



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

Online access to contractor ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA *Advantage!*<sup>™</sup>, a menu-driven database system. The INTERNET address for GSA *Advantage!*<sup>™</sup> is <http://www.fss.gsa.gov>.

**Schedule for  
Professional Engineering Services**

**FSC Group 87  
FSC Class(es)/Product Code(s): 871  
SIC Code: 8711**

**Contract No.: GS-23F-0286P**

**Contract Period: June 3, 2014 – June 3, 2019**

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

**Skjei Telecom, Inc.  
7777 Leesburg Pike, Suite 315N  
Falls Church, VA 22043-24-3  
703-917-4077  
703-917-0098 (Fax)**

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

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**For Customer Information and Special Item Numbers (SINS) see the next page**

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**CUSTOMER INFORMATION**

<b>1. Special Item Numbers (SINs)</b>	<b>Page</b>
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<b>2. Maximum order</b> – There is no maximum task order size for the contract. A maximum threshold value of \$1,000,000 for each task order was established for the contract. When task orders exceed this value, agencies should consider additional contractors and seek discounts. See Section 13.0, <i>Orders Exceeding the Maximum Order Threshold</i> , on page 32.	
<b>3. Minimum order</b> - \$100	
<b>4. Geographic coverage (delivery area)</b> - Work for domestic use.	
<b>5. Point(s) of production (city, county, and state or foreign country)</b> – Determined by individual task order.	
<b>6. Discount from list prices or statement of net price.</b> "Prices Shown Herein are Net (discount deducted)".	
<b>7. Quantity discounts</b> – 1% for task orders at or exceeding \$200,000	
<b>8. Prompt payment terms</b> – None	
<b>9.a Notification that Government purchase cards are accepted below the micropurchase threshold</b> – Government purchase cards are accepted below the micropurchase threshold of \$2,500.	
<b>9.b Notification whether Government purchase cards are accepted or not accepted above the micropurchase threshold</b> – Not accepted.	
<b>10. Foreign Items (list items by country of origin)</b> - None	
<b>11.a. Time of Delivery</b> – Determined by individual task order.	
<b>11.b. Expedited Delivery</b> – None	
<b>11.c. Overnight and 2 day delivery</b> – None	
<b>11.d. Urgent Requirements</b> - None	

**Ordering address(es)** – Determined by individual task order.

12. **F.O.B Point** – Destination
  
13. **Ordering Address(es)**  
Skjei Telecom, Inc.  
7777 Leesburg Pike, Suite 315N  
Falls Church, VA 22043
  
14. **Payment Address(es)**  
Skjei Telecom, Inc.  
7777 Leesburg Pike, Suite 315N  
Falls Church, VA 22043
  
15. **Warranty Provision** – None
  
16. **Export packing charges, if applicable** – Determined by individual task order.
  
17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micropurchase 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
  
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
  
- 24.a **Environmental attributes, e.g., recycled content, energy efficiency, and or/reduced pollutants**– Not applicable
- 24.b **Skjei Telecom is compliant with Section 508 standards see [www.Section508.gov/](http://www.Section508.gov/) for full details.**
  
25. **Data Universal Number System (DUNS) number** – 012-628165

26. **Notification regarding registration in Central Contractor Registration (CCR) database:** Skjei Telecom is registered in the CCR System.
27. **The Labor Categories that fall under the requirements of the Service Contract Act (SCA) (i.e. non-exempt labor categories) are identified in the matrix below. All the prices for these labor categories meet or exceed the requirements in the SCA Wage Determination identified below.**

SCA Eligible Contract Labor Category	SCA Equivalent Code – Title	WD Number
Administrative Assistant	01020 Administrative Assistant	05-2103
Engineering Technician Level I	30081 Engineering Technician I	05-2103
Engineering Technician Level II	30082 Engineering Technician II	05-2103
Engineering Technician Level III	30083 Engineering Technician III	05-2103

The Service Contract Act (SCA) is applicable to this contract and the labor categories may be subject to wage determinations (WD) based upon the work performed. The ordering agency's procuring contracting officer (PCO) is responsible for identifying the appropriate wage determination applicable to an effort; and for providing the appropriate wage determination.

