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CUSTOMER FORMATION

1A Awarded Special Item Numbers:

R. Ward & Associates 'contract covers the following:

Special Item Number (SIN) 871-2 Concept Development & Requirements Analysis

1B Labor Rates

Please see Appendix A for Labor Rates.

1C Labor Category Descriptions

Please see Appendix B for Labor Category Descriptions.

2 Maximum Order

The maximum acceptable order will be \$ 1,000,000

3 Minimum Order

The minimum acceptable order will be \$100.

4 Geographical Coverage Delivery Area

Worldwide

5 Points of Production

Not applicable

6 Discounts from List Price or Statement of Net Price

All prices listed are net prices.

7 Quantity Discounts

R. Ward & Associates, Inc does not offer discounts.

8 Prompt Payment Terms

Payable upon billing

9 Government Commercial Credit Card

Government credit cards will be accepted for orders at or below the micro-purchase threshold.

10 Foreign Items

Not Applicable.

11A Time of Delivery

R. Ward & Associates will strive to respond to all inquiries within 2 days of receipt, but always within 5 days. The establishment of a date for the delivery of services will be a mutual agreement between the ordering activity and R. Ward & Associates.

11B Expedited Delivery

R. Ward & Associates will work closely and diligently with the customer to ensure timely delivery.

11C Overnight and 2-day Delivery

Not Applicable.

11D Urgent Requirements

For **urgent requirements**, R. Ward & Associates will make every effort to respond in the shortest time possible.

12 F.O.B. Point(s)

To be negotiated with ordering agency per individual task orders.

13 Ordering Address

811 E Sunset Rd
Ozark, Missouri 65721
Office: 417.485.6401
Email: ronnie.ward@rw-a.com

14. Payment Address

Payment should be forwarded to the following address:

811 E Sunset Rd
Ozark, Missouri 65721
Office: 417.485.6401
Email: ronnie.ward@rw-a.com

Government Commercial Credit Cards will be acceptable for payment

15 Warranty Provision

R Ward & Associates represents and warrants that:

1. It will perform the Services with reasonable care and skill; and
2. The Services and the Materials provided by the Service Provider to the Buyer under this Agreement will not infringe or violate any intellectual property right of any third party.

16 Export Package Charges

Not applicable

17 Terms and Conditions of Government Purchase Card Acceptance

No special terms and conditions

18 Terms and Conditions of Rental, Maintenance, and Repair

Not applicable

19 Terms and Conditions of Installation

Not applicable

20 Terms and Conditions of Repair Parts indication Date of Parts Price Lists and Any Discounts from List Price

Not applicable

21 List of Service and Distribution Points

Not applicable

22 List of Participating Dealers

Not applicable

23 Preventive Maintenance

Not applicable

24A Special Attributes

Not applicable

24B Section 508

If applicable, Section 508 compliance information on Electronic and Information Technology (EIT) supplies and services will be addressed on a task order basis. The EIT standard can be found at www.Section508.gov.

25 Data Universal Numbering System (DUNS) Number

034209846

26 Central Contractor Registration (CCR) Database

R. Ward & Associates is registered in the Central Contractor Registration (CCR) Database.

GSA ADVANTAGES

GSA has facilitated the acquisition of commercial services for customers by establishing GSA Schedule contracts. Under the Federal Supply Schedule program, GSA enters into government-wide contracts with commercial firms to provide products and services at pre-approved prices and for a given period of time. This streamlined procurement approach significantly reduces the time required to obtain services because GSA has reviewed firm capabilities, negotiated rates, and pre-qualified firms to provide services. The advantages of the Schedules program include –

Reduction in time required to obtain services (usually a few weeks)

- Synopsis is not required
- Competition requirements have been met (FAR 6.102(d)(3))
- Rates determined to be fair and reasonable

Can be used by all federal agencies

Agencies can order directly from the contracted vendor – no transfer of funds to

GSA No maximum order limitations

Blanket Purchase Agreements can be used to customize your solution

Contractor teaming and subcontracting is allowed

ATTACHMENT A

R. Ward & Associates, Inc *Professional Engineering Service Rates*

GSA PRICELIST

Professional Engineering Services

Click on the title for a detailed description and requirements.

