



Welcome to James Gregory Associates, Inc.
Schedule for Professional Engineering Services

General Services Administration

Federal Supply Service Authorized Federal Supply Schedule Pricelist Professional Engineering Services

James Gregory Associates, Inc.

4615 Hilton Corporate Drive
Columbus, OH 43232-4151

www.jamesgregory.com

Business Size : Small Business under NAICS 541330/SIC Code 8711
and NAICS 541710/SIC Code 8731
DUNS Number: 93-900-7639
Contract Number: GS-23F-0317N
Contract Period: 25 August 2003 – 24 August 2008
Current prices effective 2 February 2007

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the ability to create electronic delivery orders is available through GSA Advantage™, <http://www.gsaadvantage.gov>.

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

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Customer Information

James Gregory Associates, Inc. (JGA) has been awarded a GSA Federal Supply Schedule contract for Professional Engineering Services (PES), Contract No. GS-23F-0317N. The contract period is from 25 August 2003 to 24 August 2008. The contract provides for task orders to be placed as Fixed Price or Time & Materials using the labor categories and ceiling rates defined for the contract. Services specified in a task order may be performed at JGA or the ordering agencies' facilities. The Government will determine JGA's compensation by any of several different methods (to be specified at the task order level) e.g., a firm-fixed price for services with or without incentives, labor hours or time-and-materials.

1. Table of Awarded SINs & PEDs

Special Item Number (SIN)	Title	Primary Engineering Discipline (PED)		Page Number
		Electrical (EE)	Mechanical (ME)	
SIN 871-1	Strategic Planning for Technology Programs/Activities	✓	✓	11
SIN 871-2	Concept Development and Requirements Analysis	✓	✓	11
SIN 871-3	System Design, Engineering and Integration		✓	11
SIN-871-4	Test and Evaluation		✓	12
SIN-871-6	Acquisition and Life Cycle Management	✓		12

[Click here to go directly to Price list.](#)

2. Maximum Order

The maximum dollar value per order for purchase of PES services is \$750,000 PER SIN. Agencies may place and JGA may honor orders exceeding this limit in accordance with FAR 8.404.

3. Minimum Order

\$100.00

4. Geographic Scope of Contract

JGA will provide domestic delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, and Washington, DC.

5. Points of Production (City, County, and State or Foreign Country)

Not Applicable.

6. Discount from List Prices or Statement of Net Price

None.

7. Other Discounts

None.

8. Prompt Payment Terms

Net 30 days.

9a. Notification that Government Purchase Cards Are Accepted Below the Micropurchase Threshold.

Government purchase cards are accepted below the micropurchase threshold.

9b. Notification that Government Purchase Cards Are Accepted or Not Accepted Above the Micropurchase Threshold

Government purchase cards are accepted above the micropurchase threshold.

10. Ordering Address

GSA's Federal Supply Service (FSS) orders may be placed by facsimile transmission to Fax # (614) 759-0058, by E-mail to info@jgai.com or by mail to

James Gregory Associates, Inc.
4615 Hilton Corporate Dr.
Columbus, OH 43232-4151

Contact: Vicki Thomas at (614) 759-0045 or E-mail vicki.thomas@jgai.com

11. Payment Addresses

Payment should be forwarded to the following addresses

Payment Via Wire Transfer:

James Gregory Associates
U.S. Bank
Account Number 0-004-8385-4006
Routing Number 042000013

Payment Via Check/U.S. Mail:

James Gregory Associates, Inc.
4615 Hilton Corporate Drive
Columbus, Ohio 43232-4151

Requests for payment information should be addressed to Vicki Thomas at (614) 759-0045.

12. Export Packing Charges

None.

13. Terms and Conditions of Government Purchase Card Acceptance (Any Thresholds Above the Micropurchase Level)

None.

14. Year 2000 (Y2K) Compliant

Yes, James Gregory Associates is compliant with respect to information technology products as defined in Clause I-FSS-550-B entitled Year 2000 Warranty-Commercial Supply Items (Jan 1999).

15. Environmental Attributes, e.g., Recycled Content, Energy Efficiency, and/or Reduced Pollutants

Not Applicable.

16. Data Universal Number System (DUNS) Number

93-900-7639.

17. Notification Regarding Registration in Central Contractor Registration (CCR) Database

JGA is registered in the CCR Database.