28. **Overseas Price Differential:** Overseas allowances will be negotiated on an individual task order basis. This should be proposed in accordance with the U.S. Department of State Standardized Regulation (<http://aoprals.state.gov>) as an ODC non schedule item and should be identified as such in our task order proposals. (You do not pay IFF on the ODCs.)
29. **Disaster Recovery:** State and local government entities may purchase a variety of products and services to facilitate recovery from a major disaster, terrorism, or nuclear, biological, chemical, or radiological attack. For reporting purposes this should be identified after the SIN i.e. 871-1RC.

## DESCRIPTION OF SERVICE OFFERINGS

This section provides the descriptions of the service offerings by Specialty Item Numbers (SINs), for each Professional Engineering Discipline (PED) identified in the table below.

Engineering Discipline	SIN 871-1	SIN 871-2	SIN 871-3	SIN 871-4	SIN 871-5	SIN 871-6
Mechanical Engineering						
Electrical Engineering	✓	✓	✓	✓	✓	✓
Chemical Engineering						
Civil Engineering						

### SPECIAL ITEM NUMBER (SIN) DESCRIPTIONS

#### 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, privatization and outsourcing.

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

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

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

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

#### 871-4 Test and Evaluation

Services required under this SIN involve the application of various techniques demonstrating that a prototype system (subsystem, program, project or activity) performs in accordance with the objectives outlined in the original design. Typical associated tasks include, but are not limited testing of a prototype

and first article(s) testing, environmental testing, independent verification and validation, reverse engineering, simulation and modeling (to test the feasibility of a concept), system safety, quality assurance, physical testing of the product or system, training, privatization and outsourcing.

#### **SIN 871-5      INTEGRATED LOGISTICS SUPPORT**

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

#### **SIN 871-6      ACQUISITION AND LIFE CYCLE MANAGEMENT**

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

## PROFESSIONAL ENGINEERING DISCIPLINES (PED)

Skjei Telecom is offering one Professional Engineering Disciplines for the six SINs offered under this schedule. They are Electrical Engineering.

### Electrical Engineering

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

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

Aerospace and Electronic Systems	Engineering Management	Power Electronics
Antennas and Propagation	Geoscience & Remote Sensing	Power Engineering
Broadcast Technology	Industrial Electronics	Professional Communication
Circuits and Systems	Industry Applications	Reliability
Communications	Information Theory	Robotics & Automation
Components Packaging, and Manufacturing Technology	Instrumentation and Measurement	Signal Processing on Social Implications of Technology
Computer*	Intelligent Transportation Systems	Solid-State Circuits
Consumer Electronics	Lasers & Electro-Optics	Systems, Man, and Cybernetics
Control Systems	Magnetics	Ultrasonics, Ferroelectrics, and Frequency Control
Dielectrics and Electrical Insulation	Microwave Theory and Techniques	Vehicular Technology
Education	Neural Networks Council	Other Chemical Engineering
Electromagnetic Compatibility	Nuclear and Plasma Sciences	Specialties not listed in the "Services not Included Paragraph"
Engineering in Medicine and Biology	Oceanic Engineering	

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

**1. SCOPE**

- a. The prices, terms and conditions stated under Special Item Number 871-1 through 871-6 applies exclusively to Professional Engineering Services Electrical Engineering disciplines within the scope of this Professional Engineering Services Schedule. Foreign Military Sales (FMS) are included under the scope of this contract.
- b. The Contractor shall provide services at the Contractor's facility and/or at the Government location, as agreed to by the Contractor and the ordering office.

**2. ORDERING PROCEDURES**

- a. Procedures for Professional Engineering Services priced on GSA schedule at hourly rates.
  - (1) FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SINS) within a Schedule. GSA has established special ordering procedures for Professional Engineering Services (SINs 871-1 through 871-6) that are priced on schedule at hourly rates. These special ordering procedures which are outlined herein take precedence over the procedures in FAR 8.404.
  - (2) The GSA has determined that the rates for Professional Engineering 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.
  - (3) When ordering Professional Engineering Services ordering offices shall—
    - (i) Prepare a Request for Quotation:
      - (A) A performance-based statement of work that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.
      - (B) A request for quotation should be prepared which includes the performance-based statement of work and requests the contractors submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering office makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials proposal may be requested. The firm-fixed price shall be based on the hourly rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any travel costs or other incidental costs related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the

rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor hour and time and material orders.

