

General Services Administration
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST

Professional Engineering Services

Federal Supply Schedule Industrial Group 871
Industrial Class 8711, 8731
Business Size : Large



Orbital Sciences Corporation
Space Systems Group
Technical Services Division

7500 Greenway Ctr. Dr., Suite 1500
Greenbelt, MD 20770
Phone: (301) 220-5600
Fax: (301) 474-2648

Contract Administration Source:
Mr. Jeffrey C. Heath, Sr. Manager, Contracts
Phone: (301) 220-5688
Fax: (301) 474-2648
Heath.Jeff@orbital.com

Contract Number: GS-23F-0401K
Contract Ending: August 24, 2000 to August 23, 2010
Through Modification PO09, effective 4/26/06



On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through *GSA Advantage!*TM, a menu-driven database system. The INTERNET address for *GSA Advantage!*TM is: <http://www.gsaadvantage.gov>. For more information on ordering from Federal Supply Schedules click on the at <http://www.gss.gsa.gov>.

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Customer Information

1. Table of awarded Special Item Numbers:

SIN	Name	Principal Engineering Disciplines
871-1	Strategic Planning for Technology Programs/Activities	Electrical Engineering Mechanical Engineering
871-1RC	Strategic Planning for Technology Programs/Activities	Electrical Engineering Mechanical Engineering
871-2	Concept Development and Requirements Analysis	Electrical Engineering Mechanical Engineering
871-2RC	Concept Development and Requirements Analysis	Electrical Engineering Mechanical Engineering
871-3	System Design, Engineering and Integration	Electrical Engineering Mechanical Engineering
871-3RC	System Design, Engineering and Integration	Electrical Engineering Mechanical Engineering
871-4	Test and Evaluation	Electrical Engineering Mechanical Engineering
871-4RC	Test and Evaluation	Electrical Engineering Mechanical Engineering
871-5	Integrated Logistics Support	Electrical Engineering Mechanical Engineering
871-5RC	Integrated Logistics Support	Electrical Engineering Mechanical Engineering
871-6	Acquisition and Life Cycle Management	Electrical Engineering Mechanical Engineering
871-6RC	Acquisition and Life Cycle Management	Electrical Engineering Mechanical Engineering

See pages 11-58 for labor category/rate information.

2. Maximum order: **\$750,000**
3. Minimum order: **\$1000**
4. Geographic coverage: **Worldwide**
5. Point(s) of production:
 - **7500 Greenway Center Drive, Suite 1500
Greenbelt, Prince George's County, Maryland 20770**
 - **5011 Herzel Place
Beltsville, Prince George's County, Maryland 20770**



- **5010 Herzel Place
Beltsville, Prince George's County, Maryland 20770**

6. Discount from list prices or statement of net price: **Prices shown are net**
7. Quantity discounts: **Not Applicable**
8. Prompt payment terms: **Net 30 Days**
- 9a. The Government purchase cards will be accepted for all orders below the micropurchase threshold.
- 9b. The Government purchase cards will not be accepted for all orders above the micropurchase threshold.
10. Foreign Items: **Not Applicable.**
- 11a. Time of Delivery: **To be determined between the contractor and the Government customer.**
- 11b. Expedited Delivery: **Not Offered.**
- 11c. Overnight and 2-day Delivery: **Not Offered.**
- 11d. Urgent Requirements: **When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.**
12. F.o.b. point(s): Destination
13. Ordering address:
**Orbital Sciences Corporation
Space Systems Group
Technical Service Division
7500 Greenway Center Drive, Suite 1500
Greenbelt, MD 20770**
14. Payment address:
**Orbital Sciences Corporation
Space Systems Group
Technical Services Division
PO Box 64749
Baltimore, MD 21264-4749**
15. Warranty provision: **Not applicable.**
16. Export Terms: **ITAR/IncoTerms per Order**
17. Terms and conditions of Government purchase card acceptance: **None**
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 indicating date of parts price list and any discounts from list prices: **Not Applicable.**
- 20a. Terms and conditions for other services. **Not Applicable.**
21. List of service and distribution points: **Not Applicable.**
22. List of participating dealers: **Not Applicable.**
23. Preventive maintenance: **Not Applicable.**
24. Environmental Attributes: **Not Applicable.**
25. Data Universal Number System (DUNS) number: **61-001-4508**
26. Contractor **is registered** in Central Contractor Register (CCR) database.



Use of Federal Supply Schedule Contracts

In accordance with FAR 8.404:

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.

- a. Orders placed at or below the micro-purchase threshold.** Ordering offices can place orders at or below the micro-purchase threshold with any Federal Supply Schedule Contractor.

- b. Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold.** Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering offices should consider reasonably available information about the supply or service offered under MAS contracts by using the "GSA Advantage!" on-line shopping service, or by reviewing the catalogs/pricelists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the agency's needs. In selecting the supply or service representing the best value, the ordering office may consider--
 - (1) Special features of the supply or service that are required in effective program performance and that are not provided by a comparable supply or service;
 - (2) Trade-in considerations;
 - (3) Probable life of the item selected as compared with that of a comparable item;
 - (4) Warranty considerations;
 - (5) Maintenance availability;
 - (6) Past performance; and
 - (7) Environmental and energy efficiency considerations.

- c. 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--

- (1) Review additional Schedule Contractors' catalogs/pricelists or use the "GSA Advantage!" on-line shopping service;
- (2) 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
- (3) 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:

- (1) Offer a new lower price for this requirement (the Price Reductions clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations);
- (2) Offer the lowest price available under the contract; or
- (3) Decline the order (orders must be returned in accordance with FAR 52.216-19).

d. 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, discounts, and delivery locations and times.

e. Price reductions. In addition to the circumstances outlined in paragraph c, 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 supply or 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.

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



- g. 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.



Ordering Procedures for Services

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 services that are priced on Schedule at hourly rates. These special ordering procedures take precedence over the procedures in FAR 8.404.

The GSA has determined that the rates for services contained in the contractor's price list applicable to this schedule 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 specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

When ordering services, ordering offices shall -

- I. Prepare a Request for Quotes:
 - 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 to 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-materials orders.



- C. The request for quotes may request the contractors, if necessary or appropriate, to 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 quotes 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 Quotes 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).
- B. The request for quotes should be provided to three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold. For proposed orders exceeding the maximum order threshold, the request for quotes 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 quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, when possible.

III. Evaluate quotes and select the contractor to receive the order:

After responses have been evaluated against the factors identified in the request for quotes, 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 quotes (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 procedures in 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.
- IV. 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.
- V. 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.
- VI. 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.
- VII. 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' quotes 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.