Additional Terms and Conditions

1. Scope

- a. The prices, terms, and conditions stated under Professional Services apply exclusively to Services within the scope of this Schedule.
- 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 Procedure

- a. Procedures for professional services priced on the 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 services 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 services contained in this pricelist 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 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 quotes 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 quote 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.
- (ii) Transmit the Request for Quotation to Contractors.
 - (A) Based upon an initial evaluation of catalogs and pricelists, 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).
 - (B) The request for quotation should be sent 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.

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 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 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.
- (C) **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.
 - (iv) 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.
 - (v) When the ordering office's requirement involves both products as well as professional services, the ordering office should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the greatest value in terms of meeting the agency's total needs.
 - (vi) The ordering office, at a minimum, should document orders by identifying the contractor from whom the services were purchased, the services purchased, and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For agency requirements in excess of the micropurchase 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. Procedures for fixed prices on GSA Schedule: The ordering procedures set forth at FAR 8.404 should be used for those services based on fixed prices. The contractor is advised that based on the specific task identified at the task order level, it may use Clause 552.238-76, Price Reduction, to provide a proposed fixed price to the agency to more accurately reflect the actual work required.

3. Orders

- a. Agencies may use written 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. Other Information

- a. **Inspection/Acceptance.** James Gregory Associates, Inc. (JGA) shall accept only those items that conform to the requirements of this contract. The Government reserves the right to inspect or test

- any supplies or services tendered for acceptance and may require repair of nonconforming supplies or reperformance of services at no increase in contract price (1) within a reasonable time after the defect is, or should have been, discovered; and (2) before any substantial change occurs in the item, unless the change is due to the defect in the item.
- b. **Assignment.** JGA may assign its rights to receive payment to a bank, trust company, or other financing institution, in accordance with the Assignment of Claims Act (31 U.S.C. 3727) except when a third party makes payment (e.g., use of the Government-wide commercial purchase card).
 - c. **Changes.** Changes in the terms and conditions of this contract may be made only by written agreement of the parties.
 - d. **Disputes.** This contract is subject to the Contract Disputes Act of 1978, as amended (41 U.S.C. 601-613). Failure of the parties to this contract to reach agreement on any request for equitable adjustment, claim, appeal or action arising under or relating to this contract shall be a dispute to be resolved in accordance with the clause at FAR 52.233-1, Disputes, incorporated herein by reference. JGA shall proceed diligently with performance of this contract, pending final resolution of any dispute.
 - e. **Definitions.** The clause at FAR 52.202-1, Definitions, is incorporated herein by reference.
 - f. **Excusable delays.** JGA shall be liable for default unless nonperformance is caused by an occurrence beyond the reasonable control of JGA and without its fault or negligence. JGA shall notify the Contracting Officer in writing as soon as reasonably possible after any excusable delay, shall remedy such occurrence with all reasonable dispatch, and shall give written notice to the Contracting Officer of the cessation of such occurrence.
 - g. **Patent indemnity.** *Not Applicable.*
 - h. **Payment.** Payment shall be made for items accepted by the Government that have been delivered to the delivery destinations set forth in this contract.
 - i. **Risk of loss.** Unless the contract specifically provides otherwise, risk of loss or damage under this contract shall remain with JGA until, and shall pass to the Government upon:
 - (1) Delivery of the supplies to a carrier, if transportation is f.o.b. origin; or
 - (2) Delivery of the supplies to the Government at the destination specified in the contract, if transportation is f.o.b. destination.
 - j. **Taxes.** The contract price includes all applicable Federal, State, and local taxes and duties.
 - k. **Termination for the Government's convenience.** The Government reserves the right to terminate this contract, or any part hereof, for its sole convenience. In that event, JGA shall immediately stop all work and shall immediately cause its suppliers and subcontractors to cease work. Subject to the terms of this contract, JGA shall be paid a percentage of the contract price reflecting the percentage of the work performed prior to the notice of termination, plus reasonable charges JGA can demonstrate to the satisfaction of the Government using its standard record-keeping system. JGA shall not be required to comply with the cost accounting standards or contract cost principles for this purpose. This paragraph does not give the Government any right to audit JGA's records.
 - l. **Termination for cause.** The Government may terminate this contract, or any part hereof, for cause in the event of any default by JGA, failure to comply with contract terms and conditions, or failure to provide the Government with adequate assurances of future performance. The Government shall not

be liable to JGA for any amount for supplies or services not accepted, and JGA shall be liable to the Government for any and all rights and remedies provided by law.

