING SERVICES**

**GSA FEDERAL SUPPLY SCHEDULE  
CONTRACT NUMBER: GS-23F-0231R**

**MODIFICATION 11**

**Leonardo Technologies, Inc.  
70245 Bannock-Uniontown Road  
P.O. Box 178  
Bannock, OH 43972-0178**

## **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 order are available through GSA Advantage!, a menu-driven database system. The INTERNET address for GSA Advantage! is: [GSAAdvantage.gov](http://GSAAdvantage.gov).

For  
**PROFESSIONAL ENGINEERING SERVICES**  
FSC 871

**Contract Number: GS-23F-0231R**

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

Contract period. **8/2/2005 to 7/31/2020**

**Leonardo Technologies, Inc.**  
**70245 Bannock-Uniontown Road**  
**P.O. Box 178**  
**Bannock, OH 43972**  
<http://lti-global.com/>

**Contract Administrator: Paul McCroskey**  
**740-968-2222 x 104 (P)**  
**740-968-3071(F)**  
[pmccroskey@lti-global.com](mailto:pmccroskey@lti-global.com)

**Business Size: Small**

Online access to contractor ordering information, terms and conditions, and up-to-date pricing is available through the GSA Advantage TM, a menu-driven database system, at <http://www.fss.gsa.gov>.

## Customer Information

### 1a. Awarded Special Item Numbers (SINs)

<u>SIN</u>	<u>Description</u>	<u>Engineering Discipline Available*</u>	<u>Page</u>
871-1	Strategic Planning for Technology Programs/Activities	ME, EE, CE, ChE	24
871-2	Concept Development and Requirements Analysis	ME, EE, CE, ChE	25
871-3	System Design, Engineering, and Integration	ME, EE, CE, ChE	26
871-4	Test and Evaluation	ME, EE, CE, ChE	26

\* ME - Mechanical, EE - Electrical, CE - Civil, ChE - Chemical

Award Prices for all SINs are located on page 41-43.

Labor Categories and Qualifications are provided beginning on Page 44.

1b. Lowest Price Model Number: N/A

1c. Description of All Corresponding Job Titles, Experience, Functional Responsibility and Education – See Labor Category Descriptions on page 44-51.

2. Maximum Order: The maximum dollar value per order is \$1,000,000.00.

3. Minimum Order: The minimum dollar value per order is \$100.00 per SIN.

4. Geographic Coverage (delivery area):

This contract was established to be used as a source for Professional Engineering Services as described in the Statement of Work for domestic and/or overseas use.

5. Point(s) of production (city, county, and state or foreign country):

Determined by individual task orders.

**6. Discount from list prices or statement of net price:**

Prices shown herein are net (discount deducted).

**7. Quantity discounts: None.**

**8. Prompt Payment Terms: Net 30 days from receipt / acceptance of invoice.**

**9. Notification that Government purchase cards are accepted below the micro-purchase threshold:**

Government purchase cards are accepted below the micro-purchase threshold (as defined by FAR 2.101).

**9b. Notification whether Government purchase cards are accepted above the micro-purchase threshold:**

Government purchase cards are accepted above the micro-purchase threshold (as defined by FAR 2.101).

**10. Foreign Items: None.**

**11a. Time of Delivery:**

Period of performance of each order is determined by that order. Items available for expedited delivery are noted in this price list. The ordering agency may contact LTI's GSA Program Manager to discuss urgent requirements associated with their order.

**11b. Expedited delivery: No expedited delivery.**

**11c. Overnight and 2-day delivery: No overnight or 2-day delivery.**

**11d. Urgent requirements: N/A**

**12. F.O.B. point(s): Determined by the requirements of each order.**

**13a. Ordering address(es):**

Orders under this contract should be directed to:

Leonardo Technologies, Inc.  
Attn: Ron Engleman, Vice President  
P.O. Box 178  
70245 Bannock-Uniontown Road  
Bannock, OH 43972  
**703-475-7161 (C)**  
[rengleman@lti-global.com](mailto:rengleman@lti-global.com)

**13b. Ordering Procedures:**

For services, the ordering procedures, information on Blanket Purchase Agreements (BPAs) are found in Federal Acquisition Regulation (FAR) 8.405-3..

**14. Payment address(es):**

Payment in U.S. Dollars (USD) only should be directed to the address below:

Leonardo Technologies, Inc.  
P.O. Box 178  
Bannock, OH 43972  
Attn: Accounts Receivable

**15. Warranty:**

LTI's standard commercial warranty applies for domestic and overseas orders.

**16. Export packaging charges, if applicable:** Determined by individual task orders.

**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):**

Determined by individual task order.

**19. Terms and conditions of installation (if applicable):**

Determined by individual task order.

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

**20a. Terms and conditions for any other services (if applicable):**

Determined by individual task order.

**21. List of service and distribution points (if applicable):**

Determined by individual task order.

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

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

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

**24b. Section 508 compliance information is available at: N/A**

**25. Data Universal Number System (DUNS) number: 123687142**

**26. Notification regarding registration in the Central Contractor Registration (CCR) database:**

LTI is registered in the Central Contractor Registration (CCR) database.

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## Contract Overview

In response to a competitive proposal submitted by LTI, the General Services Administration (GSA) awarded LTI contract number GS-23F-0231R with the Federal Supply Schedule (FSS) contract for Professional Engineering Services (PES). Through this GSA contract, LTI is able to provide its specialized and diverse engineering and technical expertise to all Federal Government – and other authorized – organizations. The GSA FSS Schedules provide an efficient and streamlined contract and ordering process for these organizations.

The ordering period for this LTI GSA Contract is August 1, 2015 to July 31, 2020. Individual task order end dates may extend beyond the ordering period. An additional five-year option may be exercised by GSA at the end of this base period.

This GSA Contract is an Indefinite Delivery Indefinite Quantity (IDIQ) Multiple Award Schedule contract that provides for task orders to be placed as Time and Material (T&M) or Firm Fixed Price (FFP) using the labor categories and labor rates defined in the contract. Order type is at the discretion of the ordering agency. There is no dollar value ceiling for this contract. To learn more about using GSA schedule contracts, refer to the following GSA website:

<http://www.gsa.gov/portal/category/100611>

## Contract Use

LTI's GSA contract for PES is available for use by all Federal Government organizations – and other authorized users – as a source of engineering services both domestically and overseas.

## **Advantages of Using the GSA PES Schedule**

Under the GSA schedules program, commercial organizations are engaged in competitive contracts to provide supplies and services at negotiated prices for a given period of time. Federal Government organizations – and other authorized users – can place orders directly with a schedule contractor and deliveries are made directly to the client. The FSS Program emulates, more than any other Federal Government procurement process today, commercial buying practices. It provides clients with a myriad of state-of-the-art, high quality products and services at volume discount pricing on a direct delivery basis. The FSS Program offers Federal Government clients the benefits of shorter lead times, lower administrative costs, and reduced inventories.