Title	Contractor Facility Rate	Government Facility Rate
Project Manager 3	\$155.39	\$141.41
Project Manager 2	\$133.64	\$121.61
Project Manager 1	\$108.78	\$98.99
Range Specialist 3	\$118.09	\$107.46
Range Specialist 2	\$ 93.23	\$84.84
Range Specialist 1	\$ 68.38	\$ 62.22
Project Engineer 3	\$149.18	\$135.75
Project Engineer 2	\$127.42	\$115.95
Project Engineer 1	\$105.67	\$ 96.15
Field Engineer 3	\$121.21	\$110.30
Field Engineer 2	\$96.34	\$ 87.67
Field Engineer 1	\$ 74.59	\$ 67.88
Electronics Specialist 3	\$102.56	\$ 93.33
Electronics Specialist 2	\$77.70	\$70.70
Electronics Specialist 1	\$ 55.94	\$ 50.91
Contract Administrator	\$ 62.15	\$ 56.56
Administration Specialist 3	\$ 71.47	\$ 65.04
Administration Specialist 2	\$ 49.72	\$ 45.25
Administration Specialist 1	\$ 27.97	\$ 25.45

ATTACHMENT B
R. Ward & Associates' Labor Category
Descriptions

Title:	Duties:	Education:
Project Manager 3	<p>Manages multiple projects/programs or functional areas/groupings of professional and technical personnel. Experienced in developing task performance schedules to manage high group productivity, developing and implementing operational procedures, work controls, and other standards to achieve acceptable performance levels and quality standards. Demonstrated knowledge of project planning and management methods and techniques. Highly effective in establishing and maintaining productive working relationships with employees, managers, and clients. Confers with project personnel to provide technical advice and assistance in solving problems. Prepares project status reports. Plans, directs and coordinates activities of project personnel to ensure that goals and objectives for the project are accomplished in accordance with prescribed priorities and within established time limits and funding constraints. Provides business, technical, and personnel management for multiple projects.</p>	<p>Bachelors Degree plus three years of relevant technical, professional or management positions or 4.5 years of similar experience. Typically advances through lower grades and will have been assigned and successfully executed lower level project management duties.</p>
Project Manager 2	<p>Manages a specific project or narrowly defined functional area or functional grouping of professional and technical personnel. Confers with project personnel to provide technical advice and assistance in solving problems. Defines and directs technical specification and tasks to be performed by team members, defines target dates of tasks and subtasks. Provides guidance and assistance in coordinating output and ensuring the technical adequacy of the end product. Prepares project status reports. Plans, directs and coordinates activities of project personnel to ensure that goals and objectives for the project are accomplished in accordance with prescribed priorities and within established time limits and funding constraints. Provides business, technical, and personnel management for smaller, individual projects</p>	<p>Bachelors Degree in a relevant field of study plus two years of relevant technical, professional or management positions or 3.5 years of similar experience.</p>
Project Manager 1	<p>Entry level management of a specific project or narrowly defined functional area. Confers with project personnel to provide technical advice and assistance in solving problems. Defines and directs technical specification and tasks to be performed by team members, defines target dates of tasks and subtasks. Provides guidance and assistance in coordinating output and ensuring the technical adequacy of the end product. Prepares project status reports. Plans, directs and coordinates activities of project personnel to ensure that goals and objectives for the project are accomplished in accordance with prescribed priorities and within established time limits and funding constraints. Provides business, technical, and personnel management for smaller, individual projects. Works under direct supervision of Project Manager 2.</p>	<p>Bachelors Degree in a relevant field of study plus two years of relevant technical, professional or management positions or 3 years of similar experience.</p>

Title:	Duties:	Education:
Range Specialist 3	Senior corporate training representative at critical or highly sensitive installations or remote locations, including customer or supplier facilities. Acts as corporate contact in the field with customer and contractor personnel, exercising a high degree of tact, diplomacy and mature judgement, conforming to corporate policy directions with a minimum of supervision. Directs regular, special and integrated meetings or briefings on training requirements, impacts and futures. Prepares and conducts special reports and presentations pertinent to company products and services, field operations or other applications. Plans, prepares and conducts on-the-job training as required in support of the foregoing activities. Knowledgeable in a wide range of tasks involving weapon systems, military operations both in the field and at home station, training safety, instrumentation and target systems, relevant agencies, inspection, modification, range maintenance and range operation. Compiles, validates, and verifies the consistency of a variety of technical documents such as Department of the Army Pamphlets, Training Circulars, Field Manuals and Regulations. Provides work leadership to lower level employees. Performs other duties, as assigned.	Education: Military service (retirement from Military Service preferred), Army Safety Certification, Army School trained in either Armor or Infantry specialties. Minimum of 4 years direct involvement in the Army's Range & Training Land Program. Preferred Major Army Command experience or equivalent.
Range Specialist 2	Corporate training representative at installations or remote locations, including customer or supplier facilities on specific range projects. Acts as corporate contact in the field with customer and contractor personnel, exercising a high degree of tact, diplomacy and mature judgement, conforming to corporate policy directions with a minimum of supervision. Directs regular meetings or briefings on training requirements and impacts. Prepares and conducts reports and presentations pertinent to specific projects, field operations or other training issues. Knowledgeable in a wide range of tasks involving weapon systems, military operations both in the field and at home station, training safety, instrumentation and target systems, relevant agencies, inspection, modification, range maintenance and range operation. Compiles, validates, and verifies the consistency of a variety of technical documents such as Training Circulars, Field Manuals and range project documentation. Provides work leadership to lower level employees. Performs other duties, as assigned.	Education: Military service (retirement from Military Service preferred), Army Safety Certification, Army School trained in either Armor or Infantry specialties. Minimum of 2 years direct involvement in the Army's Range & Training Land Program. Preferred Installation command experience or equivalent.
Range Specialist 1	Corporate training representative at installations or remote locations, including customer or supplier facilities on specific range projects. Acts as corporate contact in the field with customer and contractor personnel. Prepares and conducts reports and presentations pertinent to specific projects, field operations or other training issues. Knowledgeable in a wide range of tasks involving weapon systems, range maintenance and range operation. Familiar with a variety of technical documents such as Training Circulars, Field Manuals and range project documentation. Performs other duties, as assigned.	Education: Military service, Army School trained in either Armor or Infantry specialties. Preferred Installation command experience or equivalent.