- m. **Title.** *Not Applicable.*
- n. **Warranty.** JGA warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.
- o. **Limitation of liability.** Except as otherwise provided, JGA will not be liable to the Government for consequential damages resulting from any defect or deficiencies in accepted items.
- p. **Other compliances.** JGA shall comply with all applicable Federal, State and local laws, executive orders, rules and regulations applicable to its performance under this contract.
- q. **Compliance with laws unique to Government contracts.** JGA agrees to comply with 31 U.S.C. 1352 on limitations on the use of appropriated funds to influence certain Federal contracts; 18 U.S.C. 431 relating to officials not to benefit; 40 U.S.C. 327, et seq., Contract Work Hours and Safety Standards Act; 41 U.S.C. 51-58, Anti-Kickback Act of 1986; 41 U.S.C. 265 and 10 U.S.C. 2409 on whistleblower protections; 49 U.S.C. 40118, Fly American; and 41 U.S.C. 423 relating to procurement integrity.
- r. **Order of precedence.** Any inconsistencies in this solicitation or contract shall be resolved by giving precedence in the following order: (1) the schedule of supplies/services; (2) the Assignments, Disputes, Payments, Invoice, Other Compliances, and Compliance with Laws Unique to Government Contracts paragraphs of this clause; (3) the clause at 52.212-5; (4) addenda to this solicitation or contract, including any license agreements for computer software; (5) solicitation provisions if this is a solicitation; (6) other paragraphs of this clause; (7) the Standard Form 1449; (8) other documents, exhibits, and attachments; and (9) the specification.

Special Note: Task orders will be placed against resultant contract by agencies utilizing this schedule. Payment will be made by the office indicated on the task order and paid directly to JGA. Invoices shall be submitted to the government office designated on the order to receive invoices.



Special Item Number (SIN) Areas

Task orders for outsourcing of engineering services may be placed for any of the SINs described provided the work being outsourced is covered under the SIN definitions. The Government defined and awarded this contract after evaluation based on JGA's experience, cost reasonableness, and past performance for the Primary Engineering Disciplines (PEDs) under the SINs. The PEDs for which JGA was awarded this contract include Electrical and Mechanical engineering. Task orders identified and defined under any of these PEDs or related sub-disciplines, may be awarded to JGA.

1. 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.

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 manmade electronic interference.

2. 871-2 Concept Development and Requirements Analysis

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

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

Architect-Engineering (A/E) Services as that term is defined in FAR 36.601-3 are excluded from the PES Schedule. Inappropriate use of this SIN is providing professional engineering services not specifically related to concept development and requirements analysis and its associated disciplines.

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

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

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

4. 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 or system, training, privatization, and outsourcing.

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

5. 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.

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

Inappropriate use of this SIN is providing professional engineering services not specifically related to testing and evaluating and its associated disciplines.

Architecture-Engineering Excluded

NOTICE: "Architect-Engineering (A/E) Services as that term is defined in FAR 36.601-3 are excluded from the Professional Engineering Services' Schedule. If the agency's statement of work, substantially or to a dominant extent, specifies performance or approval by a registered or licensed architect or engineer for services related to real property, the Brooks Architect-Engineers Act applies and such services must be procured in accordance with FAR Part 36. Use of this schedule for Brooks Act architectural or engineering services is not authorized."



Primary Engineering Disciplines (PEDs) Descriptions

There are five primary disciplines in the engineering field and hundreds of sub-disciplines or specialties associated with engineering disciplines. Below is a list of primary engineering disciplines with a partial list of sub-disciplines or specialties contemplated under PES. For specialties asterisked below, see paragraph entitled “Services Not Included”, for limitations on the extent to which the specialty is included.

1. 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.).