- (C) The request for quotation may request the contractors, if necessary or appropriate, submit a project plan for performing the task and information on the contractor's experience and/or past performance performing similar tasks.
  - (D) The request for quotation shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical acceptability of responses. If consideration will be limited to schedule contractors who are small business concerns as permitted by paragraph (ii)(A) below, the request for quotations shall notify the contractors that will be the case.
- (ii) Transmit the Request for Quotation to Contractors:
- (A) Based upon an initial evaluation of catalogs and price lists, the ordering office should identify the contractors that appear to offer the best value (considering the scope of services offered, hourly rates and other factors such as contractors' locations, as appropriate). When buying Professional Engineering Services under SINs 871-1 through 871-4 for Electrical and/or Mechanical Engineering disciplines, the ordering office, at its discretion, may limit consideration to those schedule contractors that are small business concerns. This limitation is not applicable when buying supplies and/or services under other SINs. The limitation may only be used when at least three (3) small businesses that appear to offer services that will meet the agency's needs are available, if the order is estimated to exceed the micro-purchase threshold.
  - (B) The request for quotation should be to three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not to exceed the maximum order threshold. For proposed orders exceeding the-maximum order threshold, the request for quotation should be provided to additional contractors that offer services that will meet the agency's needs. Ordering offices should strive to minimize the contractors' costs associated with responding to requests for proposals for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement.
- (iii) Evaluate proposals and select the contractor to receive the order:
- After responses have been evaluated against the factors identified in the request for quotation, the order should be placed with the schedule contractor that represents the best value and results in the lowest overall cost alternative (considering price, special qualifications, administrative costs, etc.) to meet the Government's needs.
- (4) The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPAs) for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering office the opportunity to secure volume discounts. When establishing BPAs ordering offices shall—

- (i) Inform contractors in the request for quotation (based on the agency's requirement) if a single BPA or multiple BPAs will be established, and indicate the basis that will be used for selecting the contractors to be awarded the BPAs.
    - (A) *Single BPA*. Generally, a single BPA should be established when the ordering office can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value and results in the lowest overall cost alternative to meet the agency's needs should be awarded the BPA.
    - (B) *Multiple 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 (3)(ii)(B) above, and then place the order with the schedule contractor that represents the best value and results in the lowest overall cost alternative to meet the agency's needs.
  - (ii) 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.
- (5) 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.
  - (6) When the ordering office's requirement involves both products as well as Professional Engineering Services, the ordering office should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the greatest value in terms of meeting the agency's total needs.
  - (7) The ordering office, at a minimum, should document orders by identifying the contractor the services were purchased from, the services purchased, and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For agency requirements in excess of the micro-purchase threshold, the order file should document the evaluation of schedule contractors' proposals that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.
- b. 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.

- (1) *Orders placed at or below the micropurchase threshold.* Ordering offices can place orders at or below the micro-purchase threshold with any Federal Supply Schedule Contractor.
- (2) *Orders exceeding the micropurchase 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!” on-line shopping service, or by reviewing the catalogs/price lists of at least three Schedule Contractors and schedule that meets 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.
- (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 b, above, and before placing an order that exceeds the maximum order threshold, ordering offices shall—
  - (i) Review additional Schedule Contractors’ catalogs/price lists or use the “GSA Advantage!” on-line shopping service;
  - (ii) Based upon the initial evaluation, generally seek price reductions from the Schedule Contractor(s) appearing to provide the best value (considering price and other factors); and
  - (iii) After price reductions have been sought, place the order with the Schedule Contractor that provides the best value and results in the lowest overall cost alternative. If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

**Note:** For orders exceeding the maximum order threshold, the Contractor may:

  - (A) 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);
  - (B) Offer the lowest price available under the contract; or
  - (C) Decline the order (orders must be returned in accordance with FAR 52.216-19).
- (4) *Blanket Purchase Agreements (BPAs).* The establishment of Federal Supply Schedule BPAs is permitted when following the ordering procedures in FAR 8.404. All schedule contracts contain BPA provisions. Ordering offices may use BPAs to establish accounts with Contractors to fill recurring requirements. BPAs should address the frequency of ordering and invoicing, delivery locations and times.
- (5) *Price Reductions.* In addition to the circumstances outlined in paragraph (3), above, there may be instances when ordering offices will find it advantageous to request a price reduction. For example, when the ordering office finds a schedule 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.