**Engineering GSA Schedule Rates
Government Site**

	<u>Year 1</u> 8/00- 6/01	<u>Year 2</u> 7/01- 6/02	<u>Year 3</u> 7/02- 6/03	<u>Year 4</u> 7/03- 6/04	<u>Year 5</u> 7/04- 6/05	<u>Year 6</u> 7/05- 6/06	<u>Year 7</u> 7/06- 6/07	<u>Year 8</u> 7/07- 6/08	<u>Year 9</u> 7/08- 6/09	<u>Year 10</u> 7/09- 8/10
Technical Lead IV	\$129.50	\$133.38	\$137.38	\$141.33	\$145.38	\$149.74	\$154.24	\$158.86	\$163.63	\$168.54
Technical Lead III	\$103.23	\$106.32	\$109.51	\$112.66	\$115.89	\$119.37	\$122.95	\$126.64	\$130.44	\$134.35
Technical Lead II	\$89.06	\$91.72	\$94.47	\$97.19	\$99.98	\$102.97	\$106.06	\$109.25	\$112.52	\$115.90
Technical Lead I	\$68.58	\$70.63	\$72.75	\$74.85	\$76.99	\$79.30	\$81.68	\$84.13	\$86.66	\$89.26
Engineer VII	\$101.02	\$104.04	\$107.16	\$110.24	\$113.40	\$116.81	\$120.31	\$123.92	\$127.64	\$131.47
Engineer VI	\$89.74	\$92.43	\$95.20	\$97.94	\$100.75	\$103.77	\$106.88	\$110.09	\$113.39	\$116.80
Engineer V	\$75.75	\$78.01	\$80.35	\$82.66	\$85.03	\$87.59	\$90.21	\$92.92	\$95.71	\$98.58
Engineer IV	\$65.27	\$67.23	\$69.24	\$71.24	\$73.28	\$75.48	\$77.74	\$80.07	\$82.48	\$84.95
Engineer III	\$53.55	\$55.15	\$56.81	\$58.44	\$60.12	\$61.92	\$63.78	\$65.69	\$67.66	\$69.69
Engineer II	\$44.78	\$46.12	\$47.51	\$48.88	\$50.28	\$51.79	\$53.34	\$54.94	\$56.59	\$58.28
Engineer I	\$40.05	\$41.25	\$42.49	\$43.71	\$44.96	\$46.31	\$47.70	\$49.13	\$50.61	\$52.13
Designer V	\$53.56	\$55.16	\$56.81	\$58.45	\$60.12	\$61.93	\$63.78	\$65.70	\$67.67	\$69.70
Designer IV	\$47.33	\$48.74	\$50.20	\$51.65	\$53.13	\$54.72	\$56.36	\$58.06	\$59.80	\$61.59
Designer III	\$35.49	\$36.56	\$37.65	\$38.74	\$39.85	\$41.04	\$42.27	\$43.54	\$44.85	\$46.19
Designer II	\$32.16	\$33.12	\$34.12	\$35.10	\$36.10	\$37.19	\$38.30	\$39.45	\$40.63	\$41.85
Designer I	\$26.62	\$27.42	\$28.24	\$29.06	\$29.89	\$30.79	\$31.71	\$32.66	\$33.64	\$34.65
Engineering Technician V	\$48.33	\$49.77	\$51.27	\$52.74	\$54.26	\$55.88	\$57.56	\$59.29	\$61.07	\$62.90
Engineering Technician IV	\$43.10	\$44.39	\$45.72	\$47.04	\$48.39	\$49.84	\$51.33	\$52.87	\$54.46	\$56.09
Engineering Technician III	\$35.23	\$36.29	\$37.38	\$38.45	\$39.55	\$40.74	\$41.96	\$43.22	\$44.52	\$45.85
Engineering Technician II	\$27.25	\$28.07	\$28.91	\$29.74	\$30.60	\$31.51	\$32.46	\$33.43	\$34.44	\$35.47
Engineering Technician I	\$24.78	\$25.52	\$26.29	\$27.04	\$27.82	\$28.65	\$29.51	\$30.40	\$31.31	\$32.25
Scheduler / Planner II	\$53.85	\$55.46	\$57.12	\$58.76	\$60.45	\$62.26	\$64.13	\$66.05	\$68.04	\$70.08
Scheduler / Planner I	\$43.62	\$44.93	\$46.27	\$47.61	\$48.97	\$50.44	\$51.95	\$53.51	\$55.12	\$56.77
Configuration / Data Management IV	\$50.14	\$51.64	\$53.19	\$54.72	\$56.29	\$57.97	\$59.71	\$61.50	\$63.35	\$65.25
Configuration / Data Management III	\$44.06	\$45.38	\$46.74	\$48.09	\$49.46	\$50.95	\$52.48	\$54.05	\$55.67	\$57.34
Configuration / Data Management II	\$35.26	\$36.32	\$37.41	\$38.49	\$39.59	\$40.78	\$42.00	\$43.26	\$44.56	\$45.89
Configuration / Data Management I	\$31.77	\$32.72	\$33.70	\$34.67	\$35.66	\$36.73	\$37.83	\$38.97	\$40.14	\$41.34
Technical Writer	\$47.34	\$48.76	\$50.22	\$51.66	\$53.14	\$54.74	\$56.38	\$58.07	\$59.81	\$61.61
Administration II	\$27.91	\$28.74	\$29.60	\$30.45	\$31.33	\$32.27	\$33.23	\$34.23	\$35.26	\$36.32
Administration I	\$18.61	\$19.17	\$19.74	\$20.31	\$20.89	\$21.52	\$22.16	\$22.83	\$23.51	\$24.22

Material and other Direct Costs: All materials and other direct costs will be billed at ACTUAL direct cost incurred plus a G&A/handling fee of 12% (or, if FFP, as negotiated per task).



**Operations GSA Schedule Rates
Government Site**

	<u>Year 1</u> 8/00- 6/01	<u>Year 2</u> 7/01- 6/02	<u>Year 3</u> 7/02- 6/03	<u>Year 4</u> 7/03- 6/04	<u>Year 5</u> 7/04- 6/05	<u>Year 6</u> 7/05- 6/06	<u>Year 7</u> 7/06- 6/07	<u>Year 8</u> 7/07- 6/08	<u>Year 9</u> 7/08- 6/09	<u>Year 10</u> 7/09- 8/10
Senior Operations Manager	\$95.02	\$97.87	\$100.80	\$103.70	\$106.68	\$109.88	\$113.17	\$116.57	\$120.06	\$123.67
Operations Manager	\$79.99	\$82.38	\$84.85	\$87.29	\$89.80	\$92.49	\$95.26	\$98.12	\$101.07	\$104.10
Operations Project Manager	\$59.36	\$61.14	\$62.97	\$64.78	\$66.64	\$68.64	\$70.70	\$72.82	\$75.01	\$77.26
Engineer IV	\$61.94	\$63.79	\$65.71	\$67.60	\$69.54	\$71.62	\$73.77	\$75.98	\$78.26	\$80.61
Engineer III	\$53.62	\$55.23	\$56.88	\$58.52	\$60.20	\$62.00	\$63.86	\$65.78	\$67.75	\$69.79
Engineer II	\$45.49	\$46.85	\$48.26	\$49.65	\$51.07	\$52.60	\$54.18	\$55.81	\$57.48	\$59.21
Operations Technician IV	\$39.84	\$41.03	\$42.26	\$43.47	\$44.72	\$46.06	\$47.44	\$48.87	\$50.33	\$51.84
Operations Technician III	\$35.45	\$36.51	\$37.61	\$38.69	\$39.80	\$40.99	\$42.22	\$43.49	\$44.79	\$46.14
Operations Technician II	\$32.07	\$33.03	\$34.02	\$35.00	\$36.01	\$37.09	\$38.20	\$39.35	\$40.53	\$41.74
Operations Technician I	\$28.16	\$29.00	\$29.87	\$30.73	\$31.61	\$32.56	\$33.54	\$34.54	\$35.58	\$36.65
Production Planner / Material Control II	\$35.04	\$36.09	\$37.18	\$38.25	\$39.34	\$40.52	\$41.74	\$42.99	\$44.28	\$45.61
Production Planner / Material Control I	\$28.95	\$29.82	\$30.71	\$31.59	\$32.50	\$33.47	\$34.48	\$35.51	\$36.58	\$37.68

Material and other Direct Costs: All materials and other direct costs will be billed at ACTUAL direct cost incurred plus a G&A/handling fee of 12% (or, if FFP, as negotiated per task).