Several specialties are within the scope of the Electrical Engineering Discipline; a partial listing follows:

Electrical Engineering Specialties		
✓ Aerospace and Electronic Systems	✓ Circuits and Systems	✓ Communications
✓ Components Packaging, and Manufacturing Technology	✓ Computer	✓ Consumer Electronics
✓ Control Systems	✓ Dielectrics and Electrical Insulation	✓ Education
✓ Engineering Management	✓ Industry Applications	✓ Industrial Electronics
✓ Information Theory	✓ Instrumentation and Measurement	✓ Lasers & Electro-Optics
✓ Maintainability	✓ Power Electronics	✓ Professional Communication
✓ Reliability	✓ Remote Sensing	✓ Robotics & Automation
✓ Solid-State Circuits	✓ Vehicular Technology	

2. Mechanical Engineering

Planning, development, evaluation, and control of systems and components involving the production and transfer of energy and 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, dynamic fluid mechanics, heat transfer, manufacturing, materials, solid mechanics, reactors, etc.).

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

Mechanical Engineering Services		
✓ ASME K16-Heat Transfer	✓ Aerospace Engineering	✓ Fluids Engineering
✓ Applied Mechanics	✓ Engineering Value Analysis	✓ Heat Transfer
✓ Dynamic Systems and Control	✓ Fuels and Combustion Technologies	✓ Design/Specification
✓ Fluids Power Systems and Technology Systems	✓ Manufacturing Engineering	✓ Materials Handling Engineering
✓ International Gas Turbine	✓ Lean Manufacturing & Value Stream Analysis	✓ Materials
✓ Non-Destructive Evaluation Engineering	✓ Noise Control and Acoustics	✓ Management
✓ Safety Engineering and Risk Analysis	✓ Process Industries	✓ Solar Energy

The following non-inclusive list represents a sampling of the types of engineering tasks contemplated:

• Acquisition and life cycle management	• Analysis of program goals, mission, objectives, performance
• Application integration	• Assessment Support
• Computer Aided Design (CAD)	• Computer Aided Engineering (CAE)
• Computer Aided Management (CAM)	• Concept development
• D&D (decontamination and decommissioning)	• Demonstration and Validation
• Design/Specifications of engineering nature not associated with real property	• Documentation and Information Dissemination
• Economic/Business case analysis	• Economic impact evaluations
• Education/training	• Environmental control for electrical units (e.g., cooling units)
• Forensic engineering	• Independent Verification and Validation (IV&V)
• Information services (studies, impact statements, program development, project documentation, data collection, data analysis/evaluation, etc.)	• Instrumentation
• Integration	• Investigative Engineering Service
• Life Cycle Costing	• Logistics
• Long-term Reliability and Maintainability	• Migration Strategy
• Operations Research (Non R&D)	• Plan, organize, establish, implement, manage, maintain, upgrade, and control of technical systems
• Privatization	• Program and Project management
• Prototype development and first article(s) production	• Regulatory compliance support
• Reliability and Maintainability Analysis	• Reverse engineering

• Simulation and modeling	• Source data development (forward engineering hardware and software systems)
• Source data validation (existing hardware and software systems)	• Special projects and studies
• Statistical analysis	• Support services
• Systems engineering data base development, maintenance, and analysis	• Technical analysis
• Technical and management support	• Technical writing/editorial support
• T&E (test and evaluation) of products and systems	

Personnel categories anticipated for professional engineering services or in support of those services include, but are not limited to:

• Administrative	• Consultants
• Cost Estimators	• Documentation specialists
• Economists	• Engineering and technical analysts
• Engineers	• Information specialists
• Logistics engineers and technical specialists	• Management systems specialists
• Material management engineers and technical specialists	• Mathematicians
• Operations research specialists	• Physicists
• Project/program analysts/leaders/managers	• Quality Control Specialists
• Scientists	• Software architecture and design engineers
• Statisticians	• Systems engineering specialists
• Technical support specialists	• Technicians
• Trainers	• Technical Writers

3. Services Not Included

The following services are not being solicited for this contract:

1. Construction as that term is defined in FAR 2.101. Construction Services in accordance with FAR Part 36, except for Construction Management Services.
2. Architect-Engineering Services related to real property, as that term is defined in FAR 36.601-3. Contact Edward A. Feiner, FAIA, Chief Architect, GSA's Public Buildings Service (PBS), at (202) 501-1888 for additional information.
3. Production/Manufacturing.
4. Computer Engineering and Information Technology. GSA's Group 70 Schedule for Information Technology provides additional information (contact Stephanie Turner at (703) 305-3038).
5. Environmental Advisory Services including Environmental Planning, Compliance, Occupational Training, Waste Management, Hazardous Materials, or telephone advisory services.
6. Foundations and Landscaping Engineering. Contact GSA's PBS for additional information.