Multiple Award Schedules include contracts awarded to commercial firms that supply comparable supplies and services at varying prices. These Schedules provide Federal Government clients with the variety and flexibility necessary to select the best value item that meets their particular need.

Consistent with the Competition in Contracting Act, Multiple Award Schedules are competitive in that participation in the program has been open to all responsible sources and orders placed following the procedures in FAR 8.4 result in the lowest overall cost alternative to meet the needs of the Government.

Therefore, when placing orders under the FSS, ordering offices need not:

- (1) seek further competition,
- (2) synopsise the requirement,
- (3) make a separate determination of fair and reasonable pricing, or
- (4) consider small business programs.

GSA has already determined the prices of items under schedule contracts to be fair and reasonable.

The advantages to Federal Government – and other authorized users – of using the GSA PES are many and include:

- Reduced lead time in obtaining services.
- Available to all Federal Government organizations and other authorized users.
- No maximum order limitations.
- Direct Federal Government client to contractor relationship.
- No Commerce Business Daily synopsis requirement.
- All competitive requirements have been satisfied.
- Use of contractor teams and subcontractors is encouraged.

For additional information on the advantages of using GSA schedule contracts, refer to the following GSA website:

<http://www.gsa.gov/portal/content/198005>

## How to Use this GSA PES Schedule

In accordance with the Federal Acquisition Streamlining Act of 1994 and the Federal Acquisition Reform Act of 1996, GSA's streamlined ordering procedures have reduced the government procurement process to a few simple steps. GSA has developed special instructions for ordering services that are priced at hourly rates from the FSS that take precedence over the procedures of FAR 8.404. While FSS already has determined these rates to be fair and reasonable, ordering organizations must determine that the total price is reasonable for the specific task(s) being sought. Based on quotations requested from three (3) GSA PES Schedule contractors that appear to offer the best value (considering scope of services, hourly rates, location(s), and other relevant factors), federal government clients select the contractor that best meets their needs. (Ordering instructions appear on page 13 of this Price List.)

## To Order Engineering Services

### SUMMARY

After identifying their need for engineering service and determining that the required services are within the scope of the PES Schedule, the government organization then takes the following three (3) steps:

#### **Step 1 Prepare a Request for Quotation which includes:**

- A performance-based statement of work (SOW) that outlines the work to be performed
- The type of task order to be used, *e.g.*, Time and Materials (T&M) or Firm Fixed Price (FFP)
- Basis to be used for contractor selection, *e.g.*, best value, lowest costs, etc.

#### **Step 2 Transmit Request for Quotation to PES Schedule Contractors**

- Select at least three (3) PES Schedule contractors (more if the task order exceeds \$750,000) from GSA current list of approved contractors found at the following GSA website:

<http://www.gsaelibrary.gsa.gov/ElibMain/ContractsOnline?executeQuery=YES&scheduleNumber=871>

- Send Request for Quotation to these contractors

#### **Step 3 Evaluate Quotation Responses and Select Contractor to Receive Order**

- Evaluate quotation responses based upon the factors established in Step 1
- Place the order directly with the selected PES contractor

The task order may be issued directly from the requesting government organization to the selected contractor without GSA involvement in the procurement process. All task order reporting requirements and remission of fees to GSA are the responsibility of the PES contractor.

**ORDERING PROCEDURES (FAR 8.405)**

***Ordering Procedures for Supplies and Services Not Requiring a Statement of Work (FAR 8.405-1)***

- (a) Ordering activities shall use the procedures of this subsection when ordering supplies and services that are listed in the schedules contracts at a fixed price for the performance of a specific task, where a statement of work is not required (*e.g.*, installation, maintenance, and repair).
- (b) *Orders at or below the micro-purchase threshold.* Ordering activities may place orders at, or below, the micro-purchase threshold with any FSS contractor that can meet the agency’s needs. Although not required to solicit from a specific number of schedule contractors, ordering activities should attempt to distribute orders among contractors.
- (c) *Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold.*
  - (1) Ordering activities shall place orders with the schedule contractor that can provide the supply or service that represents the best value. Before placing an order, an ordering activity shall consider reasonably available information about the supply or service offered under MAS contracts by surveying at least three schedule contractors through the GSA Advantage! on-line shopping service, or by reviewing the catalogs or pricelists of at least three schedule contractors (see [8.405-5](#)).
  - (2) When an order contains brand name specifications, the contracting officer shall post the Request for Quote (RFQ) along with the justification or documentation as required by [8.405-6](#).
  - (3) In addition to price, when determining best value, the ordering activity may consider, among other factors, the following:
    - (i) Past performance.

- (ii) Special features of the supply or service required for effective program performance.
  - (iii) Trade-in considerations.
  - (iv) Probable life of the item selected as compared with that of a comparable item.
  - (v) Warranty considerations.
  - (vi) Maintenance availability.
  - (vii) Environmental and energy efficiency considerations.
  - (viii) Delivery terms.
- (d) *Orders exceeding the maximum order threshold.* Each schedule contract has a maximum order threshold established. Although a price reduction may be sought at any time, this threshold represents the point where, given the dollar value of the potential order, the ordering activity shall seek a price reduction. In addition to following the procedures in paragraph (c) of this section and before placing an order that exceeds the maximum order threshold or establishing a BPA (see FAR [8.405-3](#)), ordering activities shall—
- (1) Review (except see (c)(2) of this subsection) the pricelists of additional schedule contractors (the GSA Advantage! on-line shopping service can be used to facilitate this review);
  - (2) Based upon the initial evaluation, seek price reductions from the schedule contractor(s) considered to offer the best value (see FAR [8.404\(d\)](#)); and
  - (3) After seeking price reductions (see FAR [8.405.4](#)), place the order with the schedule contractor that provides the best value. If further price reductions are not offered, an order may still be placed.
- (c) *Minimum documentation.* The ordering activity shall document—
- (1) The schedule contracts considered, noting the contractor from which the supply or service was purchased;
  - (2) a description of the supply or service purchased; and
  - (3) the amount paid.