Project Engineer 3	Responsible for technical/administrative leadership of a project or group of projects within the programmatic guidelines set by the program manager and customer. Ensures work scope, schedule and budget are defined and maintained. Provides coordination between resource managers/supervisors and ensures all necessary reviews and approvals are received as the project proceeds to the next phase. Experience in the development of systems engineering processes and procedures. Knowledge of and experience with the commercially available systems engineering requirements and data management software tools. May directly or indirectly supervise lower level engineers assigned to the project. Performs other duties, as assigned.	Bachelors Degree in Engineering, or equivalent. 5 years of project engineering experience.
Project Engineer 2	Responsible for technical/administrative leadership of a project or group of projects within the programmatic guidelines set by the program manager and customer. Ensures work scope, schedule and budget are defined and maintained. Provides coordination between resource managers/supervisors and ensures all necessary reviews and approvals are received as the project proceeds to the next phase. Experience in the development of systems engineering processes and procedures. Knowledge of and experience with the commercially available systems engineering requirements and data management software tools. May directly or indirectly supervise lower level engineers assigned to the project. Performs other duties, as assigned.	Bachelors Degree in Engineering, or equivalent. 4 years of project engineering experience.
Project Engineer 1	Responsible for technical/administrative leadership of a project within the programmatic guidelines set by the program manager and customer. Ensures work scope, schedule and budget are defined and maintained. Provides resources coordination between resource managers/supervisors and ensures that all necessary reviews and approvals are obtained as the project proceeds to the next phase. Performs other duties, as assigned.	Bachelors Degree in Engineering, or equivalent. Two years of project engineering experience

Field Engineer 3	<p>Acts as the senior company engineering representative at critical or highly sensitive base or remote locations, including customer or supplier facilities. Acts as company contact in the field with customer and contractor personnel, exercising a high degree of tact, diplomacy and mature judgement, conforming to company policy directions with a minimum of supervision. Directs regular, special and integrated system test programs. Prepares and conducts special reports and presentations pertinent to company products and services, field operations or other applications. Plans, prepares and conducts on-the-job training as required in support of the foregoing activities. Knowledgeable in a wide range of tasks involving mechanical, electrical, electronic, and systems including systems/equipment installation, inspection, modification, maintenance, operation, personnel training, and technical writing. Compiles, validates, and verifies the consistency of a variety of technical documents such as test procedures and instructions. May provide work leadership to lower level employees. Performs other duties, as assigned.</p>	<p>Bachelors Degree in Engineering, a related field or equivalent experience. Five years related field engineering experience</p>
Field Engineer 2	<p>Acts as company representative at critical base or remote locations, including customer facilities. Advises customer and contractor personnel of company requirements for products and services, support equipment and electronic equipment installations. Directs, advises or assists in conducting regular, special and integrated system test programs. Prepares and conducts special reports and presentations pertinent to company products and services, field operations or other applications. Plans, prepares and conducts on-the-job training in support of the foregoing activities. May provide work leadership to lower level employees. Performs other duties, as assigned.</p>	<p>Bachelors Degree in Engineering, a related field or equivalent experience. Three years related field engineering experience.</p>
Field Engineer 1	<p>Acts as a company engineering representative at base or remote locations including customer or supplier facilities. Advises customer and contractor personnel of company requirements for products and services, support equipment and electronic equipment installations. Assists in directing the efforts of subcontractor and company personnel in the handling and installation and utilization of various systems and equipment. Assists in conducting integrated equipment systems tests. Conducts on-the-job training, as required, in support of the foregoing activities. Performs other duties, as assigned.</p>	<p>Bachelors Degree in Engineering, a related field or equivalent experience. Two years related field engineering experience preferred.</p>