**Engineering GSA Schedule Rates
Contractor Site**

	<u>Year 1</u> 8/00- 6/01	<u>Year 2</u> 7/01- 6/02	<u>Year 3</u> 7/02- 6/03	<u>Year 4</u> 7/03- 6/04	<u>Year 5</u> 7/04- 6/05	<u>Year 6</u> 7/05- 6/06	<u>Year 7</u> 7/06- 6/07	<u>Year 8</u> 7/07- 6/08	<u>Year 9</u> 7/08- 6/09	<u>Year 10</u> 7/09- 8/10
Technical Lead IV	\$155.13	\$159.35	\$164.13	\$168.85	\$173.69	\$178.90	\$184.27	\$189.80	\$195.49	\$201.36
Technical Lead III	\$123.67	\$127.02	\$130.84	\$134.60	\$138.46	\$142.61	\$146.89	\$151.30	\$155.84	\$160.51
Technical Lead II	\$106.68	\$109.58	\$112.87	\$116.11	\$119.44	\$123.03	\$126.72	\$130.52	\$134.43	\$138.47
Technical Lead I	\$82.16	\$84.39	\$86.92	\$89.42	\$91.98	\$94.74	\$97.59	\$100.51	\$103.53	\$106.64
Engineer VII	\$121.01	\$124.30	\$128.03	\$131.71	\$135.49	\$139.55	\$143.74	\$148.05	\$152.49	\$157.07
Engineer VI	\$107.51	\$110.43	\$113.74	\$117.01	\$120.37	\$123.98	\$127.70	\$131.53	\$135.47	\$139.54
Engineer V	\$90.74	\$93.20	\$96.00	\$98.76	\$101.59	\$104.64	\$107.78	\$111.01	\$114.34	\$117.77
Engineer IV	\$78.19	\$80.32	\$82.73	\$85.11	\$87.55	\$90.17	\$92.88	\$95.67	\$98.54	\$101.49
Engineer III	\$64.15	\$65.89	\$67.87	\$69.82	\$71.82	\$73.98	\$76.20	\$78.48	\$80.84	\$83.26
Engineer II	\$53.65	\$55.11	\$56.76	\$58.39	\$60.07	\$61.87	\$63.72	\$65.64	\$67.61	\$69.63
Engineer I	\$47.98	\$49.28	\$50.76	\$52.22	\$53.72	\$55.33	\$56.99	\$58.70	\$60.46	\$62.28
Designer V	\$64.16	\$65.90	\$67.87	\$69.83	\$71.83	\$73.98	\$76.20	\$78.49	\$80.84	\$83.27
Designer IV	\$56.69	\$58.23	\$59.98	\$61.70	\$63.47	\$65.38	\$67.34	\$69.36	\$71.44	\$73.58
Designer III	\$42.52	\$43.67	\$44.98	\$46.28	\$47.61	\$49.03	\$50.51	\$52.02	\$53.58	\$55.19
Designer II	\$38.53	\$39.57	\$40.76	\$41.93	\$43.13	\$44.43	\$45.76	\$47.13	\$48.55	\$50.00
Designer I	\$31.89	\$32.76	\$33.74	\$34.71	\$35.71	\$36.78	\$37.88	\$39.02	\$40.19	\$41.40
Engineering Technician V	\$57.90	\$59.47	\$61.25	\$63.01	\$64.82	\$66.76	\$68.77	\$70.83	\$72.96	\$75.14
Engineering Technician IV	\$51.63	\$53.03	\$54.63	\$56.20	\$57.81	\$59.54	\$61.33	\$63.17	\$65.06	\$67.02
Engineering Technician III	\$42.21	\$43.35	\$44.65	\$45.94	\$47.26	\$48.67	\$50.13	\$51.64	\$53.19	\$54.78
Engineering Technician II	\$32.65	\$33.53	\$34.54	\$35.53	\$36.55	\$37.65	\$38.78	\$39.94	\$41.14	\$42.37
Engineering Technician I	\$29.69	\$30.49	\$31.41	\$32.31	\$33.24	\$34.23	\$35.26	\$36.32	\$37.41	\$38.53
Scheduler / Planner II	\$64.50	\$66.25	\$68.24	\$70.21	\$72.22	\$74.39	\$76.62	\$78.92	\$81.28	\$83.72
Scheduler / Planner I	\$52.25	\$53.67	\$55.28	\$56.87	\$58.51	\$60.26	\$62.07	\$63.93	\$65.85	\$67.82
Configuration / Data Management IV	\$60.06	\$61.69	\$63.54	\$65.37	\$67.25	\$69.26	\$71.34	\$73.48	\$75.69	\$77.96
Configuration / Data Management III	\$52.78	\$54.22	\$55.84	\$57.45	\$59.10	\$60.87	\$62.70	\$64.58	\$66.51	\$68.51
Configuration / Data Management II	\$42.24	\$43.39	\$44.69	\$45.98	\$47.30	\$48.72	\$50.18	\$51.68	\$53.23	\$54.83
Configuration / Data Management I	\$38.05	\$39.09	\$40.26	\$41.42	\$42.61	\$43.88	\$45.20	\$46.56	\$47.95	\$49.39
Technical Writer	\$56.71	\$58.25	\$60.00	\$61.72	\$63.49	\$65.40	\$67.36	\$69.38	\$71.46	\$73.60
Administration II	\$33.43	\$34.34	\$35.37	\$36.38	\$37.43	\$38.55	\$39.71	\$40.90	\$42.12	\$43.39
Administration I	\$22.29	\$22.90	\$23.59	\$24.26	\$24.96	\$25.71	\$26.48	\$27.27	\$28.09	\$28.94

Material and other Direct Costs: All materials and other direct costs will be billed at ACTUAL direct cost incurred plus a G&A/handling fee of 12% (or, if FFP, as negotiated per task).