***Ordering Procedures for Services Requiring a Statement of Work (FAR 8.405-2)***

- (a) *General.* Ordering activities shall use the procedures in this subsection when ordering services priced at hourly rates as established by the schedule contracts. The applicable services will be identified in the FSS publications and the contractor's pricelists.
- (b) *Statements of Work (SOWs).* All SOWs shall include the work to be performed; location of work; period of performance; deliverable schedule; applicable performance standards; and any special requirements (*e.g.*, security clearances, travel, special knowledge). To the maximum extent practicable, agency requirements shall be performance-based statements (see FAR [subpart 37.6](#)).
- (c) *Request for Quotation (RFQ) procedures.* The ordering activity must provide the RFQ, which includes the SOW and evaluation criteria (*e.g.*, experience and past performance), to schedule contractors that offer services that will meet the agency's needs. The RFQ may be posted to GSA's electronic RFQ system, e-Buy (see FAR [8.402\(d\)](#)).
- (1) *Orders at, or below, the micro-purchase threshold.* Ordering activities may place orders at, or below, the micro-purchase threshold with any FSS contractor that can meet the agency's needs. The ordering activity should attempt to distribute orders among contractors.
- (2) *For orders exceeding the micro-purchase threshold, but not exceeding the maximum order threshold.*
- (i) The ordering activity shall develop a SOW, in accordance with 8.405-2(b).
  - (ii) The ordering activity shall provide the RFQ (including the SOW and evaluation criteria) to at least three schedule contractors that offer services that will meet the agency's needs.
  - (iii) The ordering activity should request that contractors submit firm-fixed prices to perform the services identified in the SOW.
- (3) *For proposed orders exceeding the maximum order threshold or when establishing a BPA.* In addition to meeting the requirements of FAR [8.405-2\(c\)\(2\)](#), the ordering activity shall—

- (i) Provide the RFQ (including the SOW and evaluation criteria) to additional schedule contractors that offer services that will meet the needs of the ordering activity. When determining the appropriate number of additional schedule contractors, the ordering activity may consider, among other factors, the following:
    - (A) The complexity, scope and estimated value of the requirement.
    - (B) The market search results.
  - (ii) Seek price reductions.
- (4) The ordering activity shall provide the RFQ (including the statement of work and the evaluation criteria) to any schedule contractor who requests a copy of it.
- (d) *Evaluation.* The ordering activity shall evaluate all responses received using the evaluation criteria provided to the schedule contractors. The ordering activity is responsible for considering the level of effort and the mix of labor proposed to perform a specific task being ordered, and for determining that the total price is reasonable. Place the order, or establish the BPA, with the schedule contractor that represents the best value (see 8.404(d)). After award, ordering activities should provide timely notification to unsuccessful offerors. If an unsuccessful offeror requests information on an award that was based on factors other than price alone, a brief explanation of the basis for the award decision shall be provided.
- (e) *Minimum documentation.* The ordering activity shall document—
- (1) The schedule contracts considered, noting the contractor from which the service was purchased;
  - (2) A description of the service purchased;
  - (3) The amount paid;
  - (4) The evaluation methodology used in selecting the contractor to receive the order;
  - (5) The rationale for any tradeoffs in making the selection;
  - (6) The price reasonableness determination required by paragraph (d) of this subsection; and
  - (7) The rationale for using other than—
    - (i) A firm-fixed price order; or

- (ii) A performance-based order.

***Blanket Purchase Agreements (BPAs) (FAR 8.405-3)***

(a) (1) *Establishment.* Ordering activities may establish BPAs under any schedule contract to fill repetitive needs for supplies or services. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPAs and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). In determining how many BPAs to establish, consider—

- (i) The scope and complexity of the requirement(s);
- (ii) The need to periodically compare multiple technical approaches or prices;
- (iii) The administrative costs of BPAs; and
- (iv) The technical qualifications of the schedule contractor(s).

(2) Establishment of a single BPA, or multiple BPAs, shall be made using the same procedures outlined in FAR [8.405-1](#) or FAR [8.405-2](#). BPAs shall address the frequency of ordering, invoicing, discounts, requirements (*e.g.*, estimated quantities, work to be performed), delivery locations, and time.

(3) When establishing multiple BPAs, the ordering activity shall specify the procedures for placing orders under the BPAs.

(4) Establishment of a multi-agency BPA against a FSS contract is permitted if the multi-agency BPA identifies the participating agencies and their estimated requirements at the time the BPA is established.

(b) *Ordering from BPAs—*

(1) *Single BPA.* If the ordering activity establishes one BPA, authorized users may place the order directly under the established BPA when the need for the supply or service arises.

(2) *Multiple BPAs.* If the ordering activity establishes multiple BPAs, before placing an order exceeding the micro-purchase threshold, the ordering activity shall—

- (i) Forward the requirement, or SOW and the evaluation criteria, to an appropriate number of BPA holders, as established in the BPA ordering procedures; and
  - (ii) Evaluate the responses received, make a best value determination (see FAR [8.404\(d\)](#)), and place the order with the BPA holder that represents the best value.
- (3) *BPA for hourly rate services.* If the BPA is for hourly rate services, the ordering activity shall develop a SOW for requirements covered by the BPA. All orders under the BPA shall specify a price for the performance of the tasks identified in the SOW.
- (c) *Duration of BPAs.* BPAs generally should not exceed five (5) years in length, but may do so to meet program requirements. Contractors may be awarded BPAs that extend beyond the current term of their GSA Schedule contract, so long as there are option periods in their GSA Schedule contract that, if exercised, will cover the BPA's period of performance.
- (d) *Review of BPAs.*
- (1) The ordering activity that established the BPA shall review it at least once a year to determine whether—
    - (i) The schedule contract, upon which the BPA was established, is still in effect;
    - (ii) The BPA still represents the best value (see FAR [8.404\(d\)](#)); and
    - (iii) Estimated quantities/amounts have been exceeded and additional price reductions can be obtained.
  - (2) The ordering activity shall document the results of its review.

***Price Reductions (FAR 8.405-4)***

In addition to seeking price reductions before placing an order exceeding the maximum order threshold (see FAR [8.405-1\(d\)](#)), or in conjunction with the annual BPA review, there may be other reasons to request a price reduction. For example, ordering activities should seek a price reduction when the supply or service is available elsewhere at a lower price, or when establishing a BPA to fill recurring requirements. The potential volume of orders under BPAs, regardless of the size of individual orders, offers 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 ordering activity for a specific order.

***Small Business (FAR 8.405-5)***

(a) Although the mandatory preference programs of Part 19 do not apply, orders placed against schedule contracts may be credited toward the ordering activity's small business goals. For purposes of reporting an order placed with a small business schedule contractor, an ordering agency may only take credit if the awardee meets a size standard that corresponds to the work performed. Ordering activities should rely on the small business representations made by schedule contractors at the contract level.

(b) Ordering activities may consider socio-economic status when identifying contractor(s) for consideration or competition for award of an order or BPA. At a minimum, ordering activities should consider, if available, at least one small business, veteran-owned small business, service disabled veteran-owned small business, HUBZone small business, women-owned small business, or small disadvantaged business schedule contractor(s). GSA Advantage! and Schedules e-Library at <http://www.gsaelibrary.gsa.gov/ElibMain/home.do> contain information on the small business representations of Schedule contractors.