- (6) *Small Business.* For orders exceeding the micropurchase 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.
- (7) *Documentation.* Orders should be documented, at a minimum, by identifying the Contractor the item was purchased from, the item purchased, and the amount paid. If an agency requirement in excess of the micro-purchase threshold is defined so as to require a particular brand name, product, or feature of a product peculiar to one manufacturer, thereby precluding consideration of a product manufactured by another company, the ordering office shall include an explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the agency's needs.

### **3. ORDER**

- a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery 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 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.
- b. 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.

### **4. PERFORMANCE OF SERVICES**

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering office.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering office.
- c. The Contractor guarantees the satisfactory completion of the Professional Engineering Services performed under the task order and that all contract personnel utilized in the performance of Professional Engineering Services under the task order shall have the education, experience, and expertise as stated in the task order.
- d. Any Contractor travel required in the performance of Professional Engineering Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use city pair contracts.

### **5. 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. RESPONSIBILITIES OF THE CONTRACTOR**

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character.

### **7. RESPONSIBILITIES OF THE GOVERNMENT**

Subject to security regulations, the ordering office shall permit Contractor access to all facilities necessary to perform the requisite PES Services.

## **8. INDEPENDENT CONTRACTOR**

All PES Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the Government.

## **9. ORGANIZATIONAL CONFLICTS OF INTEREST**

### **a. 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 the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

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 the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

- b. 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 the Contractors, 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, which may require restrictions, are provided at FAR 9.508.

## **10. INVOICES**

For firm fixed-price orders, the Contractor, upon completion of the work ordered, shall submit invoices for PES services. The ordering office on individual orders may authorize progress payments, if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for level-of-effort recurring services performed during the preceding month.

## **11. PAYMENTS**

For firm fixed-price orders the Government shall pay the Contractor, 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 fixed-price/level-of-effort orders, the Payments under Time-and-Materials and Labor-Hour Contracts (Alternate I (APR 1984)) at FAR 52.232-7 apply 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.

## **12. RESUMES**

Resumes will be provided to the GSA Contracting Officer or the user agency upon request.

## **13. 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.

**14. APPROVAL OF SUBCONTRACTS**

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

**15. DESCRIPTION OF PES SERVICES AND PRICING**

A description of the services available under this Professional Engineering Services Schedule follows these Terms and Conditions. These services are presented in the same manner that Skjei Telecom sells to commercial and other government clients. Hourly rates are offered and are directly related to Skjei Telecom's commercial offerings.

For each skill available, there is a job title; the minimum/general experience; functional/responsibility; and minimum education.

## Labor Category Descriptions

### **PROGRAM MANAGER I**

#### **GENERAL SUMMARY**

Directs the performance of a variety of related projects that may be organized by technology, program or client. Oversees technology development and/or application, marketing, and resource allocation within program client base.

#### **FUNCTIONAL DESCRIPTION**

1. Manages programs consisting of multiple projects including project identification, design, development and delivery.
2. Responsible for the effective management of funds and personnel, and is accountable for the quality and timely delivery of all contractual items.
3. Operates within client guidance, contractual limitations, and Company business and policy directives. Serves as focal point of contact with client regarding program activities.
4. Ensures that all required resources including manpower, engineering/design standards, computer time, and facilities are available for program implementation.
5. Maintains the development and execution of business opportunities based on broad, general guidance. Responsible for marketing new technology and follow-on business acquisitions.
6. Confers with Project Managers to provide technical advice and to assist with problem resolution.
7. May perform other general management duties as assigned.

#### **JOB SPECIFICATIONS**

Program Manager I – Bachelor's Degree and 8 years of general experience including 5 years of management/supervision.