**Operations GSA Schedule Rates
Contractor Site**

	<u>Year 1</u> 8/00- 6/01	<u>Year 2</u> 7/01- 6/02	<u>Year 3</u> 7/02- 6/03	<u>Year 4</u> 7/03- 6/04	<u>Year 5</u> 7/04- 6/05	<u>Year 6</u> 7/05- 6/06	<u>Year 7</u> 7/06- 6/07	<u>Year 8</u> 7/07- 6/08	<u>Year 9</u> 7/08- 6/09	<u>Year 10</u> 7/09- 8/10
Senior Operations Manager	\$126.89	\$130.82	\$134.74	\$138.62	\$142.59	\$146.87	\$151.28	\$155.82	\$160.49	\$165.31
Operations Manager	\$106.81	\$110.12	\$113.42	\$116.69	\$120.03	\$123.63	\$127.34	\$131.16	\$135.10	\$139.15
Operations Project Manager	\$79.27	\$81.72	\$84.18	\$86.60	\$89.08	\$91.75	\$94.51	\$97.34	\$100.26	\$103.27
Engineer IV	\$82.71	\$85.27	\$87.83	\$90.36	\$92.95	\$95.74	\$98.61	\$101.57	\$104.61	\$107.75
Engineer III	\$71.61	\$73.82	\$76.04	\$78.22	\$80.47	\$82.88	\$85.37	\$87.93	\$90.57	\$93.28
Engineer II	\$60.75	\$62.63	\$64.51	\$66.37	\$68.27	\$70.32	\$72.43	\$74.60	\$76.84	\$79.14
Operations Technician IV	\$53.20	\$54.84	\$56.49	\$58.11	\$59.78	\$61.57	\$63.42	\$65.32	\$67.28	\$69.30
Operations Technician III	\$47.34	\$48.80	\$50.27	\$51.72	\$53.20	\$54.79	\$56.44	\$58.13	\$59.88	\$61.67
Operations Technician II	\$42.83	\$44.16	\$45.48	\$46.79	\$48.13	\$49.57	\$51.06	\$52.59	\$54.17	\$55.80
Operations Technician I	\$37.60	\$38.77	\$39.93	\$41.08	\$42.26	\$43.53	\$44.83	\$46.18	\$47.56	\$48.99
Production Planner / Material Control II	\$46.80	\$48.25	\$49.69	\$51.12	\$52.59	\$54.17	\$55.79	\$57.47	\$59.19	\$60.96
Production Planner / Material Control I	\$38.66	\$39.86	\$41.05	\$42.23	\$43.44	\$44.75	\$46.09	\$47.47	\$48.90	\$50.36

Material and other Direct Costs: All materials and other direct costs will be billed at ACTUAL direct cost incurred plus a G&A/handling fee of 12% (or, if FFP, as negotiated per task).



GSA Schedule Labor Category Descriptions

The following tables present labor category descriptions per the GSA Professional Engineering Services solicitation. Orbital defined these forty-two (42) labor categories. As described in the pricing data, the minimum education / certifications and experience requirements for each position is presented. Orbital also included a description of the types of functions performed by that labor category. Orbital Corporate policy allows for the progression of both administrative and technical personnel through from entry level to lead positions. Orbital policy also allows for the establishment of an equivalency of two years of applicable experience to equal one year of higher education.



ENGINEERING CATEGORIES

Labor Category	Technical Lead I
Minimum/General Experience.	Ten (10) years of related professional experience and at least two (2) years of experience in Labor Category.
Labor Category Functions	<ul style="list-style-type: none"> • Functions as lead for engineering and design activities, technical consultant, task / group technical manager. • Assists in independent research, design, analysis, and technical review or study role. • Performs detailed analytical and design studies, developing basic design concepts and design criteria. • Provides program management assistance to Technical Leads II - IV. Serves as Deputy Task Lead on smaller project. • Directs and coordinates flight quality assurance activities on small projects.
Minimum Education / Certifications	Bachelor of Science in Engineering, Computer Science, Mathematics, Physics, or Technology from an accredited university.



ENGINEERING CATEGORIES

<i>Labor Category</i>	<i>Technical Lead II</i>
Minimum/General Experience	Fifteen (15) years of related professional experience and at least four years of related functional/managerial experience.
Labor Category Functions	<ul style="list-style-type: none"> • Functions as technical consultant, task/group technical manager. • Assists in independent research, design studies, analysis, and technical review or study role. • Directs and coordinates flight assurance support, including the development, implementation, and maintenance of assurance policies and staffing. • Serves as a Task Lead on series of projects or larger project.
Minimum Education / Certifications	Bachelor of Science in Engineering, Computer Science, Mathematics, Physics, or Technology from an accredited university.



ENGINEERING CATEGORIES

Labor Category	Technical Lead III
Minimum/General Experience	Twenty (20) years of related professional experience and at least five years related management experience is required.
Labor Category Functions	<ul style="list-style-type: none"> • Manages the performance of a major program or multiple programs through subordinate Technical Leads in accordance with contract requirements and company policies, procedures and guidelines. • Acts as Task Lead on highly complex, development projects or series of projects.
Minimum Education / Certifications	Bachelor of Science in Engineering, Computer Science, Mathematics, Physics, or Technology from an accredited university.



ENGINEERING CATEGORIES

Labor Category	Technical Lead IV
Minimum/General Experience	Thirty-five (35) years of related professional experience and at least ten years related management experience is required.
Labor category Functions	<ul style="list-style-type: none"> • Manages the performance of a major program or multiple programs through subordinate Technical Leads • Assures performance of tasks in accordance with contract requirements and company policies, procedures and guidelines. • Acts as Task Lead on highly complex, development projects or series of projects.
Minimum Education / Certifications	Bachelor of Science in Engineering, Computer Science, Mathematics, Physics, or Technology from an accredited university



ENGINEERING CATEGORIES

Labor category	Engineer I
Minimum/General Experience	Entry Level Position: zero (0) years professional experience required.
Labor Category Functions	<ul style="list-style-type: none"> • Applies theoretical knowledge and engineering techniques to the solution of basic analytical engineering problems. • Selects and/or modifies proven methods, mathematical formula, previous design and test information, handbook data or other available information related to the assignment. • Establishes test requirements to evaluate designs, purchased equipment, or materials. Conducts tests and records data. • Gathers, maintains, formats, compiles and manipulates technical data, such as laboratory or material test results and engineering design changes. • Produces engineering documentation, reports, drawings (flow charts, block diagrams, and schematics)
Minimum Education/Cert	Bachelor of Science in Engineering, Computer Science, Mathematics, Physics, or Technology from an accredited university.



ENGINEERING CATEGORIES

Labor Category	Engineer II
Minimum/General Experience	Four (4) years of related professional experience required.
Labor Category Functions	<ul style="list-style-type: none"> • Performs analysis, design, or test of one or more moderately complex or portions of complex systems. • Prepares system design specifications and system implementation plans and analyzes requirements. • Designs and develops compilers, assemblers, utility programs, and operating systems. • Develops and elaborates on preliminary concepts; evaluates completed design and makes modifications necessary to achieve the most ideal design.
Minimum Education / Certifications	Bachelor of Science in Engineering, Computer Science, Mathematics, Physics, or Technology from an accredited university.



