

AUTHORIZED FEDERAL SUPPLY SERVICE
INFORMATION TECHNOLOGY SCHEDULE PRICELIST
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY
EQUIPMENT, SOFTWARE AND SERVICES

Special Item No. 132-51 Information Technology Professional Services

FPDS Code D301 IT Facility Operation and Maintenance
FPDS Code D306 IT Systems Analysis Services
FPDS Code D311 IT Data Conversion Services

Small business under the NAICS code 517110 (formerly 513310). Formerly SIC Code



4813.

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Contract Number
GS-35F-5792H

Period Covered by Contract
June 22, 2008 through June 21, 2013

General Services Administration - Federal Supply Service

Products and ordering information in this Authorized FSS Information Technology Schedule Pricelist are also available on the GSA Advantage! System. Agencies can browse GSA Advantage! by accessing the Federal Supply Service's Home Page via the Internet at <http://www.fss.gsa.gov/>

Includes Modification #7 – effective February 6, 2004

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1.0 INFORMATION FOR ORDERING OFFICES

SPECIAL NOTICE TO AGENCIES:

Small Business Participation

SBA strongly supports the participation of small business concerns in the Federal Supply Schedules Program. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ On-line shopping service (www.fss.gsa.gov). The catalogs/pricelists, GSA Advantage!™ and the Federal Supply Service Home Page (www.fss.gsa.gov) contain information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting pricelists for a best value determination.

For orders exceeding the micropurchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

1. *Geographic Scope of Contract:*

The geographic scope of this contract is the 48 contiguous states and the District of Columbia, Alaska, Hawaii, and the Commonwealth of Puerto Rico.

2. *Contractor's Ordering Address and Payment Information:*

For Check Payment: MCR Federal, LLC

Attn: Accounting Department
2010 Corporate Ridge, Suite 350
McLean, VA 22102
Phone: 703/506-4600
Fax: 703/506-8601

For Electronic Payment:

Bank: Citizens Bank
Acct#: 6205714322
ABA #: 036076150

Government purchase cards **will** be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

The following telephone number(s) can be used by ordering agencies to obtain technical and/or ordering assistance:

703/506-4600
703/506-8601 (FAX)

3. Liability for injury or damage

The Contractor shall not be liable for any injury to Government personnel or damage to Government property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

4. Statistical Data for Government Ordering Office Completion of Standard Form 279:

Block 9: G. Order/Modification Under Federal Schedule
Block 16: Data Universal Numbering System (DUNS) Number: **028509656**
Block 30: Type of Contractor – Small Business.
Block 31: Woman-Owned Small Business – NO
Block 36: Contractor's Taxpayer Identification Number (TIN) **54-1509594**

4a. CAGE Code:

0GYV7

5. FOB Destination

6. Delivery Schedule

a. TIME OF DELIVERY: The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
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132-51	As Negotiated With Individual Ordering Agencies
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b. 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 replay 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.

7. ***Discounts:***

Prices shown are NET Prices; Basic Discounts have been deducted.

- a. Prompt Payment: 3% - 10 days from receipt of invoice, 1% at 20 days from receipt of invoice.
- b. Quantity – No quantity discount offered.
- c. Dollar Volume – No Dollar Volume discount offered.
- d. Government Educational Institutions – GEI's are offered the same discount as all other Government Customers.
- e. Other – None offered.

8. ***Trade Agreements Act of 1979, as amended:***

All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

9. ***Statement Concerning Availability of Export Packing:***

Export Packing is available and shall be as specified/negotiated in any order.

10. ***Small Requirements:***

The minimum dollar value of orders to be issued is \$50.

11. ***Maximum Order:***

(All dollar amounts are exclusive of any discount for prompt payment.)

Special Item Number 132-51 - Information Technology (IT) Professional Services

The maximum dollar value per order for all IT Professional services will be \$500,000.