7. Heating, Ventilation and Air-Conditioning (HVAC) services, which meet the FAR 2.101 definition of Construction or FAR 36.601-3 definition of Architect-Engineering services and are related to buildings, structures, or other real property. Contact GSA's PBS for additional information.

NOTE: HVAC related to the manufacture, production, furnishing, construction, alteration, repair, processing, or assembling of vessels, aircraft, or other kinds of personal property IS included and solicited within the scope of PES.

8. Research and Development as set forth in FAR Part 35.
9. Surveying as it relates to real property is not solicited under this schedule.
10. Products/materials already solicited under other Federal Supply Service (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.

Note: Construction Management services that neither meet the FAR 36.601-3 definition of A/E services nor the FAR 2.101 definition of construction may be procured under the terms of this schedule.



JGA Labor Category Descriptions for PES (GS-23F-0317N)

This section describes the labor categories offered by JGA under the Professional Engineering Services Federal Supply Service Schedule. JGA labor categories are defined by (a) the functional responsibility which describes the types of knowledge expected of a person in that position, the types of work to be performed, and the level of responsibility, (b) the education requirements, and (c) the experience requirements. Each group of labor categories is followed by a table that shows the level of education and experience required.

The criteria for substituting experience for education or vice versa is presented in the tables below.

Substitution of Education to Meet Minimum Experience Requirements		
Required Education	Actual Education	Credit for Additional Experience
MA/MS	Ph.D	4
BA/BS	Ph.D.	6
BA/BS	MA/MS	2
HS/GED	BA/BS	4
HS/GED	Associates	2

Substitution of Experience to Meet Minimum Education Requirements		
Actual Education	Required Education	Additional Experience Required
Associates	BA/BS	2
Associates	MA/MS	4
BA/BS	MA/MS	2
BA/BS	Ph.D.	6
MA/MS	Ph.D.	4

1. Management Categories

Program Manager (PM)

Functional Responsibility: Manages and directs all phases of a program from inception to completion. Provides leadership and technical direction to groups of task managers, engineers, analysts, and other staff. Responsible for overall schedule and cost of programs, as well as customer liaison and quality of products and services. Plans, organizes, and controls the overall activities of the project.

Project/Task Manager (TM)

Functional Responsibility: Manages and directs all phases of a project or task from inception to completion. Provides leadership and technical direction to small groups of engineers, analysts and technical staff. Serves

as the technical authority for an engineering area. Responsible for the quality, schedules and cost of a project. May have direct customer liaison responsibilities.

Management Categories		
Level	Education Requirement	Experience Requirement
I	MS/MA in Sci/Eng/Bus or related	20+ years of management and technical experience related to the field of specialization
II	MS/MA in Sci/Eng/Bus or related	15 – 20 years of management and technical experience related to the field of specialization
III	BS/BA in Sci/Eng/Bus or related	12 – 15 years of management and technical experience related to the field of specialization
IV	BS/BA in Sci/Eng/Bus or related	10 – 12 years of management and technical experience related to the field of specialization
V	BA/BA in Sci/Eng/Bus or related	3 – 10 years of management and technical experience related to the field of specialization

2. Engineering & Technical Consultants Categories

Expert Engineering Program Management Consultant (EPM)

Functional Responsibility: Performs as a technical expert combining program management expertise along with a specialized engineering discipline such as Mechanical, Electrical, Electronics, Aeronautical, Manufacturing, Industrial, Business Process, Software, Logistics, or Systems Engineering. Develops innovative, state-of-the-art program management approaches and applies them to cutting-edge engineering and scientific programs. Capable of performing highly specialized and technical tasks associated with most current technologies. Has significant management experience in related area of expertise. Acts as an adviser in complex and critical client projects. Facilitates project team meetings exploring cutting edge technologies. Capable of independently performing all activities related to area of expertise.

Expert Engineer/ Expert Technical Consultant (EEC)

Functional Responsibility: Performs as a technical expert in a specialized engineering discipline such as Mechanical, Electrical, Electronics, Aeronautical, Manufacturing, Industrial, Business Process, Software, Logistics, or Systems Engineering. Capable of performing highly specialized and technical tasks associated with most current and cutting edge technologies. Capable of defining requirements for future technologies based on a wide range of customer needs. Acts as an adviser in complex and critical client projects. Facilitates project team meetings. Develops course instructional materials, handouts, and syllabi. Performs general technical classroom instruction. Capable of independently performing all activities related to area of expertise.