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

***Sole Sources Justification and Approval (FAR 8.405-6)***

(a) Orders placed under Federal Supply Schedules are exempt from the requirements in Part 6. However, an ordering activity must justify its action when restricting consideration—

(1) Of schedule contractors to fewer than required in [8.405-1](#) or [8.405-2](#); or

(2) To an item peculiar to one manufacturer (*e.g.*, a particular brand name, product, or a feature of a product, peculiar to one manufacturer). A brand name item, whether available on one or more schedule contracts, is an item peculiar to one manufacturer. Brand name specifications shall not be used unless the particular brand name, product, or feature is essential to the Government's requirements, and market research indicates other companies' similar products, or products lacking the particular feature, do not meet, or cannot be modified to meet, the agency's need.

(b) Circumstances that may justify restriction cited in paragraph (a)(1) of this subsection include—

- (1) Only one source is capable of responding due to the unique or specialized nature of the work;
  - (2) The new work is a logical follow-on to an original FSS order provided that the original order was placed in accordance with the applicable FSS ordering procedures. The original order must not have been previously issued under sole source or limited source procedures;
  - (3) The item is peculiar to one manufacturer. A brand name item, whether available on one or more schedule contracts, is an item peculiar to one manufacturer; or
  - (4) An urgent and compelling need exists, and following the ordering procedures would result in unacceptable delays.
- (c) Ordering activities shall procure such requirements only if the need to do so is justified in writing and approved at the levels specified in paragraphs (f) and (h) of this subsection.
- (d) Except as provided in paragraph (e) of this subsection, when an order contains brand name specifications, the ordering activity shall post the following information along with the Request for Quotation (RFQ) to e-Buy (<http://www.ebuy.gsa.gov>) :
- (1) For proposed orders exceeding \$25,000, but not exceeding the simplified acquisition threshold, the documentation required by paragraph (f) of this subsection.
  - (2) For proposed orders exceeding the simplified acquisition threshold, the justification required by paragraph (g) of this subsection.
- (e) The posting requirement of paragraph (d) of this subsection does not apply when—
- (1) Disclosure would compromise the national security (*e.g.*, would result in disclosure of classified information) or create other security risks. The fact that access to classified matter may be necessary to submit a proposal or perform the contract does not, in itself, justify use of this exception;
  - (2) The nature of the file (*e.g.*, size, format) does not make it cost-effective or practicable for contracting officers to provide access through e-Buy; or
  - (3) The agency's senior procurement executive makes a written determination that access through e-Buy is not in the Government's interest.
- (f) Orders exceeding the micro-purchase threshold, but not exceeding the simplified acquisition threshold as defined in 2.101. For proposed orders exceeding the micro-purchase

threshold, but not exceeding the simplified acquisition threshold, the ordering activity contracting officer shall document the circumstances when restricting consideration.

(g) Orders exceeding the simplified acquisition threshold.

(1) For proposed orders exceeding the simplified acquisition threshold, the requiring activity shall assist the ordering activity contracting officer in the preparation of the justification. The justification shall cite that the acquisition is conducted under the authority of the Multiple Award Schedule Program (see 8.401).

(2) As a minimum, each justification shall include the following information:

- (i) Identification of the agency and the contracting activity, and specific identification of the document as a “Limited Source Justification.”
- (ii) Nature and/or description of the action being approved.
- (iii) A description of the supplies or services required to meet the agency's needs (including the estimated value).
- (iv) Identification of the justification rationale (see 8.405-6(a) and (b)) and, if applicable, a demonstration of the proposed contractor's unique qualifications to provide the required supply or service.
- (v) A determination by the ordering activity contracting officer that the order represents the best value consistent with 8.404(d).
- (vi) A description of the market research conducted among schedule holders and the results or a statement of the reason market research was not conducted.
- (vii) Any other facts supporting the justification.
- (viii) A statement of the actions, if any, the agency may take to remove or overcome any barriers that led to the restricted consideration before any subsequent acquisition for the supplies or services is made.
- (ix) The ordering activity contracting officer's certification that the justification is accurate and complete to the best of the contracting officer's knowledge and belief.
- (x) Evidence that any supporting data that is the responsibility of technical or requirements personnel (*e.g.*, verifying the Government's minimum

needs or requirements or other rationale for limited sources) and which form a basis for the justification have been certified as complete and accurate by the technical or requirements personnel.

(h) Justification approvals.

- (1) For proposed orders exceeding the simplified acquisition threshold, but not exceeding \$650,000, the ordering activity contracting officer's certification that the justification is accurate and complete to the best of the ordering activity contracting officer's knowledge and belief will serve as approval, unless a higher approval level is established in accordance with agency procedures.
- (2) For a proposed order exceeding \$650,000, but not exceeding \$12.5 million, the justification must be approved by the competition advocate of the activity placing the order, or by an official named in paragraph (h)(3) or (h)(4) of this subsection. This authority is not delegable.
- (3) For a proposed order exceeding \$12.5 million, but not exceeding \$62.5 million (or, for DoD, NASA, and the Coast Guard, not exceeding \$85.5 million), the justification must be approved by—
  - (i) The head of the procuring activity placing the order;
  - (ii) A designee who—
    - (A) If a member of the armed forces, is a general or flag officer;
    - (B) If a civilian, is serving in a position in a grade above GS-15 under the General Schedule (or in a comparable or higher position under another schedule); or
  - (iii) An official named in paragraph (h)(4) of this subsection.
- (4) For a proposed order exceeding \$62.5 million (or, for DoD, NASA, and the Coast Guard, over \$85.5 million), the justification must be approved by the senior procurement executive of the agency placing the order. This authority is not delegable, except in the case of the Under Secretary of Defense for Acquisition, Technology, and Logistics, acting as the senior procurement executive for the Department of Defense.

**Payment (FAR 8.405-7)**

Agencies may make payments for oral or written orders by any authorized means, including the Governmentwide commercial purchase card (but see [32.1108\(b\)\(2\)](#)).

## **PES Contract Scope of Work – SINS**

The PES Scope of Work is organized as Special Item Numbers (SINs) under which LTI can provide its engineering and technical services. The SINs address various aspects of the life cycle of engineering and technical projects. Task Orders from government organizations must identify the SIN or SINs under which the work will be conducted. LTI provides its engineering and technical services in the following four (4) SINs:

- SIN 871-1 Strategic Planning for Technology Programs/Activities
- SIN 871-2 Concept Development and Requirements Analysis
- SIN 871-3 System Design, Engineering and Integration
- SIN 871-4 Test and Evaluation

Each of these SINs is more fully described below. Outsourcing task orders may be placed under any of these SINs, provided that the outsourcing work is within that SIN's definition.