12. ***USE OF FEDERAL SUPPLY SERVICE INFORMATION TECHNOLOGY SCHEDULE CONTRACTS.***

In accordance with FAR 8.404:

[NOTE: Special ordering procedures have been established for Special Item Numbers (SINs) 132-51 IT Professional Services and 132-52 EC Services; refer to the terms and conditions for those SINs.]

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;
- (2) 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.

13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS:

Federal departments and agencies acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDS), which are cited by ordering offices, shall be responded to promptly by the Contractor.

13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS):

Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS):

Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Supply Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

14. SECURITY REQUIREMENTS.

In the event security requirements are necessary, the ordering activities may incorporate, in their delivery orders, a security clause in accordance with current laws, regulations, and individual agency policy; however, the burden of administering the security requirements shall be with the ordering agency. If any costs are incurred as a result of the inclusion of security requirements, such costs will not exceed ten percent (10%) or \$100,000, of the total dollar value of the order, whichever is lessor.

15. CONTRACT ADMINISTRATION FOR ORDERING OFFICES:

Any ordering office, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the Government's convenience, and (m) Termination for Cause (See C.1.)

16. GSA Advantage!

GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering information. *GSA Advantage!* will allow the user to perform various searches across all contracts including, but not limited to:

- (1) Manufacturer;
- (2) Manufacturer's Part Number; and
- (3) Product categories.

Agencies can browse *GSA Advantage!* by accessing the Internet World Wide Web utilizing a browser (ex.: NetScape). The Internet address is <http://www.fss.gsa.gov/>.

17. PURCHASE OF INCIDENTAL, NON-SCHEDULE ITEMS

For administrative convenience, open market (non-contract) items may be added to a Federal Supply Schedule Blanket Purchase Agreement (BPA) or an individual order, provided that the items are clearly labeled as such on the order, all applicable regulations have been followed, and price reasonableness has been determined by the ordering activity for the open market (non-contract) items.

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

- a.** For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:
 - (1) Time of delivery/installation quotations for individual orders;
 - (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.
 - (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.
- b.** The above is not intended to incumpos items not currently covered by the GSA Schedule contract.

19. OVERSEAS ACTIVITIES

The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the pricelist outside the 48 contiguous states and the District of Columbia, except as indicated below:

NONE

Upon request of the Contractor, the Government may provide the Contractor with logistics support, as available, in accordance with all applicable Government regulations. Such Government support will be provided on a reimbursable basis, and will only be provided to the Contractor's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

20. YEAR 2000 WARRANTY — COMMERCIAL SUPPLY ITEMS

“Year 2000 compliant” means information technology that accurately processes date/time data (including, but not limited to, calculating, comparing, and sequencing) from, into, and between the twentieth and twenty-first centuries, and the years 1999 and 2000 and leap year calculations. Furthermore, Year 2000 compliant information technology, when

used in combination with other information technology, shall accurately process date/time data if the other information technology properly exchanges date/time data with it.

The Contractor warrants that each hardware, software, and firmware product delivered under this contract shall be able to accurately process date data (including, but not limited to, calculating, comparing, and sequencing) from, into, and between the twentieth and twenty-first centuries, including leap year calculations, when used in accordance with the product documentation provided by the Contractor, provided that all listed or unlisted products (e.g. hardware, software, firmware) used in combination with such listed product properly exchange date data with it. If the contract requires that specific listed products must perform as a system in accordance with the foregoing warranty, then that warranty shall apply to those listed products as a system. The duration of this warranty and the remedies available to the Government for breach of this warranty shall be as defined in, and subject to, the terms and limitations of the Contractor's standard commercial warranty or warranties contained in this contract, provided that notwithstanding any provision to the contrary in such commercial warranty or warranties, the remedies available to the Government under this warranty shall include repair or replacement of any listed product whose non-compliance is discovered and made known to the Contractor in writing within ninety (90) days after acceptance. Nothing in this warranty shall be construed to limit any rights or remedies the Government may otherwise have under this contract with respect to defects other than Year 2000 performance.