### **PROGRAM MANAGER II**

#### **FUNCTIONAL DESCRIPTION**

1. Manages programs consisting of multiple projects including project identification, design, development and delivery.
2. Responsible for the effective management of funds and personnel, and is accountable for the quality and timely delivery of all contractual items.
3. Operates within client guidance, contractual limitations, and Company business and policy directives. Serves as focal point of contact with client regarding program activities.

4. Ensures that all required resources including manpower, engineering/design standards, computer time, and facilities are available for program implementation.
5. Maintains the development and execution of business opportunities based on broad, general guidance. Responsible for marketing new technology and follow-on business acquisitions.
6. Confers with Project Managers to provide technical advice and to assist with problem resolution.
7. May perform other general management duties as assigned.

### **JOB SPECIFICATIONS**

Program Manager II – Bachelor's Degree and 12 years of general management experience including 8 years of management/supervision.

## **PROGRAM MANAGER III**

### **FUNCTIONAL DESCRIPTION**

1. Manages more senior programs consisting of multiple projects including project identification, design, development and delivery.
2. Responsible for the effective management of funds and personnel, and is accountable for the quality and timely delivery of all contractual items.
3. Operates within client guidance, contractual limitations, and Company business and policy directives. Serves as focal point of contact with client regarding program activities.
4. Ensures that all required resources including manpower, engineering/design standards, computer time, and facilities are available for program implementation.
5. Maintains the development and execution of business opportunities based on broad, general guidance. Responsible for marketing new technology and follow-on business acquisitions.
6. Confers with Project Managers to provide technical advice and to assist with problem resolution.
7. May perform other general management duties as assigned.

### **JOB SPECIFICATIONS**

Program Manager III – Master's Degree and 12 years of general experience including 8 years of management/supervision.

## **PRINCIPAL CONSULTING ENGINEER I**

### **GENERAL SUMMARY**

Independently performs a variety of very complex engineering tasks requiring specialized subject matter expertise, which are generally accomplished as a consultant to agency senior-level management or in direct support of critical agency missions and responsibilities.

### **FUNCTIONAL DESCRIPTION**

1. Independently plans and performs very complex engineering and consulting tasks that require an understanding and command of specialized subject matter as well as a broad knowledge of the political, statutory and regulatory environment in which the customer agency must perform its mission.
2. May manage major technical/engineering programs/projects of higher complexity and importance than those normally assigned to less technically knowledgeable Program or Project Managers.
3. Coordinates and directs the activities of lower-level Engineers/Analysts and Engineering Technicians to meet the objectives of specific programs/projects.
4. May perform other specialized consulting duties as assigned.

### **JOB SPECIFICATIONS**

Principal Consulting Engineer I – Master's Degree and 10 years of general engineering experience including 5 years of specialized subject matter experience.

## **PRINCIPAL CONSULTING ENGINEER II**

### **FUNCTIONAL DESCRIPTION**

1. Independently plans and performs very complex engineering and consulting tasks that require an understanding and command of specialized subject matter as well as a broad knowledge of the political, statutory and regulatory environment in which the customer agency must perform its mission.
2. May manage major technical/engineering programs/projects of higher complexity and importance than those normally assigned to less technically knowledgeable Program or Project Managers.
3. Coordinates and directs the activities of lower-level Engineers/Analysts and Engineering Technicians to meet the objectives of specific programs/projects.
4. May perform other specialized consulting duties as assigned.

### **JOB SPECIFICATIONS**

Principal Consulting Engineer II – Master's Degree and 15 years of general engineering experience including 10 years of specialized subject matter experience.

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**PRINCIPAL CONSULTING ENGINEER III****FUNCTIONAL DESCRIPTION**

1. Independently plans and performs very complex engineering and consulting tasks that require an understanding and command of specialized subject matter as well as a broad knowledge of the political, statutory and regulatory environment in which the customer agency must perform its mission.
2. May manage major technical/engineering programs/projects of higher complexity and importance than those normally assigned to less technically knowledgeable Program or Project Managers.
3. Coordinates and directs the activities of lower-level Engineers/Analysts and Engineering Technicians to meet the objectives of specific programs/projects.
4. May perform other specialized consulting duties on senior projects as assigned.