Engineering Discipline Specialist (EDS)

Functional Responsibility: Performs as a technical expert in a specialized engineering discipline such as Mechanical, Electrical, Electronics, Aeronautical, Manufacturing, Industrial, Business Process, Software, Logistics, or Systems Engineering. Capable of performing highly specialized and technical tasks associated with current technologies. Facilitates project team meetings. Performs general technical classroom instruction.

Engineering & Technical Consultants Categories		
Level	Education Requirement	Experience Requirement
I	MS/MA in Sci/Eng/Bus or related (BA/MA for EDS categories)	20+ years of technical experience related to the field of specialization
II	MS/MA in Sci/Eng/Bus or related (BS/MA for EDS categories)	15 – 20 years of technical experience related to the field of specialization
III	MS/MA in Sci/Eng/Bus or related (BS/MA for EDS categories)	12 – 15 years of technical experience related to the field of specialization
IV	BS/BA in Sci/Eng/Bus or related	10 – 12 years of technical experience related to the field of specialization
V	BS/BA in Sci/Eng/Bus or related	5 – 10 years of technical experience related to the field of specialization
VI	BS/BA in Sci/Eng/Bus or related	Entry level to 5 years of technical experience related to the field of specialization

3. Specialists & Technicians Categories

Computer & Networking Specialist (CNS)

Functional Responsibility: Performs as a technical expert in software design and development, computer network design and implementation, or integration and support of computer-based systems and networks for use in engineering applications. Responsible for the technical execution of tasking at the system and subsystem levels. Works independently with little to no supervision.

Computer & Networking Specialists		
Level	Education Requirement	Experience Requirement
II	BS/BA in Sci/Eng/CS or related	15+ years of technical experience related to the field of specialization
III	BS/BA in Sci/Eng/CS or related	12 – 15 years of technical experience related to the field of specialization
IV	BS/BA in Sci/Eng/CS or related	10 – 12 years of technical experience related to the field of specialization
V	BS/BA in Sci/Eng/CS or related	5 – 10 years of technical experience related to the field of specialization
VI	BA/BA in Sci/Eng/CS or related	Entry level to 5 years of technical experience related to the field of specialization

Engineering & Computer Technician (ECT)

Functional Responsibility: Supports engineering tasking as a member of a technical team. Supports tasks that require electrical, electronic, mechanical, software or networking knowledge in the testing installation, maintenance, fabrication and/or repair of systems, subsystems, components, or equipment.

Engineering & Computer Technicians		
Level	Education Requirement	Experience Requirement
III	HS Diploma or GED	12+ years of technical experience related to the field of specialization
IV	HS Diploma or GED	10 – 12 years of technical experience related to the field of specialization
V	HS Diploma or GED	5 – 10 years of technical experience related to the field of specialization
VI	HS Diploma or GED	Entry level to 5 years of technical experience related to the field of specialization

Engineering & Management Analyst (EMA)

Functional Responsibility: Performs analytical tasking as a member of a technical team. Analyzes engineering and business processes to identify improvement opportunities.

Engineering & Management Analysts		
Level	Education Requirement	Experience Requirement
II	BS/BA or equiv	15+ years of technical experience related to the field of specialization
III	BS/BA or equiv	10 – 15 years of technical experience related to the field of specialization
IV	BS/BA or equiv	6 – 10 years of technical experience related to the field of specialization
V	BS/BA or equiv	3 – 6 years of technical experience related to the field of specialization
VI	BS/BA or equiv	Entry level to 3 years of technical experience related to the field of specialization

4. Financial, Contracts, and Technical Writer Categories

Financial Analyst (FA)

Functional Responsibility: Conducts financial studies, analyzes various costing schedules and performs costing for assigned project(s). Assists in developing forecasting models. Analyzes financial data, prepares monthly reports that provide feedback for customers and management. Maintains program budgets for assigned project(s) using cost and scheduling tools. Creates and maintains statistical data for assigned project(s). Provides specialized financial guidance to clients. Provides liaison between the company and various Government agencies during audits, ensuring understanding of financial data, methodology, and applicability under appropriate government regulations.