21. BLANKET PURCHASE AGREEMENTS (BPAs)

Federal Acquisition Regulation (FAR) 13.201(a) defines Blanket Purchase Agreements (BPAs) as "...a simplified method of filling anticipated repetitive needs for supplies or services by establishing 'charge accounts' with qualified sources of supply." The use of Blanket Purchase Agreements under the Federal Supply Schedule Program is authorized in accordance with FAR 13.202(c)(3), which reads, in part, as follows:

"BPAs may be established with Federal Supply Schedule Contractors, if not inconsistent with the terms of the applicable schedule contract."

Federal Supply Schedule contracts contain BPA provisions to enable schedule users to maximize their administrative and purchasing savings. This feature permits schedule users to set up "accounts" with Schedule Contractors to fill recurring requirements. These accounts establish a period for the BPA and generally address issues such as the frequency of ordering and invoicing, authorized callers, discounts, delivery locations and times. Agencies may qualify for the best quantity/volume discounts available under the contract, based on the potential volume of business that may be generated through such an agreement, regardless of the size of the individual orders. In addition, agencies may be able to secure a discount higher than that available in the contract based on the aggregate volume of business possible under a BPA. Finally, Contractors may be open to a progressive type of discounting where the discount would increase once the sales

accumulated under the BPA reach certain prescribed levels. Use of a BPA may be particularly useful with the new Maximum Order feature. See the Suggested Format, contained in this Schedule Pricelist, for customers to consider when using this purchasing tool.

22. 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. The policy and procedures outlined in this part will provide more flexibility and allow innovative acquisition methods when using the Federal Supply Schedules. See the additional information regarding Contractor Team Arrangements in this Schedule Pricelist.

TERMS AND CONDITIONS

APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51)

1. *SCOPE*

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT Services within the scope of this Information Technology 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 PROCEDURES*

- a. Procedures for IT professional services priced on GSA schedule at hourly rates.
 - (1) FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SINs) within a Schedule. GSA has established special ordering procedures for IT professional services (SIN 132-51) 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 IT 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 IT professional services ordering offices shall –
 - (i) Prepare a Request for Proposal:
 - 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 proposal should be prepared which includes the performance-based statement of work and requests the contractors submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering office makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials proposal may be requested. The firm-fixed price shall be based on the hourly rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any travel costs or other incidental costs related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor hour and time and material orders.
- c. The request for proposal 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 proposal shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical acceptability of responses. If consideration will be limited to schedule contractors who are small business concerns as permitted by paragraph (ii)(A) below, the request for proposals shall notify the contractors that will be the case.

(ii) Transmit the Request for Proposal 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). When buying IT professional services under SIN 132-51 ONLY, the ordering office, at its discretion, may limit consideration to those schedule contractors that are small business concerns. This limitation is not applicable when buying supplies and/or services under other SINs as well as SIN 132-51. The limitation may only be used when at least three (3) small businesses that appear to offer services that will meet the agency's needs are available, if the order is estimated to exceed the micro-purchase threshold.

- b. The request for proposal should be to three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not to exceed the maximum order threshold. For proposed orders exceeding the maximum order threshold, the request for proposal 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 proposal, the order should be placed with the schedule contractor that represents the best value and results in the lowest overall cost alternative (considering price, special qualifications, administrative costs, etc.) to meet the Government's needs.

- (4) The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPAs) for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering office the opportunity to secure volume discounts. When establishing BPAs ordering offices shall –

- (i) Inform contractors in the request for proposal (based on the agency's requirement) if a single BPA or multiple BPAs will be

established, and indicate the basis that will be used for selecting the contractors to be awarded the BPAs.