ENGINEERING CATEGORIES

Labor Category	Engineer III
Minimum/General Experience	Eight (8) years of related professional experience required.
Labor Category Functions	<ul style="list-style-type: none"> • Performs subsystem definition, preliminary and detailed design, design implementation, and subsystem integration and test. • Plans, prepares, and completes the design of assigned complex components and functional systems. • Develops general test program to evaluate new materials or the assigned portion of the product. May take complete charge of the testing phase. Supervision of technicians.
Minimum Education / Certifications	Bachelor of Science in Engineering, Computer Science, Mathematics, Physics, or Technology from an accredited university.



ENGINEERING CATEGORIES

Labor Category	Engineer IV
Minimum/General Experience	Twelve (12) years of related professional experience (such as electrical, mechanical, or systems engineering.)
Labor Category Functions	<ul style="list-style-type: none"> • Performs analysis, designs, or tests of one or more complex materials, structural components or functional systems of company products. • Performs system and subsystem definition, preliminary and detailed design, design implementation, and subsystem integration and test. • Analyzes the operation of systems, selects major components to meet functional and operational requirements, and determines the optimum location and arrangement from an engineering, manufacturing, and service standpoint. • Directs supporting analytical, design and test programs for new systems as well as establishes the type and extent of operating conditions to be simulated and devises major equipment, instrumentation, and original simulation methods.



Minimum Education / Certifications	Bachelor of Science in Engineering, Computer Science, Mathematics, Physics, or Technology from an accredited university.
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ENGINEERING CATEGORIES

Labor Category	Engineer V
Minimum/General Experience	Seventeen (17) years of related professional experience (such as electrical engineering or mechanical engineering) and/or systems engineering. Served as a professional authority in an engineering discipline.
Labor Category Functions	<ul style="list-style-type: none"> • Develops and applies advanced methods, theories and research techniques in the investigation and solution of complex and advanced engineering applications and problems. • Plans, conducts and technically directs and evaluates projects coordinating the efforts of engineers and technical support • Reviews literature, patents and current practices relevant to the solution of assigned projects. • Recommends corrections in technical applications & analysis.
Minimum Education / Certifications	Bachelor of Science in Engineering, Computer Science, Mathematics, Physics, or Technology from an accredited university.

ENGINEERING CATEGORIES



Labor Category	Engineer VI
Minimum/General Experience	Twenty-three (23) years of related professional experience (such as electrical engineering or mechanical engineering) and/or systems engineering. Technical expert and professional authority in one engineering discipline or specialty area.
Labor Category Functions	<ul style="list-style-type: none"> • Conducts preliminary and advanced design studies and prepares and presents major portions reviews. • Analyzes and resolves important failures in test and service, often without recourse to intense theoretical studies and test programs. • Writes complex specifications and engineering reports as a result of advance studies, special engineering investigations, and similar activities. • Develops aspects of new theory and design criteria for general application.
Minimum Education / Certifications	Bachelor of Science in Engineering, Computer Science, Mathematics, Physics, or Technology from an accredited university.

ENGINEERING CATEGORIES



Labor Category	Engineer VII
Minimum/General Experience	<p>Thirty-two years of related professional experience (such as electrical engineering or mechanical engineering) and/or systems engineering.</p> <p>Technical expert and recognized professional authority in one discipline or specialty area.</p>
Labor Category Functions	<ul style="list-style-type: none"> • Analyzes and resolves important failures in test and service, often without recourse to intense theoretical studies and test programs. • Writes complex specifications and engineering reports as a result of advance studies, special engineering investigations, and similar activities. • Conducts preliminary and advanced design studies and prepares and presents major portions of reviews. • Conceives and develops solutions to complex analytical, design, and test problems. • Contributes to systems philosophy and design objectives.
Minimum Education / Certifications	<p>Bachelor of Science in Engineering, Computer Science, Mathematics, Physics, or Technology from an accredited university.</p>



ENGINEERING CATEGORIES

Labor Category	Designer I
Minimum/General Experience	Entry Level Position, Two years related experience required as well as knowledge in a special engineering support area.
Labor Category Functions	<ul style="list-style-type: none"> • Prepares detailed drawings, major layout, schematics, wirelists, board layouts, and complete mechanical or electrical drawings of components and assemblies from notes, verbal instructions, and rough or detailed sketches for engineering or manufacturing purposes. • May use special techniques in schematic drawing, isometric, orthographic, perspective projection or other techniques of technical illustration. • Writes specifications and makes adjustments in drawings or specifications.
Minimum Education / Certifications	High School Diploma



ENGINEERING CATEGORIES

Labor Category	Designer II
Minimum/General Experience	Four (4) years related professional experience required.
Labor Category Functions	<ul style="list-style-type: none"> • Prepares layouts and detailed drawings of moderately complex components and assemblies from engineering sketches, notes, or verbal instructions. • Proficient with both 2D and 3D CAD software. • Verifies completed work, checking dimensions, materials and quantities.
Minimum Education / Certifications	Bachelor of Arts, Non-Technical Baccalaureate degree from an accredited university, or military training in discipline, or certificate from Technical or Trade School.



ENGINEERING CATEGORIES

Labor Category	Designer III
Minimum/General Experience	Seven (7) years related professional experience required.
Labor Category Functions	<ul style="list-style-type: none"> • Prepares working plans, detailed drawings, and complete mechanical or electrical drawings of moderately complex components and assemblies from notes, verbal instructions, and rough or detailed sketches for engineering or manufacturing purposes. • Uses computerized equipment (e.g. CAD/CAM). • Makes engineering computations, writes specifications, and makes adjustments in drawings or specifications. • Verifies completed work, checking dimensions, materials, and quantities to be used.
Minimum Education / Certifications	Bachelor of Arts, Non-Technical Baccalaureate degree from an accredited university, or military training in discipline, or certificate from Technical or Trade School.



ENGINEERING CATEGORIES

Labor Category	Designer IV
Minimum/General Experience	Twelve (12) years related professional experience required.
Labor Category Functions	<ul style="list-style-type: none"> • Generally, function is involved in more advanced design and drafting assignments • Prepares working plans, detailed drawings, and complete mechanical or electrical drawings of complex components and assemblies from notes, verbal instructions, and rough or detailed sketches for engineering or manufacturing purposes • Frequently uses computerized equipment (e.g., CAD/CAM). • Makes engineering computations, writes specifications and makes adjustments in drawings or specifications. • Verifies completed work, checking dimensions, material and quantities to be used. • Provides work guidance and supervision to lower level positions.
Minimum Education / Certifications	Bachelor of Arts, Non-Technical Baccalaureate degree from an accredited university, or military training in discipline, or certificate from Technical or Trade School.



ENGINEERING CATEGORIES

Labor Category	Designer V
Minimum/General Experience	Twenty (20) years related professional experience required.
Labor Category Functions	<ul style="list-style-type: none"> • Function at this level involves advanced, difficult design and drafting assignments. • Coordinates the design/drafting efforts for an assigned program to ensure that design details and drawings are in compliance with established standards. • Prepares working plans, detailed drawings, and complete mechanical or electrical drawings of very complex components and assemblies from notes, verbal instructions, and rough or detailed sketches for engineering or manufacturing purposes. • Use computerized equipment (e.g., CAD/CAM). • Makes engineering computations, writes specifications and makes adjustments in drawings or specifications. • Verifies completed work, checking dimensions, material and quantities to be used.
Minimum Ed/Cert	Bachelor of Arts, Non-Technical Baccalaureate degree from an accredited university.