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

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

For example: The evaluation and preliminary definition of new and/or improved performance goals for navigation satellites – such as launch procedures and costs, multi-user capability, useful service life, accuracy and resistance to natural and man-made electronic interference.

Contractors are awarded one or more of the following primary engineering disciplines (PEDs), under this Special Item Number: Chemical Engineering (CE) Civil Engineering (CI) Electrical Engineering (EE), Mechanical Engineering (ME).

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

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

For example: The development and analysis of the total mission profile and life cycle of the improved satellite including examination of performance and cost tradeoffs. Contractors are awarded one or more of the following primary engineering disciplines (PEDs) under this Special Item Number: Chemical

Engineering (CE); Civil Engineering (CI); Electrical Engineering (EE) Mechanical Engineering (ME).

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

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

For example: The navigation satellite concept produced in the preceding stage will be converted to a detailed engineering design package, performance will be computer simulated and a working model will be built for testing and design verification. Contractors are awarded one or more of the following primary engineering disciplines (PEDs) under this Special Item Number: Chemical Engineering (CE) Civil Engineering (CI) Electrical Engineering (EE) Mechanical Engineering (ME).

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

Services required under this SIN involve the application of various techniques demonstrating that a prototype system (subsystem, program,

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

For example: The navigation satellite-working model will be subjected to a series of tests, which may simulate and ultimately duplicate its operational environment. Contractors are awarded one or more of the following primary engineering disciplines (PEDs) under this Special Item Number: Chemical Engineering (CE) Civil Engineering (CI) Electrical Engineering (EE) Mechanical Engineering (ME).

### **Outsourcing or Privatization of Professional Services**

Task orders may be issued for complete outsourcing or privatization of a single task or any portion of an agency's operations within the scope of the contract. Under this type of an order, the contractor could be expected to provide a wide range of functions including administrative, management and technical. The contractor would be responsible for overall operations including developing a management structure to properly provide the full range of required services; planning, management, direction and supervision of the work activities involved and the personnel performing them; any facilities and/or equipment provided by the government,

including the management of facilities and equipment in accordance with the provisions and/or regulations specified in the task order. The individual ordering agency will be responsible for assuring that pertinent governmental guidelines (*e.g.*, OMB Circular A-76) are followed in deciding to use the outsourcing or privatization portion of this schedule.

## Professional Engineering Disciplines – PEDs

GSA defined and awarded this LTI contract based on their evaluation of LTI’s experience, negotiated cost reasonableness, and past performance for the contract Professional Engineering Disciplines (PEDs) for each SIN.

LTI was awarded a contract containing the following four (4) PEDs:

- Chemical Engineering
- Civil Engineering
- Electrical Engineering
- Mechanical Engineering

Each of these four (4) PEDs may be used under each of the four (4) contract SINs described above. These PEDs are more fully described below. LTI’s contract provides for all four (4) PEDs in each of the four (4) contract SINs.

<u>PED</u>	<u>SIN 871 -</u>			
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
<b>Chemical Engineering</b>	•	•	•	•
<b>Civil Engineering</b>	•	•	•	•
<b>Electrical Engineering</b>	•	•	•	•
<b>Mechanical Engineering</b>	•	•	•	•

**PED – Chemical Engineering**

Includes planning, development, evaluation and operation of chemical, biochemical or physical plants and processes; changes in composition, energy content, state of aggregation of materials, forces that act on matter, and relationships are examined and new/conventional chemical materials, products and processes are produced and/or manufactured. It includes, but is not limited to, planning, evaluating chemical plants and petroleum refineries, pollution control systems, biochemical processes, plastics, pharmaceuticals, fibers; analysis of chemical reactions that take place in mixtures; determination of methodologies for the systematic design, control and analysis of processes, evaluating economics, safety, etc.

Within the Chemical Engineering PED, there are several specialties within the scope of this work; a partial listing follows:

- |                      |   |                  |
|----------------------|---|------------------|
| √ Refining           | √ Petrochemicals                        | √ Food           |
| √ Pharmaceuticals    | √ Textiles                              | √ Pulp and Paper |
| √ Ceramics           | √ Electronic Components<br>& Chemicals  | √ Biotechnology  |
| √ Safety Engineering | √ Environmental Control<br>and Clean-up |                  |

**PED – Civil Engineering**

It includes, but is not limited to, planning, evaluation, operations, production, furnishing, construction, alteration, repair, processing or assembling of vessels, aircraft, or other kinds of personal property, including heating, ventilation and air-conditioning for such vessels and/or aircraft.

Within the civil PED, there are several specialties within the scope of this work; a partial listing follows:

- |                   |   |                            |
|-------------------|---|----------------------------|
| √ Geotechnical    | √ Surveying   | √ Construction Management* |
|                   | <b>NOTE:</b> Surveying as it relates to real property is <b><u>not</u></b> appropriate nor is it solicited under this schedule. |                            |
| √ Environmental   | √ Structural  | √ Transportation           |
| √ Water Resources |   |                            |

\* Construction Management Services:

Construction Management Services is a professional services discipline applied to the planning, design, and construction process of capital improvement projects. As provider of professional services to customer agencies, the Construction Manager organizes the effort, develops the management plan, monitors the participants' progress against the plan and identifies action to be taken in the event of deviance from the plan. The Construction Manager can be a firm, a team of firms, or an individual. Construction Managers apply and integrate comprehensive project controls to manage the critical issues of time, cost scope, and quality.

Client agencies shall utilize construction managers as their principal agent to advise on or manage the process over the project regardless of the project delivery method used. The Construction Manager assumes the position of professional adviser or extension of staff to the customer agency. The Construction Manager frequently helps the customer agency identify which delivery method is the best for the project. The construction management approach utilizes a firm (or team of firms) with construction, design and management expertise to temporarily expand the customer agency's capabilities so that the customer agency can successfully accomplish its program or project. The Construction Manager also provides expert advice in support of the customer agency's decisions in the implementation of the project.

The following are some of the tasks to be covered under Construction Management services:

- Recommend most effective use of funds
- Continuous schedule enforcement
- Ensure design complies with budget
- Match construction spending to funds availability
- Enhance control of the scope of work
- Optimal project/program scheduling options
- Best use of individual project team members' expertise

- Maximum avoidance of delays, changes and claims
- Optimal flexibility in contracting/procurement options
- Application and integration of comprehensive project controls
- Design quality assurance throughout the design process
- Consideration of material, systems and process alternatives
- Code compliance review

If the agency determines the work is substantially or to a dominant extent architectural or engineering services as defined by the Brooks Architect-Engineers Act, FAR 36 procedures must be used. Conversely, if the agency determines that a construction contractor should perform the services, this schedule may be used to procure construction management services under SIN 871-6.