- a. SINGLE BPA: Generally, a single BPA should be established when the ordering office can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value and results in the lowest overall cost alternative to meet the agency's needs should be awarded the BPA.
 - b. MULTIPLE BPAs: When the ordering office determines multiple BPAs are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing the BPAs. When multiple BPAs are established, the authorized users must follow the procedure in (3)(ii)(B) above, and then place the order with the schedule contractor that represents the best value and results in the lowest overall cost alternative to meet the agency's needs.
 - (ii) Review BPAs periodically. Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value (considering price, special qualifications, etc.) and results in the lowest overall cost alternative to meet the agency's needs.
- (5) The ordering office should give preference to small business concerns when two or more contractors can provide the services at the same firm-fixed price or ceiling price.
 - (6) When the ordering office's requirement involves both products as well as IT 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.
 - (7) The ordering office, at a minimum, should document orders by identifying the contractor the services were purchased from, the services purchased, and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For agency requirements in excess of the micro-purchase threshold, the order file should document the evaluation of schedule contractors' proposals that formed the basis for the

selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.

b. Ordering Procedures for other services available on schedule at fixed prices for specifically defined services or tasks.

Orders placed pursuant to a Multiple Award Schedule (MAS), using the procedures in FAR 8.404, are considered to be issued pursuant to full and open competition. Therefore, when placing orders under Federal Supply Schedules, ordering offices need not seek further competition, synopses the requirement, make a separate determination of fair and reasonable pricing, or consider small business set-asides in accordance with subpart 19.5. GSA has already determined the prices of items under schedule contracts to be fair and reasonable. By placing an order against a schedule using the procedures outlined below, the ordering office has concluded that the order represents the best value and results in the lowest overall cost alternative (considering price, special features, administrative costs, etc.) to meet the Government's needs.

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

(2) 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 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 service representing the best value, the ordering office may consider— (i) special features of the service that are required in effective program performance and that are not provided by a comparable service; and (ii) past performance.

(3) Orders exceeding the maximum order threshold. Each schedule contract has an established maximum order threshold. This threshold represents the point where it is advantageous for the ordering office to seek a price reduction. In addition to following the procedures in paragraph b, above, and before placing an order that exceeds the maximum order threshold, ordering offices shall--

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

(ii) Based upon the initial evaluation, generally seek price reductions from the Schedule Contractor(s) appearing to provide the best value (considering price and other factors); and

(iii) After price reductions have been sought, place the order with the Schedule Contractor that provides the best value and results in the lowest overall cost alternative. If

further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

NOTE: For orders exceeding the maximum order threshold, the Contractor may:

(A) Offer a new lower price for this requirement (the Price Reductions clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations);

(B) Offer the lowest price available under the contract; or

(C) Decline the order (orders must be returned in accordance with FAR 52.216-19).

(4) Blanket purchase agreements (BPAs). The establishment of Federal Supply Schedule BPAs is permitted when following the ordering procedures in FAR 8.404. All schedule contracts contain BPA provisions. Ordering offices may use BPAs to establish accounts with Contractors to fill recurring requirements. BPAs should address the frequency of ordering and invoicing, discounts, and delivery locations and times.

(5) Price reductions. In addition to the circumstances outlined in paragraph (3), above, there may be instances when ordering offices will find it advantageous to request a price reduction. For example, when the ordering office finds a schedule service elsewhere at a lower price or when a BPA is being established to fill recurring requirements, requesting a price reduction could be advantageous. The potential volume of orders under these agreements, regardless of the size of the individual order, may offer the ordering office the opportunity to secure greater discounts. Schedule Contractors are not required to pass on to all schedule users a price reduction extended only to an individual agency for a specific order.

(6) Small business. For orders exceeding the 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.