ENGINEERING CATEGORIES



Labor Category	Engineering Technician I
Minimum/General Experience	Entry Level Position. Two (2) years related experience required.
Labor Category Functions	<ul style="list-style-type: none"> • Performs routine mechanical assembly activities following established procedures.
Minimum Education / Certifications	High School Diploma.



ENGINEERING CATEGORIES

Labor Category	Engineering Technician II
Minimum/General Experience	Two (2) years related experience required.
Labor Category Functions	<ul style="list-style-type: none"> • Performs routine duties in the electronic, mechanical, electro-mechanical, or optical areas. • Constructs, calibrates, adjusts, tests, and maintains equipment, components, devices, or systems. • Works from schematics, engineering drawings, written, or verbal instructions. • May operate equipment; perform limited amount of troubleshooting and well-defined problem identification; prepare compounds and solutions; perform calibration and alignment checks; and conduct routine engineering tests and detailed experimental testing, reporting data in prescribed format.
Minimum Education / Certifications	Associate of Arts degree from an accredited university.



ENGINEERING CATEGORIES

Labor Category	Engineering Technician III
Minimum/General Experience	Seven (7) years related experience.
Labor Category Functions	<ul style="list-style-type: none"> • Plans the methods and procedures required to provide technical support for scientific or engineering programmatic work. • Determines the sequence of operations and performs layout, fabrication, assembly, installation, and testing of experimental components, assembly, subsystem and system level hardware, materials, apparatus, and equipment. • Sets up and operates equipment, test apparatus, test equipment, diagnostic devices and related equipment. • Designs hardware components according to guidelines for prototype or one of a kind items. • Analyzes design deficiencies or malfunctions where immediate determinations regarding causes and needed corrections are required.
Minimum Education / Certifications	Associate of Arts degree from an accredited university.

ENGINEERING CATEGORIES



Labor Category	Engineering Technician IV
Minimum/General Experience	Eleven (11) years related professional experience required.
Labor Category Functions	<ul style="list-style-type: none"> • Performs complex technical engineering support functions such as set up, operation, maintenance, modification, circuit testing, calibration and troubleshooting of electronic or electro-mechanical 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 prototype modes. • Generates rough sketches and engineering drawings and special techniques for control and implementation of research experiments. • Prepares reports, charts, and graphs for scientific and engineering personnel to use in making decision on design or experiment development.
Minimum Ed / Cert	Associate of Arts degree from an accredited university.

ENGINEERING CATEGORIES



Labor Category	Engineering Technician V
Minimum/General Experience	Sixteen (16) years related experience with extensive knowledge of theory and principles.
Labor Category Functions	<ul style="list-style-type: none"> • Performs a wide variety of nonstandard complex tasks in the electronic, mechanical, electro-mechanical, or optical areas. • Evaluates and resolves calibrating and troubleshooting problems. • Assists engineers in design, development, and evaluation of new products and recommends product improvements or manufacturing modifications. • Designs, develops, and coordinates building of experimental, prototype models, or test fixtures. • Determines types of tests to be performed; approves and suggests modifications to testing equipment; and analyzes test results to evaluate performance of products or equipment. • May design and/or improvise equipment, tools, and fixtures.
Minimum Education / Certifications	Associate of Arts degree from an accredited university.



ENGINEERING CATEGORIES

Labor Category	Scheduler / Planner I
Minimum/General Experience	Two (2) years of related professional experience.
Labor Category Functions	<ul style="list-style-type: none"> • Coordinates schedules to meet delivery requirements. • Reviews designs and integrates implication of design into program schedule. • Identifies schedule conflicts and resolves schedule conflicts as appropriate.
Minimum Education / Certifications	Bachelor of Arts or Non-Technical Baccalaureate degree from an accredited university.



ENGINEERING CATEGORIES

Labor Category	Scheduler / Planner II
Minimum/General Experience	Five (5) years of related professional experience .
Labor Category Functions	<ul style="list-style-type: none"> • Coordinates detailed schedules to ensure on-time delivery of program project (s). • Responsible for complex scheduling activities which require a knowledge of various processes and contract requirements. • Assists in the performance of projects and programs as directed by Task Lead personnel. • May provide work leadership for lower level employees.
Minimum Education / Certifications	Bachelor of Arts or Non-Technical Baccalaureate degree from an accredited university.



ENGINEERING CATEGORIES

Labor Category	Configuration / Data Management I
Minimum/General Experience	Two (2) years of related professional experience .
Labor Category Functions	<ul style="list-style-type: none"> • Analyzes proposed product design changes to determine the effect on the overall system; • Ensures configuration identification by reviewing design release documents for completeness and proper authorizations; • Assists in the preparation of deviations and waivers for government approval when specifications cannot be met; • Compiles baseline audit information and may audit subcontractors' inspection or technical document preparation procedure to verify compliance with contract requirements; • Prepares manual or automated records of part design change documents; • Duty may also include contract data management records retention and retrieval.
Minimum Education / Certifications	Associate of Arts degree from an accredited university.



ENGINEERING CATEGORIES

Labor Category	Configuration / Data Management II
Minimum/General Experience	Two (2) years of related professional experience .
Labor Category Functions	<ul style="list-style-type: none"> • Responsible for configuration control during product development phase; • Ensures configuration identification by reviewing design release documents for completeness, proper authorizations, and system updates; • Drafts configuration analysis plans to encompass contractual requirements and may be responsible for contract data submittal and status on smaller projects. • Reviews contracts and determines configuration requirements; • Assists in the maintenance of database.
Minimum Education / Certifications	Bachelor of Arts or Non-Technical Baccalaureate degree from an accredited university.



ENGINEERING CATEGORIES

Labor Category	Configuration / Data Management III
Minimum/General Experience	Five (5) years of related professional experience .
Labor Category Functions	<ul style="list-style-type: none"> • Designs and establishes configuration management documentation. • Authorizes the release of drawings and changes specified by Program Management and other functional groups. • Provides advice and guidance on methods, procedures, and requirements to individuals responsible for the creation of documentation. • Plans and implements methods to improve response. • Participates in special studies.
Minimum Education / Certifications	Bachelor of Arts or Non-Technical Baccaalaureate degree from an accredited university.



ENGINEERING CATEGORIES

Labor Category	Configuration / Data Management IV
Minimum/General Experience	Eight (8) years of related professional experience .
Labor Category Functions	<ul style="list-style-type: none"> • Assigned total responsibility for program level configuration and/or data management operations for both commercial and government projects. • Conducts a qualitative and quantitative analysis of contracts to propose labor hours and schedules for proposal efforts. • Ensures the accuracy of identification-control-status accounting of configuration baselines contained in the electronic configuration management data base. • Coordinates all Class I change activity initiated either internally, by the customer, or subcontractor. • Participates in reviews and audits. • Interfaces with prepares to ensure format and timely submittal is achieved. • Maintains an integrated data management system.
Minimum Education / Certifications	Bachelor of Arts or Non-Technical Baccalaureate degree from an accredited university.