### **PED – Electrical Engineering**

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

Within the electrical engineering PED, there are several specialties within the scope of this work; a partial listing follows:

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

**PED – Mechanical Engineering**

Includes planning, development, evaluation and control of systems and components involving the production and transfer of energy and with the conversion of one form of energy to another. It includes, but is not limited to, planning and evaluation of power plants, analysis of the economical combustion of fuels, conversion of heat energy into mechanical energy, use of mechanical energy to perform useful work, analysis of structures and motion in mechanical systems, and conversion of raw materials into a final product, etc. (*e.g.*, thermodynamics, mechanics, fluid mechanics, jets, rocket engines, internal combustion engines, steam and gas turbines, continuum mechanics, dynamic systems, dynamics fluid mechanics, heat transfer, manufacturing, materials, solid mechanics, reactors, etc.).

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

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

## Services Not Included in this PES Contract

The following services are *not* included in this PES contract:

(1) **Construction and Architect-Engineering Services**: as set forth in FAR Part 36:

Construction Services as defined in FAR 2.101 must be procured in accordance with FAR Part 36, except for Construction Management Services. Architect-Engineering (A/E) Services related to real property, as defined in FAR 36.601-3, are also excluded. Government organizations interested in obtaining Construction and Architect-Engineering Services may contact GSA's Public Buildings Service (PBS).

Construction Management Services that neither meets the FAR 36.601-3 definition of A/E Services nor the FAR 2.101 definition of construction **CAN** be performed under all of the SINs of this PES schedule.

(2) **Production and Manufacturing**: note the manufacture, fabrication, installation or production for the purpose of developing working models or prototypes that may be used for further testing, analysis and evaluation before full scale production begins **IS** allowed under this PES schedule. The number of prototypes or working models to be produced is dependent upon the ordering activities' requirement for testing and analysis. However, the predominate amount of the work on PES task orders should be performed by professional labor categories.

(3) **Computer Engineering and Information Technology**: Government organizations interested in computer/software engineering and information technology services are directed to contact GSA’s Group 70 Schedule for Information Technology.

(4) **Environmental Advisory Services**: as specifically listed below:

- Environmental Planning Services and Documentation (*i.e.*, environmental impact statements; endangered species, wetlands, watersheds and other natural resource management plans, studies and consultations; archeological, historic and other cultural resources management plans, studies, and consultations; economic, technical, and risk analyses in support of environmental needs)
- Environmental compliance services (*i.e.*, environmental compliance audits; compliance management planning; pollution prevention surveys;
- Environmental/occupational training services specific to environmental planning and environmental compliance as discussed above (*i.e.*, conventional course development and presentation; customized courses to meet specific needs; computer-based interactive course development)
- Waste management services (*i.e.*, data collection, data development, analyses of comments, regulatory and economic analyses, feasibility analyses, hazard assessments, exposure assessments, and risk analyses. Examples include, but are not limited to, development of waste characterization studies and recommendations for management strategy including identification of recycling options. Assessments might include studies relating to collection and transfer of waste, source reduction, and evaluation of energy/fuel options. Services could

- include data collection, data development, analyses of comments, regulatory and economic analyses, feasibility analyses, hazard assessments, exposure assessments and risk analyses.
- Hazardous materials management advisory services (*i.e.*, furnishing of Material Safety Data Sheets (MDS) by compact disc, on-line via Internet, mail or facsimile (FAX); reporting and compliance software, hazardous materials tracking software and other related software/services. Telephone advisory services (*i.e.*, telephone assistance with hazardous material spills, poisons, MSDS, and other related services).
- (5) **Foundations and Landscaping Engineering**: Government organizations in these types of services should contact GSA’s PBS for additional information.
- (6) **Heating, Ventilation and Air-Conditioning (HVAC) Services: related to buildings, structures, or other real property set forth for construction and architect-engineering services governed by FAR Part 36**: Government organizations in these types of services should contact GSA’s PBS for additional information.
- (7) **Research and Development as set forth in FAR PART 35**: FAR Part 35 governs open-ended research with no specific deliverables and is not allowed under this contract. However, research, analysis, and developmental work related to providing a solution to an engineering requirement **IS** allowed under the PES schedule.
- (8) **Surveying**: as it relates to real property is not provided under this contract.

- (9) **Products/materials already solicited under other FSS Schedule** contracts (e.g., information technology, paper, chemicals, pharmaceuticals, laboratory instruments, etc.). However, PES contractors may team across FSS Schedules to provide a total solution to agency requirements.

## PES Contract Labor Rates

The following labor rates for LTI's PES contract are fully burdened and contain all fees and are expressed as hourly rates, *i.e.*, U.S. Dollars per hour.

	Base Year 1	Base Year 2	Base Year 3	Base Year 4	Base Year 5
LTI Labor	8/2/2005 to 8-1-06	8/2/2006 to 8-1-07	8/2/2007 to 8-1-08	8/2/2008 to 8-1-09	8/2/2009 to 8-1-10
Principal Staff III	\$175.63	\$181.60	\$187.78	\$194.16	\$200.76
Principal Staff II	\$160.63	\$166.09	\$171.74	\$177.58	\$183.62
Principal Staff I	\$160.00	\$165.44	\$171.06	\$176.88	\$182.89
Professional Specialist III	\$188.01	\$194.40	\$201.01	\$207.84	\$214.91
Professional Specialist I	N/A	\$165.46	\$171.08	\$176.90	\$182.91
Executive Director I	\$110.00	\$113.74	\$117.61	\$121.61	\$125.74
Staff Advisor III	\$193.68	\$200.27	\$207.07	\$214.11	\$221.39
Staff Advisor II	N/A	\$123.60	\$127.80	\$132.15	\$136.64
Director II	\$125.53	\$129.80	\$134.21	\$138.77	\$143.49
Director I	N/A	\$127.54	\$131.88	\$136.36	\$141.00
Senior Staff III	\$104.72	\$108.28	\$111.96	\$115.77	\$119.71
Senior Staff II	\$102.55	\$106.04	\$109.64	\$113.37	\$117.22
Senior Staff I	\$81.80	\$84.58	\$87.46	\$90.43	\$93.50
Staff III	\$99.05	\$102.42	\$105.90	\$109.50	\$113.22
Staff II	N/A	\$83.20	\$86.03	\$88.96	\$91.98
Staff I	N/A	\$81.41	\$84.18	\$87.04	\$90.00
Associate Staff III	N/A	\$74.81	\$77.35	\$79.98	\$82.70
Associate Staff II	\$50.20	\$51.91	\$53.67	\$55.49	\$57.38
Associate Staff I	\$47.75	\$49.37	\$51.05	\$52.79	\$54.58
Project Analyst III	\$62.29	\$64.41	\$66.60	\$68.86	\$71.20
Project Analyst I	\$40.65	\$42.03	\$43.46	\$44.94	\$46.47
Administrative Support I	\$26.55	\$27.45	\$28.39	\$29.36	\$30.36