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

3. ORDER

a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.

b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

4. PERFORMANCE OF SERVICES

a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering office.

b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering office.

c. The Contractor guarantees the satisfactory completion of the IT/EC Services performed under the task order and that all contract personnel utilized in the performance of IT/EC services under the task order shall have the education, experience, and expertise as stated in the task order.

d. Any Contractor travel required in the performance of IT/EC Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

5. INSPECTION OF SERVICES

The Inspection of Services–Fixed Price (AUG 1996) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection–Time-and-Materials and Labor-Hour (JAN 1986) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

6. RESPONSIBILITIES OF THE CONTRACTOR

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

7. RESPONSIBILITIES OF THE GOVERNMENT

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

8. INDEPENDENT CONTRACTOR

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

9. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

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

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed Government contract, without some restriction on activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the Government, ordering offices may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

10. INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for IT/EC services. Progress payments may be authorized by the ordering office on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

11. PAYMENTS

For firm-fixed price orders the Government shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts (Alternate I (APR 1984)) at FAR 52.232-7 applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts (FEB 1997) (Alternate II (JAN 1986)) at FAR 52.232-7 applies to labor-hour orders placed under this contract.

12. RESUMES

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

13. INCIDENTAL SUPPORT COSTS

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering agency in accordance with the guidelines set forth in the FAR.

14. APPROVAL OF SUBCONTRACTS

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

15. DESCRIPTION OF IT/EC SERVICES AND PRICING

a. The Contractor shall provide a description of each type of IT/EC Service offered under Special Item Numbers 132-51 and 132-52. IT/EC Services should be presented in the same manner as the Contractor sells to its commercial and other Government customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.

b. Pricing for all IT/EC Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices.

USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE

(MCR Federal, LLC) provides commercial services to the Federal Government. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

COMMITMENT

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in Federal Government contracts. To accelerate potential opportunities please contact (Jason Dechoretz, Vice President, Marketing & Business Development of MCR Federal, LLC 2010 Corporate Ridge, Suite 350, McLean, VA 22102. 703/506-4600. jdechoretz@mcri.com.