ENGINEERING CATEGORIES

Labor Category	Technical Writer
Minimum/General Experience	Six (6) years of related professional experience .
Labor Category Functions	<ul style="list-style-type: none"> • Researches, organizes, writes, edits, and produces technical data for major publication projects. • Ensures technical documentation is accurate, complete, meets editorial and government specifications and adheres to standards for quality, graphics, coverage, format, and style. • Establishes style guidelines and standards for texts and illustrations. • Provides work leadership for lower level employees.
Minimum Education / Certifications	Bachelor of Arts or Non-Technical Baccalaureate degree from an accredited university.



ENGINEERING CATEGORIES

Labor Category	Administration I
Minimum/General Experience	Entry Level Position, Zero (0) years of professional experience.
Labor Category Functions	<ul style="list-style-type: none"> • Enters, transcribes, and verifies a variety of alpha-numeric data onto an on-line, batch mode, or personal computer system. • Maintains files, records, and chronologies of entry activities.
Minimum Education / Certifications	High School Diploma



ENGINEERING CATEGORIES

Labor Category	Administration II
Minimum/General Experience	Five (5) years of related professional experience .
Labor Category Functions	<ul style="list-style-type: none"> • Performs detailed duties to maintain supply and inventory levels for deployed systems and/or products. • Performs logistics support activities - regarding order status, availability, required dates, order status, etc. and assigned to provisioning, inventory management, spares, replenishments, and/or return areas. • Supports engineering / configuration management documentation release functions to include assigning tracking numbers, expediting sign off, updating and maintaining configuration database. • Uses duplicating machine, microfilm printer, microfilm camera, and microfilm duplicator.
Minimum Education / Certifications	High School Diploma.



OPERATIONS CATEGORIES

Labor Category	Operations Project Manager
Minimum/General Experience	Ten (10) years of related professional experience and at least two years of related functional experience.
Labor Category Functions	<ul style="list-style-type: none"> • Supervises electronic or mechanical assembly personnel in the manufacture of hardware to customer and engineering specifications and quality requirements. • Conducts formal training classes. • Interfaces with customer/vendors both on-site and off-site as well as with functional managers to ensure that program requirements are met. • Plans, organizes, and manages program requirements for successful performance. • Assesses problem areas to determine impact to overall program and develops corrective action measures to be implemented. • Releases and maintains all appropriate paperwork.
Minimum Education / Certifications	Bachelor of Science in Engineering, Computer Science, Mathematics, Physics, or Technology from an accredited university.



OPERATIONS CATEGORIES

Labor Category	Operations Manager
Minimum/General Experience	Twenty (20) years of related professional experience and at least (10) years in Labor Category.
Labor Category Functions	<ul style="list-style-type: none"> • Directs and coordinates the activities of a group of manufacturing engineers or technicians. • Establishes and monitors project work schedules and ensures adherence to work deadlines; and plans, • Develops and maintains the Master Production Schedule. • Assesses problem areas to determine impact to overall program and develops corrective action measures to be implemented. • Interfaces with customer/vendors both on-site and off-site as well as with functional managers to ensure that program requirements are met.
Minimum Education / Certifications	Bachelor of Science in Engineering, Computer Science, Mathematics, Physics, or Technology from an accredited university.



OPERATIONS CATEGORIES

Labor Category	Senior Operations Manager
Minimum/General Experience	Thirty (30) years of related professional experience and at least fifteen (15) years in Labor Category. Recognized as a Professional Authority in the Manufacturing and Test of Flight Hardware.
Labor Category Functions	<ul style="list-style-type: none"> • Integrates information from all aspects of the manufacturing process (manufacturing, material control, system integration and test, and production control). • Plans and controls the implementation of new manufacturing technologies and techniques that enhance efficiency and quality. • Directs and coordinates the activities of a group of technicians, assemblers, and material control staff.
Minimum Education / Certifications	Bachelor of Science in Engineering, Computer Science, Mathematics, Physics, or Technology from an accredited university.



OPERATIONS CATEGORIES

Labor Category	Engineer II
Minimum/General Experience	Four (4) years of related professional experience with two (2) years of experience in Labor Category.
Labor Category Functions	<ul style="list-style-type: none"> • Develops, writes and applies procedures for inspection, receiving, test, in accordance with company and contractual requirements. • Defines test parameters, designs and performs tests, interprets test results and analyzes test trends. • Investigates and analyzes unique or customer-related issues relating to test failure. • Performs various analyses, design, and/or assembly related to manufacturing or industrial engineering projects. • Performs operational or methods analyses related to labor standards and reviews product/project flow data, equipment, and labor requirements for use in conducting manufacturing operations.
Minimum Education / Certifications	Bachelor of Science in Engineering, Computer Science, Mathematics, Physics, or Technology from an accredited university.

OPERATIONS CATEGORIES

Labor Category	Engineer III
Minimum/General Experience	Eight (8) years of related professional experience and at least five (5) years of experience in Labor Category.
Labor Category Functions	<ul style="list-style-type: none"> • Develops test plans and conducts testing activities on complex systems and subsystems to meet program requirements; generates test reports. • Defines and develops quality standards for receiving, in-process, and final inspection in accordance with company and contractual requirements. • Reviews and evaluates complex in-process rejections and implements corrective action as needed. • Interfaces with customers, vendors, and various company departments to resolve quality problems and provide information. • Designs and/or assembles mechanical or electro-mechanical units.
Minimum Education / Certifications	Bachelor of Science in Engineering, Computer Science, Mathematics, Physics, or Technology from an accredited university.



OPERATIONS CATEGORIES

Labor Category	Engineer IV
Minimum/General Experience	Twelve (12) years of related professional experience and at least seven (7) years experience in Labor Category.
Labor Category Functions	<ul style="list-style-type: none"> • Defines and develops quality standards for receiving, in-process, and final inspection. • Reviews and evaluates complex in-process rejections and implements corrective action as needed. • Interfaces with customers, vendors, and various company departments to resolve problems. • Participates in and may lead audits. • Performs complex analysis, design, and/or assembly related to manufacturing or industrial engineering projects. • Investigates and analyzes unique or highly technical manufacturing or industrial engineering assignments and provides technical assistance.
Minimum Education / Certifications	Bachelor of Science in Engineering, Computer Science, Mathematics, Physics, or Technology from an accredited university.

OPERATIONS CATEGORIES



Labor Category	Operations Technician I
Minimum/General Experience	Two (2) years related experience required.
Labor Category Functions	<ul style="list-style-type: none"> • Uses electronic parts, equipment, electronic/electro-mechanical assembly hardware and lab tools required to perform the various electronic wiring and assembly functions on prototype and/or production type hardware according to the company workmanship standards and military or NASA specifications. • Performs basic testing of electronic sub-assemblies and final assemblies; performs routine certification, maintenance and repair of test equipment on assigned programs and ensures equipment software is certified. • Manufactures parts and tools from blueprints, sketches and verbal instructions; reads and interprets assembly drawings, parts lists, operations sheets and visual aids.
Minimum Education / Certifications	High School Diploma.