**JOB SPECIFICATIONS**

Principal Consulting Engineer III – Doctor's Degree and 15 years of general engineering experience including 10 years of specialized subject matter experience.

## **SYSTEMS ENGINEER I**

### **GENERAL SUMMARY**

Assists with definition of system requirements, working under direction of Principal Consulting Engineers, and Program Managers. Codes modules as assigned with little supervision. Participates in development and implementation of system specifications, designs, integration, testing, and documentation.

### **FUNCTIONAL DESCRIPTION**

1. Analyzes requirements and develops solutions.
2. Provides comprehensive definition of all aspects of system development from analysis of mission needs to verification of system performance. Evaluates alternatives and assesses risks and costs.
3. May perform other systems engineering duties and special studies and analyses as assigned.

### **JOB SPECIFICATIONS**

Systems Engineer I – Bachelor's Degree and 6 year of general engineering experience.

## **SYSTEMS ENGINEER II**

### **FUNCTIONAL DESCRIPTION**

1. Analyzes requirements and develops solutions.
2. Provides comprehensive definition of all aspects of system development from analysis of mission needs to verification of system performance. Evaluates alternatives and assesses risks and costs.
3. May perform other systems engineering duties and special studies and analyses as assigned.

### **JOB SPECIFICATIONS**

Systems Engineer II – Bachelor's Degree and 8 years of general engineering experience.

**SYSTEMS ENGINEER III****FUNCTIONAL DESCRIPTION**

1. Analyzes requirements and develops solutions.
2. Provides comprehensive definition of all aspects of system development from analysis of mission needs to verification of system performance. Evaluates alternatives and assesses risks and costs.
3. May perform other systems engineering duties and more senior studies and analyses as assigned.

**JOB SPECIFICATIONS**

Systems Engineer III – Master's Degree and 8 years of general engineering experience.

## **BUSINESS SPECIALIST I**

### **GENERAL SUMMARY**

Includes all work efforts supporting programs/projects that is identified as business and financial management in nature, including but not limited to program/project control, finance and accounting, program/project planning and scheduling, cost estimating and budget development, etc.

### **FUNCTIONAL DESCRIPTION**

1. Performs complex evaluations of existing procedures, processes, techniques, models, and/or systems related to management problems or contractual issues that generally require a written report including recommended solutions.
2. Principal duties may include, but are not limited to: developing work breakdown structures; preparing program/project cost estimates and budgets; establishing program/project resource allocations and activity schedules; preparing charts, tables, graphs, and diagrams to assist in analyzing problems; collecting and analyzing program/project cost/schedule/technical performance metrics, etc.
3. Provides daily supervision and direction to administrative/management support staff.
4. May perform other business/financial management duties as assigned.

### **JOB SPECIFICATIONS**

Business Specialist I – High School Diploma and 4 years of general experience.

## **BUSINESS SPECIALIST II**

### **FUNCTIONAL DESCRIPTION**

1. Performs complex evaluations of existing procedures, processes, techniques, models, and/or systems related to management problems or contractual issues that generally require a written report including recommended solutions.
2. Principal duties may include, but are not limited to: developing work breakdown structures; preparing program/project cost estimates and budgets; establishing program/project resource allocations and activity schedules; preparing charts, tables, graphs, and diagrams to assist in analyzing problems; collecting and analyzing program/project cost/schedule/technical performance metrics, etc.
3. Provides daily supervision and direction to administrative/management support staff.
4. May perform other business/financial management duties as assigned.

### **JOB SPECIFICATIONS**

Business Specialist II – Bachelor's Degree and 4 years of general experience.

### **BUSINESS SPECIALIST III**

#### **FUNCTIONAL DESCRIPTION**

1. Performs complex evaluations of existing procedures, processes, techniques, models, and/or systems related to management problems or contractual issues that generally require a written report including recommended solutions.
2. Principal duties may include, but are not limited to: developing work breakdown structures; preparing program/project cost estimates and budgets; establishing program/project resource allocations and activity schedules; preparing charts, tables, graphs, and diagrams to assist in analyzing problems; collecting and analyzing program/project cost/schedule/technical performance metrics, etc.
3. Provides daily supervision and direction to administrative/management support staff.
4. May perform other business/financial management duties on senior projects as assigned.