GSA PRICING

Second Option Period

Labor Category	06/22/08 thru 06/21/09	6/22/09 thru 6/21/10	6/22/10 thru 6/21/11	6/22/11 thru 6/21/12	6/22/12 thru 6/21/13
1 Contract Manager	\$138.74	\$143.60	\$148.63	\$153.83	\$159.21
2 Senior Cost Estimator	\$109.17	\$112.99	\$116.94	\$121.03	\$125.27
3 Senior Cost Estimator II	\$ 90.11	\$ 93.26	\$ 96.52	\$ 99.90	\$103.40
4 Cost Estimator	\$ 67.95	\$ 70.33	\$ 72.79	\$ 75.34	\$ 77.98
5 Junior Cost Estimator	\$ 49.64	\$ 51.38	\$ 53.18	\$ 55.04	\$ 56.97
6 Statistician	\$121.28	\$125.52	\$129.91	\$134.46	\$139.17
7 Administration Support/ Data Technician	\$ 47.36	\$ 49.02	\$ 50.74	\$ 52.52	\$ 54.36
8 Senior Tech Analyst (H)	\$142.82	\$147.82	\$152.99	\$158.34	\$163.88
9 Senior Tech Analyst (S)	\$131.28	\$135.87	\$140.63	\$145.55	\$150.64
10 Cost Analyst	\$ 78.61	\$ 81.36	\$ 84.21	\$ 87.16	\$ 90.21
11 Senior Cost Analyst (TL)	\$125.78	\$130.18	\$134.74	\$139.46	\$144.34
12 Senior Cost Analyst	\$108.50	\$112.30	\$116.23	\$120.30	\$124.51
13 Senior Engineer I	\$151.73	\$157.04	\$162.54	\$168.23	\$174.12
14 Senior Engineer II	\$ 65.11	\$ 67.39	\$ 69.75	\$ 72.19	\$ 74.72
15 Junior Cost Analyst	\$ 56.60	\$ 58.58	\$ 60.63	\$ 62.75	\$ 64.95
16 Programmer	\$ 72.33	\$ 74.86	\$ 77.48	\$ 80.19	\$ 83.00
17 Data Technician	\$ 52.67	\$ 54.51	\$ 56.42	\$ 58.39	\$ 60.43
18 Senior Cost Engineer	\$ 80.26	\$ 83.07	\$ 85.98	\$ 88.99	\$ 92.10
19 Research Analyst	\$ 40.31	\$ 41.72	\$ 43.18	\$ 44.69	\$ 46.25
20 Computer Specialist	\$ 46.92	\$ 48.56	\$ 50.26	\$ 52.02	\$ 53.84
21 Logistics Analyst	\$ 51.22	\$ 53.01	\$ 54.87	\$ 56.79	\$ 58.78
22 Project Director I	\$194.18	\$200.98	\$208.01	\$215.29	\$222.83
23 Project Director II	\$153.56	\$158.93	\$164.49	\$170.25	\$176.21
24 Project Manager	\$129.51	\$134.04	\$138.73	\$143.59	\$148.62
25 Sr. Cost Engineer (Prog. Mgr)	\$171.33	\$177.33	\$183.54	\$189.96	\$196.61
26 Senior Consultant I	\$262.01	\$271.18	\$280.67	\$290.49	\$300.66
27 Senior Consultant II	\$231.62	\$239.73	\$248.12	\$256.80	\$265.79
28 Senior Consultant III	\$206.24	\$213.46	\$220.93	\$228.66	\$236.66
29 Sr. Application Engineer	\$ 78.58	\$ 81.33	\$ 84.18	\$ 87.13	\$ 90.18
30 Senior Value Engineer	\$133.99	\$138.68	\$143.53	\$148.55	\$153.75
31 Systems Engineer I	\$ 85.43	\$ 88.42	\$ 91.51	\$ 94.71	\$ 98.02
32 Systems Engineer II	\$ 70.84	\$ 73.32	\$ 75.89	\$ 78.55	\$ 81.30
33 Senior Systems Analyst	\$ 71.39	\$ 73.89	\$ 76.48	\$ 79.16	\$ 81.93
34 Systems Analyst	\$ 53.50	\$ 55.37	\$ 57.31	\$ 59.32	\$ 61.40
35 Acquisition Specialist I	\$ 82.91	\$ 85.81	\$ 88.81	\$ 91.92	\$ 95.14
36 Acquisition Specialist II	\$ 78.29	\$ 81.03	\$ 83.87	\$ 86.81	\$ 89.85
37 Financial Mgmt. Spec. I	\$ 82.74	\$ 85.64	\$ 88.64	\$ 91.74	\$ 94.95
38 Financial Mgmt. Spec. II	\$ 55.79	\$ 57.74	\$ 59.76	\$ 61.85	\$ 64.01
39 Technical Support	\$ 63.46	\$ 65.68	\$ 67.98	\$ 70.36	\$ 72.82
40 Quality Assurance Manager	\$ 78.78	\$ 81.54	\$ 84.39	\$ 87.34	\$ 90.40
41 Technical Writer	\$ 76.14	\$ 78.80	\$ 81.56	\$ 84.41	\$ 87.36
42 Principle Software Engineer	\$ 90.42	\$ 93.58	\$ 96.86	\$100.25	\$103.76

Escalation 3.5%

LABOR CATEGORY DESCRIPTIONS

Contract Manager

Duties: Effective and timely customer communications and coordination of analysts' project activities. Includes front-end team organization, assistance in providing methodology and general project approaches/concepts, schedule and cost management of the project, technical reviews of in-process and completed products. Requires excellent technical estimating review capabilities and the ability to manage and allocate/prioritize resources for simultaneous activities or projects.