OPERATIONS CATEGORIES

Labor Category	Operations Technician II
Minimum/General Experience	Six (6) years of related professional experience required.
Labor Category Functions	<ul style="list-style-type: none"> • Performs inspection, determines methods and sequences needed to make or verify setups to inspect in-process or final electronic or electro-mechanical assemblies. • Responsible for accepting, rejecting, and ordering rework. Prepares reports and maintains records; performs in-process, acceptance, and environmental testing of moderately complex electronic subassemblies and final assemblies and performs fault isolation to component level. • Performs electronic/electro-mechanical assembly on prototype and production type hardware according to company workmanship standards and military or NASA specifications. • Fabricates intricate prototype models utilizing schematics, drawings, and other engineering documentation.
Minimum Education / Certifications	High School Diploma.



OPERATIONS CATEGORIES

Labor Category	Operations Technician III
Minimum/General Experience	Eleven (11) years of related professional experience required.
Labor Category Functions	<ul style="list-style-type: none"> • Responsible for testing, modifying, reworking, and repairing electronic assemblies; cables, fabricates and tests prototype assemblies and production units. • Performs source, receiving, in process, first article, and final inspection; assists with the identification and resolution of problems encountered during hardware flow. • Performs all levels of production and environmental testing; performs fault isolation to component level; performs all certification, maintenance, and repair of test equipment. • Generates all test data on assigned programs and assists Engineering with initial performance and release of acceptance test procedures.
Minimum Education / Certifications	High School Diploma.



OPERATIONS CATEGORIES

Labor Category	Operations Technician IV
Minimum/General Experience	Sixteen (16) years of related professional experience required.
Labor Category Functions	<ul style="list-style-type: none"> • Consults with engineering or scientific personnel on the objectives of assigned project; plans the methods and procedures required for fabricating, assembling, installing, and testing a variety of experimental components, materials, apparatus, and equipment; determines alternative designs, methods, materials, and equipment as needed • Operates independently during field operations; performs data review and prepares Certificate of Conformance documents; reviews and evaluates inspection/test failure and rejection reports to identify project failure trends and provide recommendations for corrective action. • Fabricates precision machined parts and tools from drawings, etc.; assists engineers in design/development/evaluation of new products and recommends improvements.
Minimum Education / Certifications	High School Diploma.

OPERATIONS CATEGORIES



Labor Category	Production Planner / Material Control I
Minimum/General Experience	Six (6) years related professional experience.
Labor Category Functions	<ul style="list-style-type: none"> • Plans, statuses, and moves hardware products through the manufacturing, inspection, test and shipping areas to meet established delivery schedules; compiles and releases prepared manufacturing documentation, including work orders, operation sheets, and design documentation to the production. • Develops detailed Material Requirement Plans (MRPs) in accordance with the Master Production Schedule; determines and assures appropriate levels of inventory for projects. • Coordinates the filling of back orders and replacement parts from stockroom.
Minimum Education / Certifications	High School Diploma.



OPERATIONS CATEGORIES

Labor Category	Production Planner / Material Control II
Minimum/General Experience	Twelve (12) years related professional experience.
Labor Category Functions	<ul style="list-style-type: none"> • Develops and maintains detailed schedules, production plans and material requirements lists in accordance with the Master Production Schedule, for products and/or production processes. • Coordinates Engineering, Manufacturing, Purchasing, Material Control, Quality, and other departments to achieve optimum utilization of facilities in meeting production schedules. • Provides input to management regarding problems such as scheduling problems, material shortages, design changes, and backlogs. Releases and maintains all appropriate paperwork. • Works with Engineering, Purchasing, Stock Room, Receiving Inspection, Operations Engineering, and other departments to achieve material availability requirements for meeting production schedules.
Minimum Education / Certifications	High School Diploma.



TEAMING ARRANGEMENTS

CONTRACTOR TEAMING ARRANGEMENTS AND FEDERAL SUPPLY SCHEDULES

In the spirit of the Federal Acquisition Streamlining Act, all Federal agencies have been encouraged to facilitate innovative contracting/acquisition approaches. FAR Part 1.102 provides Guiding Principles on the Federal Acquisition System, outlining what the System will achieve --

- ❖ Satisfy the customer (cost, quality and timeliness of delivery)
- ❖ Maximize use of commercial products and services
- ❖ Consider contractor's past performance
- ❖ Promoting competition
- ❖ Minimize administrative costs
- ❖ Conduct business with integrity, fairness and openness
- ❖ Fulfill public policy objectives

The Federal Supply Schedule program is a source that customers may use to achieve what the System has outlined for Acquisition Teams to follow.

Each member of the "Acquisition Team" is to exercise personal initiative and sound business judgment and is responsible for making acquisition decisions that deliver the best value product or service to meet the customers' needs. FAR 1.102-4 further empowers Government Team members to make acquisition decisions within their areas of responsibility including selection, negotiation and administration. The contracting officer has the authority to the maximum extent practical, to determine the applications of rules, regulations, and policies.

In light of these changes, Federal Supply Schedule customers may refer to FAR 9.6 - Contractors Team Arrangements. The policy and procedures outlined in this part will provide more flexibility and allow innovative acquisition methods when using the Federal Supply Schedules. Customers are encouraged to review this section and should note this is permissible after contract award. Team Arrangements combined with the Federal Supply Schedule Program provide Federal customers a powerful commercial acquisition strategy.

BASIC GUIDELINES FOR USING "CONTRACTOR TEAM ARRANGEMENTS"

- ❖ Federal Supply Schedule contractors may use "Contractor Team Arrangements" (see FAR 9.6) to provide solutions when responding to a customer agency requirements.
- ❖ These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPA's are permitted under all Federal Supply Schedule contracts.
- ❖ Orders under a Team Arrangement are subject to terms and conditions of the Federal Supply Schedule contract.
- ❖ Participation in a Team Arrangement is limited to Federal Supply Schedule contractors.
- ❖ Customers should refer to FAR 9.6 for specific details on Team Arrangements.



Here is a general outline on how it works:

- ❖ The customer identifies their requirements.
- ❖ Federal Supply Schedule contractors may individually meet the customers needs, or -
- ❖ Federal Supply Schedule contracts may submit a Schedules “Team Solution” to meet the customer’s requirement.
- ❖ Customers make a best value selection.



BPA NUMBER _____

**(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT**

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

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

MODEL NUMBER/PART NUMBER	*SPECIAL BPA DISCOUNT/PRICE
_____	_____
_____	_____

(2) Delivery:

DESTINATION	DELIVERY SCHEDULE/DATES
_____	_____
_____	_____

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

(4) This BPA does not obligate any funds.

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

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

OFFICE	POINT OF CONTACT
_____	_____
_____	_____

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

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

(a) Name of Contractor;



- (b) Contract Number;
 - (c) BPA Number;
 - (d) Model Number or National Stock Number (NSN);
 - (e) Purchase Order Number;
 - (f) Date of Purchase;
 - (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
 - (h) Date of Shipment.
- (9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.
- (10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