#### **JOB SPECIFICATIONS**

Business Specialist III - Master's Degree and 4 years of general experience.

**ENGINEER / ANALYST I****GENERAL SUMMARY**

Performs a variety of engineering tasks under supervision of higher-level Engineers/Analysts, which are broad in nature and are concerned with the design, development, testing, implementation and operation/sustainment of complex systems, including consideration of hardware/software, personnel training, logistics support requirements, support facilities and/or specialized test/support equipment. May perform with some pre-defined latitude for unreviewed actions and decisions.

**FUNCTIONAL DESCRIPTION**

1. Plans and performs engineering research, system design and development, and other assignments in conformance with industry design/engineering standards and best practices as well as customer-unique specifications and requirements.
2. Responsible for the technical/engineering part of a project or task of lesser complexity and importance than those normally assigned to Senior Engineers/Analysts.
3. Coordinates the activities of Junior Engineers/Analysts and Engineering Technicians assigned to specific engineering projects/tasks.
4. May perform other engineering duties and special studies and analyses as assigned.

**JOB SPECIFICATIONS**

Engineer/Analyst I – Bachelor's Degree and 1 year of general engineering experience.

**ENGINEER / ANALYST II****FUNCTIONAL DESCRIPTION**

1. Plans and performs engineering research, system design and development, and other assignments in conformance with industry design/engineering standards and best practices as well as customer-unique specifications and requirements.
2. Responsible for the technical/engineering part of a project or task of lesser complexity and importance than those normally assigned to Senior Engineers/Analysts.
3. Coordinates the activities of Junior Engineers/Analysts and Engineering Technicians assigned to specific engineering projects/tasks.
4. May perform other engineering duties and special studies and analyses as assigned.

**JOB SPECIFICATIONS**

Engineer/Analyst II – Bachelor's Degree and 2 years of general engineering experience.

**ENGINEER / ANALYST III****FUNCTIONAL DESCRIPTION**

1. Plans and performs engineering research, system design and development, and other assignments in conformance with industry design/engineering standards and best practices as well as customer-unique specifications and requirements.
2. Responsible for the technical/engineering part of a project or task of lesser complexity and importance than those normally assigned to Senior Engineers/Analysts.
3. Coordinates the activities of Junior Engineers/Analysts and Engineering Technicians assigned to specific engineering projects/tasks.
4. May perform other engineering duties and special studies and analyses as assigned.

**JOB SPECIFICATIONS**

Engineer/Analyst III – Bachelor's Degree and 4 years of general engineering experience.

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## **ADMINISTRATIVE ASSISTANT**

### **GENERAL SUMMARY**

Provides administrative support to technical and management personnel. This includes, but is not limited to, documentation planning and support, project administration, general office support, facilities management, executive secretarial support, human resource planning, event planning and administration, office relocation planning, mail services, records management, data input, timekeeping, etc.

### **FUNCTIONAL DESCRIPTION**

1. Coordinates and plans all aspects of office administration and support.
2. Understands and provides documentation planning and support, project administration, general office support, facilities management, executive secretarial support, human resource planning, event planning and administration, office relocation planning, mail services, records management, data input, timekeeping, etc.
3. Ensures that all administrative support is performed in accordance with Company policy and procedures directives as well as any unique, contractually imposed requirements.
4. May perform other administrative duties as assigned.

### **JOB SPECIFICATIONS**

Bachelor's Degree and 1 year of general administrative experience.

## **ENGINEERING TECHNICIAN I**

### **GENERAL SUMMARY**

Works under supervision of higher-level Engineer/Analysts to perform a variety of engineering support tasks which are broad in nature and are associated with the design, development, testing, implementation and operation/sustainment of complex systems, including consideration of hardware/software, personnel training, logistics support requirements, support facilities and/or specialized test/support equipment.

### **FUNCTIONAL DESCRIPTION**

1. Supports the planning and performance of engineering support tasks in conformance with industry technical standards and best practices as well as customer-unique specifications and requirements.
2. Supports the technical/engineering activities related to the system design, development, testing, implementation and operation/sustainment tasks assigned to higher-level Engineers/Analysts.
3. Works under the supervision of higher-level Engineers/Analysts or Program/Project Managers.
4. May perform other engineering support duties as assigned.