	Option Year 1	Option Year 2	Option Year 3	Option Year 4	Option Year 5
LTI Labor Category	8/2/10 to 7/31/11	8/1/11 to 7/31/12	8/1/12 to 7/31/13	8/1/13 to 7/31/14	8/1/14 to 7/31/15
Principal Staff III	207.59	214.65	221.95	229.50	237.30
Principal Staff II	189.86	196.32	202.99	209.89	217.03
Principal Staff I	189.12	195.55	202.20	209.07	216.18
Professional Specialist III	222.22	229.78	237.59	245.67	254.02
Professional Specialist I	189.14	195.57	202.22	209.10	216.21
Executive Director I	130.02	134.44	139.01	143.74	148.63
Staff Advisor III	228.92	236.70	244.75	253.07	261.67
Staff Advisor II	141.29	146.09	151.06	156.20	161.51
Director II	148.37	153.41	158.63	164.02	169.60
Director I	145.79	150.75	155.88	161.18	166.66
Senior Staff III	123.77	127.98	132.33	136.83	141.48
Senior Staff II	121.21	125.33	129.59	134.00	138.56
Senior Staff I	96.69	99.98	103.38	106.89	110.52
Staff III	117.07	121.05	125.17	129.43	133.83
Staff II	95.11	98.34	101.68	105.14	108.71
Staff I	93.06	96.22	99.49	102.87	106.37
Associate Staff III	85.51	88.42	91.43	94.54	97.75
Associate Staff II	59.33	61.35	63.44	65.60	67.83
Associate Staff I	56.44	58.36	60.34	62.39	64.51
Project Analyst III	73.62	76.12	78.71	81.39	84.16
Project Analyst I	48.05	49.68	51.37	53.12	54.93
Administrative Support I	31.38	32.45	33.55	34.69	35.87

	Option Year 6	Option Year 7	Option Year 8	Option Year 9	Option Year 10
<b>LTI Labor Category</b>	<b>8/1/15 to 7/31/16</b>	<b>8/1/16 to 7/31/17</b>	<b>8/1/17 to 7/31/18</b>	<b>8/1/18 to 7/31/19</b>	<b>8/1/19 to 7/31/20</b>
Principal Staff III	\$245.37	\$250.52	\$255.78	\$261.16	\$266.64
Principal Staff II	\$201.50	\$205.73	\$210.05	\$214.46	\$218.97
Principal Staff I	\$191.43	\$195.45	\$199.55	\$203.75	\$208.02
Professional Specialist III	\$262.66	\$268.18	\$273.81	\$279.56	\$285.43
Professional Specialist I	\$171.28	\$174.88	\$178.55	\$182.30	\$186.13
Executive Director I	\$153.68	\$156.91	\$160.20	\$163.57	\$167.00
Staff Advisor III	\$231.73	\$236.60	\$241.56	\$246.64	\$251.82
Staff Advisor II	\$167.00	\$170.51	\$174.09	\$177.74	\$181.48
Director II	\$175.37	\$179.05	\$182.81	\$186.65	\$190.57
Director I	\$172.33	\$175.95	\$179.64	\$183.42	\$187.27
Senior Staff III	\$146.29	\$149.36	\$152.50	\$155.70	\$158.97
Senior Staff II	\$143.27	\$146.28	\$149.35	\$152.49	\$155.69
Senior Staff I	\$114.28	\$116.68	\$119.13	\$121.63	\$124.19
Staff III	\$138.38	\$141.29	\$144.25	\$147.28	\$150.38
Staff II	\$112.40	\$114.76	\$117.17	\$119.63	\$122.14
Staff I	\$109.99	\$112.30	\$114.66	\$117.07	\$119.52
Associate Staff III	\$101.07	\$103.19	\$105.36	\$107.57	\$109.83
Associate Staff II	\$70.14	\$71.61	\$73.12	\$74.65	\$76.22
Associate Staff I	\$66.70	\$68.10	\$69.53	\$70.99	\$72.48
Project Analyst III	\$87.02	\$88.85	\$90.71	\$92.62	\$94.56
Project Analyst I	\$56.80	\$57.99	\$59.21	\$60.45	\$61.72
Administrative Support I	\$37.09	\$37.87	\$38.66	\$39.48	\$40.31

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

## **PES Contract Labor Categories and Qualifications**

The following labor categories have been approved by GSA for LTI's PES contract for each of LTI's four (4) PEDs and each of LTI's four (4) SINS.

### **Principal Staff**

#### *Principal Duties and Responsibilities*

1. Broad responsibilities for the effective management of corporate, program and project funds and personnel, and is accountable for the quality and timely delivery of contract deliverables.
2. Operates with broad latitude and in direct interaction with the client. Guided by contract scope and definitions and company policy. Serves as focal point for program activity definition and execution and as a focal point for establishment of and monitoring compliance to company policies.
3. Ensures that all reasonable resources including personnel, standards, physical assets, and facilities are available for program implementation.
4. Manages programs consisting of multiple projects including project definition, design, development and delivery. Directs the performance of a variety of projects and monitors for compliance to contract and company policies.
5. Maintains the development and execution of business opportunities based on broad, general guidance. Oversees and is responsible for marketing and follow-on activities as well as the allocation of resources within projects.
6. Confers with project leaders to provide technical and business advice and to assist with problem resolution.
7. May perform other duties as assigned.

#### *Job Qualifications*

Principal Staff III	Master's degree or equivalent and 20 years of general experience.
Principal Staff II	Bachelor's degree or equivalent and 15 years of general experience.
Principal Staff I	Bachelor's degree or equivalent and 10 years of general experience.

## **Professional Specialist Staff**

### *Principal Duties and Responsibilities:*

1. Broad responsibilities for the effective technical leadership and performance.
2. Operates with broad latitude and in direct interaction with the client. Guided by contract scope and definitions and company policy. Serves as focal point for program technical activity definition and execution.
3. Works to ensure that all reasonable resources including personnel, standards, physical assets, and facilities are available for implementation of technical aspects of the program / project.
4. Manages the technical aspects of programs consisting of multiple projects including project definition, design, development and delivery. Directs the performance of a variety of projects and monitors for compliance to contract and company policies.
5. Maintains the development and execution of business opportunities based on broad, general guidance. Oversees and is responsible for marketing and follow-on activities as well as, the proper application of resources within projects.
6. Confers with project leaders to provide technical advice and to assist with problem resolution.
7. May perform other duties as assigned.