<p>Electronics Specialist 2</p>	<p>Performs a variety of complex technical functions related to the support of engineering activities such as set-up, operation, maintenance, modification, circuit testing, calibration and troubleshooting of electronic or electro-mechanical systems, experimental design circuitry, prototype models or specialized test equipment. Applications may include analog, digital and/or video type circuits and logic systems. Diagnoses and corrects equipment and system malfunctions which fail to respond to standard corrective measures. Develops or evaluates test procedures, determines circuit requirements, and develops diagnostics and applications software. Participates in design modifications of experimental circuitry, systems or models. Generates rough sketches and engineering drawings and special techniques for control and implementation of experiments. Writes or interprets specifications used in designing, maintaining and calibrating electronic systems, chassis or components. Prepares reports, charts and graphs for scientific or engineering personnel to use in making decisions on design or experiment development. May provide work leadership for lower level employees. Performs other, related duties as assigned.</p>	<p>Technical training equivalent to an Associates Degree and five years related experience as an electronic technician.</p>
<p>Electronics Specialist 1</p>	<p>Performs a variety of technical functions related to the support of engineering activities such as set-up, operation, maintenance, modification, circuit testing, calibration and troubleshooting of electronic or electro-mechanical systems, experimental design circuitry, prototype models or specialized test equipment. Applications may include analog, digital and/or video type circuits and logic systems. Diagnoses and corrects equipment and system malfunctions which fail to respond to standard corrective measures. Develops or evaluates test procedures, determines circuit requirements, and develops diagnostics and applications software. Participates in design modifications of experimental circuitry, systems or models. Generates rough sketches and engineering drawings and special techniques for control and implementation of experiments. Writes or interprets specifications used in designing, maintaining and calibrating electronic systems, chassis or components. Prepares reports, charts and graphs for scientific or engineering personnel to use in making decisions on design or experiment development. Performs other, related duties as assigned.</p>	<p>Technical training equivalent to an Associates Degree and two years related experience as an electronic technician.</p>

Electronics Specialist 3	Senior corporate electronics/communication/targetry/electrical representative at critical or highly sensitive installations or remote locations, including customer or supplier facilities. Acts as corporate contact in the field with customer and contractor personnel, exercising a high degree of tact, diplomacy and mature judgment, conforming to corporate policy directions without direct supervision. Performs a variety of complex technical functions related to the support of engineering activities. Participates on programmatic boards, work groups and panels. Prepares reports, charts and graphs for scientific or engineering personnel to use in making decisions on design or experiment development. Provides work leadership for lower level employees. Performs other duties as assigned.	Technical training equivalent to a Bachelors Degree and five years related experience as an electronic/electrical/targetry technician. Minimum of 6 years direct involvement in the Army's Range & Training Land Program/Sustainable Range Program. Preferred Military service, Information Technology background, Electrical Power, Targetry, GIS & CADD background
Title:	Duties:	Education:
Administration Specialist 3	Performs complex administrative duties utilizing thorough knowledge of the business unit and company policies, procedures and priorities. Works with minimal supervision handling most problematic forms, databases, transactions and reports. May lead and train junior level office support and serve as a technical resource for administrative procedure decisions, systems, workload, priorities and resources. May interface regularly with customers and clients. Performs other, related duties as assigned.	Requires six to seven years of relevant experience and proficiency in the area of specialty. High school diploma or equivalent experience required. College education preferred.
Administration Specialist 2	Under direct supervision, provides support to staff functions in the organization such as Finance and Accounting or Contracts. Follows clearly defined procedures for completing tasks requiring minimal creative thinking and independent judgment, such as maintaining and coordinating complex schedules and distributing documents requiring completion and ongoing follow-up. Performs other, related duties as assigned.	High school diploma preferred. One to two years of related experience.
Administration Specialist 1	Performs a wide variety of simple clerical work in accordance with established detailed routines. Compiles from records and reports. Keeps updated charts. Makes and verifies calculations involving decimals and fractions. Checks posted results against other records. Answers telephone. Operates office-duplicating equipment. May use calculating and/or adding machine. Performs other, related duties as assigned.	This is an entry-level position. High school diploma preferred.
Contract Administrator	Assists in contract negotiation and administration of contracts. Analyzes estimates of service, material, equipment and production costs. Reviews performance requirements ensuring contract is in accordance with legal requirements and customer specifications. Structures contractual terms to company business strategy. Initiates internal documentation to authorize and direct work in accordance with contractual specifications. Monitors company performance on routine contractual obligations. Originates all company correspondence of contractual significance. Performs other duties,	Bachelors Degree in Business Administration, a related field or equivalent experience.