### **JOB SPECIFICATIONS**

Engineering Technician I – High School Diploma or G.E.D. or other equivalent degree program.

## **ENGINEERING TECHNICIAN II**

### **FUNCTIONAL DESCRIPTION**

1. Supports the planning and performance of engineering support tasks in conformance with industry technical standards and best practices as well as customer-unique specifications and requirements.
2. Supports the technical/engineering activities related to the system design, development, testing, implementation and operation/sustainment tasks assigned to higher-level Engineers/Analysts.
3. Works under the supervision of higher-level Engineers/Analysts or Program/Project Managers.
4. May perform other engineering support duties as assigned.

### **JOB SPECIFICATIONS**

Engineering Technician II – High School Diploma and 2 years of general technical support experience.

**ENGINEERING TECHNICIAN III****FUNCTIONAL DESCRIPTION**

1. Supports the planning and performance of engineering support tasks in conformance with industry technical standards and best practices as well as customer-unique specifications and requirements.
2. Supports the technical/engineering activities related to the system design, development, testing, implementation and operation/sustainment tasks assigned to higher-level Engineers/Analysts.
3. Works under the supervision of higher-level Engineers/Analysts or Program/Project Managers.
4. May perform other engineering support duties as assigned.

**JOB SPECIFICATIONS**

Engineering Technician III – Associates Degree and 4 years of general technical support experience.

<b>SKJEI TELECOM, INC. PROFESSIONAL ENGINEERING SCHEDULE RATES</b>					
<b>PRICES REFLECTED ARE FOR ALL SIN'S PROPOSED</b>					
<b>Labor Category</b>	<b>Rate for 6/3/2014- 6/2/2015 w/IFF</b>	<b>Rate for 6/3/2015- 6/2/2016 w/IFF</b>	<b>Rate for 6/3/2016- 6/2/2017 w/IFF</b>	<b>Rate for 6/3/2017- 6/2/2018 w/IFF</b>	<b>Rate for 6/3/2018- 6/2/2019 w/IFF</b>
Program Manager III	\$145.50	\$147.68	\$149.90	\$152.15	\$154.43
Program Manager II	\$130.95	\$132.91	\$134.91	\$136.93	\$138.99
Program Manager I	\$121.00	\$122.82	\$124.66	\$126.53	\$128.42
Business Specialist III	\$ 99.91	\$101.41	\$102.93	\$104.47	\$106.04
Business Specialist II	\$ 83.00	\$ 84.25	\$ 85.51	\$ 86.79	\$ 88.09
Business Specialist I	\$ 75.16	\$ 76.29	\$ 77.43	\$ 78.59	\$ 79.77
Administrative Assistant	\$ 50.10	\$ 50.85	\$ 51.61	\$ 52.39	\$ 53.17
Principal Consulting Engineer III	\$218.25	\$221.52	\$224.85	\$228.22	\$231.64
Principal Consulting Engineer II	\$179.45	\$182.14	\$184.87	\$187.65	\$190.46
Principal Consulting Engineer I	\$149.67	\$151.92	\$154.19	\$156.51	\$158.85
Systems Engineer III	\$145.39	\$147.57	\$149.78	\$152.03	\$154.31
Systems Engineer II	\$130.28	\$132.23	\$134.22	\$136.23	\$138.27
Systems Engineer I	\$116.00	\$117.74	\$119.51	\$121.30	\$123.12
Engineer/ Analyst III	\$112.64	\$114.33	\$116.04	\$117.79	\$119.55
Engineer/ Analyst II	\$101.00	\$102.52	\$104.05	\$105.61	\$107.20
Engineer/ Analyst I	\$ 91.00	\$ 92.37	\$ 93.75	\$ 95.16	\$ 96.58
Engineering Technician III	\$ 78.47	\$ 79.65	\$ 80.84	\$ 82.05	\$ 83.29
Engineering Technician II	\$ 68.90	\$ 69.93	\$ 70.98	\$ 72.05	\$ 73.13
Engineering Technician I	\$ 60.50	\$ 61.41	\$ 62.33	\$ 63.26	\$ 64.21