### *Job Qualifications*

Professional Specialist III	Master's degree or equivalent and 20 years of general experience.
Professional Specialist II	Bachelor's degree or equivalent and 15 years general experience.
Professional Specialist I	Bachelor's degree or equivalent and 10 years general experience.

## **Executive Director**

### *Principal Duties and Responsibilities:*

1. Broad responsibilities for the effective management of funds and personnel, and is accountable for the quality and timely delivery of contract deliverables.
2. Operates with broad latitude and in direct interaction with the client. Guided by contract scope and definitions and company policy. Serves as focal point for program activities.
3. Ensures that all reasonable resources including personnel, standards, physical assets, and facilities are available for program implementation.
4. Manages programs consisting of multiple projects including project definition, design, development and delivery. Directs the performance of a variety of projects.
5. Maintains the development and execution of business opportunities based on broad, general guidance. Oversees and is responsible for marketing and follow-on activities as well as the allocation of resources within projects.
6. Confers with project leaders to provide technical and business advice and to assist with problem resolution.
7. May perform other duties as assigned.

### *Job Qualifications*

Executive Director III Master's degree or equivalent and 9 years of general experience.  
Executive Director II Bachelor's degree or equivalent and 11 years of general experience.  
Executive Director I Bachelor's degree or equivalent and 9 years of general experience.

## **Staff Advisor**

### **Principal Duties and Responsibilities:**

1. Broad responsibility for providing technical and management input and leadership to complex projects and issues.
2. Operates with board latitude and in direct support to project, program and technical leadership on a project. May have direct interaction with the client in conjunction with project or program leadership.
3. Guided by contract scope and definitions, company policy, and industry standards and norms. Serves as a liaison to industry counterparts in support of program activities.
4. Is a recognized leader in their field and supports staff responsible for managing programs by providing input to complex projects and issues.
5. Confers with project leaders to provide technical and business advice and to assist with problem resolution.
6. May perform other duties as assigned.

### **Job Qualifications**

Staff Advisor III	Master's degree or equivalent and 20 years of general experience.
Staff Advisor II	Bachelor's degree or equivalent and 15 years of general experience.
Staff Advisor II	Bachelor's degree or equivalent and 10 years of general experience.

## **Director**

### **Principal Duties and Responsibilities**

1. Manages project operations and coordinates the resolution of project related issues.
2. Ensures project meets scope, schedule and budget requirements.
3. Ensures proper relationships with customers, partners, and vendors to facilitate the delivery of project deliverables.
4. Effectively supervises staff and other resources assigned to the project.

Job Qualifications

Director III      Master's degree and 8 years of general experience.  
Director II        Bachelor's degree and 10 years of general experience.  
Director I         Bachelor's degree and 7 years of general experience.

**Senior Staff**

Principal Duties and Responsibilities:

1. Performs a variety of broadly defined tasks, either independently or under supervision.
2. Plans and performs research, design, development, and other assignments in conformance with industry, professional and contract standards.
3. Supervises a team through the completion of an assignment in a project or technical leadership role.
4. Responsible for major technical/engineering projects of higher complexity and importance than those normally assigned to more junior staff.
5. Coordinates the activities of more junior staff assigned to the project.
6. May perform other duties as assigned.

Job Qualifications

Senior Staff III    Master's degree and 14 years of general experience.  
Senior Staff II    Bachelor's degree and 13 years of general experience.  
Senior Staff I     Bachelor's degree and 9 years of general experience.

## **Staff**

### *Principal Duties and Responsibilities*

1. Supports projects under leadership and supervision of others to perform a variety of assignments.
2. Performs assignments with limited latitude for independent actions and decisions.
3. Plans and performs research, designs, development and other assignments in compliance with industry, professional and contract standards.
4. Responsible for the parts of a major project or a project of lesser complexity and importance than those normally assigned to more senior staff.
5. Coordinates the activities of more junior staff assigned to specific tasks.
6. May perform other duties as assigned.

### *Job Qualifications*

Staff III	Bachelor's degree and 10 years of general experience.
Staff II	Bachelor's degree and 7 years of general experience.
Staff I	Bachelor's degree and 4 years of general experience.

## **Associate Staff**

### *Principal Duties and Responsibilities*

1. Works under the guidance and supervision of more senior staff and has no latitude for independent action or decision.
2. Assists in defining and executing various activities within a project. Project activities may include planning, performance management, test and validation, bench studies, engineering and development.
3. Develop and staff a project management plan.
4. Supports more senior staff as required.
5. Analyzes and develops documentation detailing various aspects of the project.
6. May perform other duties as required.

Job Qualifications

Associate Staff III	Bachelor's degree or equivalent and 6 years of experience.
Associate Staff II	Bachelor's degree or equivalent and 3 years of experience.
Associate Staff I	Bachelor's degree or equivalent and 0 years of experience.

**Project Analyst**

Principal Duties and Responsibilities

1. Performs routine and complex evaluations of conceptual and actual procedures, processes, technologies, techniques, models and systems.
2. Prepares charts, work breakdown structures, tables, graphs and diagrams to support problem analysis and communications.
3. Performs business and finance functions including project control, project accounting and analysis, project planning, scheduling and estimating.

Job Qualifications

Project Analyst III	Bachelor's degree and 11 years of general experience.
Project Analyst II	Bachelor's degree and 5 years of general experience.
Project Analyst I	Bachelor's degree and 1 year of general experience.

**Administrative Support**

Principal Duties and Responsibilities

1. Provides administrative-type support to technical and management staff.
2. Coordinates and plans office or project administration and support.
3. Provides documentation planning and support, project administration, event planning and administration, data input and manipulation, and other support functions.
4. Assists in the collection and organization of information and other data required for document preparation, training, reports and deliverables.
5. May perform other duties as assigned.

Job Qualifications

- Administrative Support III Bachelor's degree and 9 years of general experience.  
Administrative Support I Bachelor's degree and 5 years of general experience.  
Administrative Support I High school diploma or G.E.D. and 3 years of general experience.

NOTE FOR ALL LABOR CATEGORIES: Four years of general experience is considered equivalent to an associate's degree. Six years of general experience is considered equivalent to a bachelor's degree. Five years of general experience plus a bachelor's degree is equivalent to a master's degree. Ten years of experience plus a master's degree is equivalent to a doctorate.

## **PES Contract Terms and Conditions**

Contact LTI's GSA Program Manager or GSA's Contracting Officer for a copy of the most recent Terms and Conditions that apply to this PES contract.