Contracts Analyst (CA)

Monitors performance for conformance to original proposal, maintains continual reviews to ensure that all terms and conditions are met and that the contract is in accordance with legal requirements, customer specifications, and government regulations. Prepares special reports and analyses as required. May provide work leadership for lower level personnel. Issues contract and financial program documents. Prepares bids, process specifications, test and progress reports, and other exhibits that may be required.

Technical Writer (TW)

Functional Responsibility: Performs technical writing activities as part of a team of engineers and scientists. Ensures lexicon used is consistent with engineering disciplines being served. Collects and organizes information required for preparation of technical publications. Provides outline of contents of technical publications, prepares written text, coordinates layout and organization of documents, obtains and interprets necessary data, drawings, and specifications through research and liaison with technical staff. Prepares user guides and other technical documentation for presentations.

Financial, Contracts and Technical Writer Categories		
Level	Education Requirement	Experience Requirement
II	BS/BA or equiv	12+ years of technical experience related to the field of specialization
III	BS/BA or equiv	5 – 12 years of technical experience related to the field of specialization
IV	BS/BA or equiv	1 – 5 years of technical experience related to the field of specialization

5. Technical and Administrative Support Categories

Technical/Administrative Support (TAS)

Functional Responsibility: Performs administrative and clerical duties as assigned.

Technical and Administrative Support Categories		
Level	Education Requirement	Experience Requirement
I	HS Diploma or GED	10 + years of experience
II	HS Diploma or GED	8 – 10 years of experience
III	HS Diploma or GED	6 – 8 years of experience
IV	HS Diploma or GED	4 – 6 years of experience
V	HS Diploma or GED	2 – 4 years of experience
VI	HS Diploma or GED	Entry level to 2 years of experience



JGA Labor Rates

GSA PES Schedule Contract GS-23F-0317N		
Professional Engineering Services (PES) Rate		
SINs 871-1, 871-2, 871-3, 871-4 and 871-6		
Labor Category		Contract Yr 4
Management Categories		
Program Manager		
PM-I	Level I	\$131.33
PM-II	Level II	\$128.78
PM-III	Level III	\$122.31
Project/Task Manager		
TM-II	Level II	\$119.95
TM-III	Level III	\$117.50
TM-IV	Level IV	\$112.78
TM-V	Level V	\$98.28
Engineering & Technical Consultants Categories		
Expert Engineering Program Management Consultant		
EPM-I	Level I	\$250.39
EPM-II	Level II	\$217.81
EPM-III	Level III	\$162.59
Expert Engineer/ Expert Technical Consultant		
EEC-I	Level I	\$119.45
EEC-II	Level II	\$115.34
EEC-III	Level III	\$109.64
Engineering Discipline Specialist		
EDS-I	Level I	\$141.86
EDS-II	Level II	\$120.85
EDS-III	Level III	\$109.85
EDS-IV	Level IV	\$104.54
EDS-V	Level V	\$97.30
EDS-VI	Level VI	\$90.32

Specialists & Technicians Categories		
Computer & Networking Specialists		
CNS-II	Level II	\$101.01
CNS-III	Level III	\$97.10
CNS-IV	Level IV	\$93.36
CNS-V	Level V	\$68.49
CNS-VI	Level VI	\$60.34
Engineering & Computer Technicians		
ECT-III	Level III	\$76.50
ECT-IV	Level IV	\$65.03
ECT-V	Level V	\$50.72
ECT-VI	Level VI	\$30.59
Engineering & Management Analysts		
EMA-II	Level II	\$92.10
EMA-III	Level III	\$87.69
EMA-IV	Level IV	\$79.55
EMA-V	Level V	\$67.63
EMA-VI	Level VI	\$47.96
Financial, Contracts and Technical Writer Categories		
Financial Analysts		
FA-II	Level II	\$83.08
FA-III	Level III	\$65.90
FA-IV	Level IV	\$43.70
Contracts Analysts		
CA-II	Level II	\$61.74
CA-III	Level III	\$47.08
CA-IV	Level IV	\$42.01
Technical Writers		
TW-II	Level II	\$62.39
TW-III	Level III	\$46.59
Technical and Administrative Support Categories		
Administrative Support		
TAS-I	Level I	\$45.81
TAS-II	Level II	\$44.43
TAS-III	Level III	\$39.25
TAS-IV	Level IV	\$36.88
TAS-V	Level V	\$30.59
TAS-VI	Level VI	\$23.31