Minimum Requirements: BS/BA with 24 semester hours in quantitative analysis courses and at least ten years of weapons system acquisition experience. At least seven of these ten years must have been weapons system acquisition cost analysis experience (excluding C/SCSC experience and cost performance report analysis experience), demonstrating progressively more responsible assignments. At least four of the seven years of weapons system acquisition cost analysis experience must be on systems similar to those managed at ESC (e.g. radar, software, command, control and communications) and at least three of the seven years of weapon system acquisition cost analysis experience must have been as a manager.

Senior Cost Estimator Level 1

Duties: Plans, organizes, directs and conducts weapons systems cost estimating/training tasks in problem areas of extensive scope and complexity. The problems are difficult to define, and may require novel approaches and the use of sophisticated techniques. Has extensive technical responsibility for interpreting, organizing, executing and coordinating assignments, including the direction of other cost estimators. Keeps abreast of new weapons-system cost estimating methodologies, data bases and tools. Makes technical cost estimating decisions, which are considered authoritative and which demonstrate mature cost estimating judgment in anticipating and solving complex cost analysis problems. Work requires the technical capability to assess the cost and schedule implications of existing and projected technological advances, as well as being able to evaluate the impact of new and innovative acquisition strategies. Work is reviewed by the Contract Manager or Manager of Major Project (s) to ensure it satisfies customer needs and complies with the contractor's overall estimating standards.

Minimum Requirements: BS/BA with 24 semester hours in quantitative analysis courses and at least seven years of weapons system acquisition cost analysis experience (excluding C/SCSC experience and cost performance report analysis experience), demonstrating progressively more responsible assignments and has managed or provided overall direction and leadership for the preparation of cost estimates. At least four of the seven years of weapons system acquisition cost analysis experience must be on systems similar to those managed at ESC (e.g. radar, software, command, control and communications).

Senior Cost Estimator Level II

Duties: Plans, organizes, directs and conducts weapons systems cost-estimating/training tasks in problem areas of moderate scope and complexity. The problems are difficult to define and may require novel approaches and the use of sophisticated techniques. Has moderately extensive technical responsibility for interpreting, organizing, executing and coordinating assignments, including the direction of other cost estimators. Keeps abreast of new weapons system cost estimating methodologies, data bases and tools. Makes technical cost estimating decisions, which are considered authoritative and which demonstrate mature cost estimating judgment in anticipating and solving complex cost analysis problems. Work requires the technical capability to assess the cost and schedule implications of existing and projected technological advances, as well as being able to evaluate the impact of new and innovative acquisition strategies. Work is reviewed by the Contract Manager or Manager of Major Project (s) to ensure it satisfies customer needs and complies with the contractor's overall estimating standards.

Minimum Requirements: BS/BA with 24 semester hours in quantitative analysis and at least five years of weapons system acquisition cost analysis experience (excluding C/SCSC experience and cost performance report analysis experience) demonstrating progressively more responsible assignments and has managed provided overall direction and leadership for the preparation of cost estimates. At least three of the five years of weapons system acquisition cost analysis experience must be on systems similar to those managed at ESC (e.g. radar, software, command, control and communications).

Cost Estimator

Duties: Applies diversified knowledge of weapons systems cost estimating principles and practices in areas of assignments. Work requires the modification and extension of existing methodologies and may require the use of advanced techniques. Plans and conducts work requiring judgment in the evaluation, selection and adaptation and or modification of methodologies and tools. Normally receives technical guidance or consults with senior estimators on unusual or complex problems. Work requires the technical capability to assess the cost and schedule implications of existing and projected technological advances, as well as being able to evaluate the impact of new and innovative acquisition strategies. Work is reviewed by the senior estimator or manager to ensure technical accuracy, and to ensure it satisfies customer needs and complies with the contractor's overall estimating standards.

Minimum Requirements: BS/BA with 24 semester hours in quantitative analysis courses and at least three years of weapons system acquisition cost analysis experience (excluding C/SCSC experience and cost performance report analysis experience). At least two of the three years of weapons system acquisition cost analysis experience must be on systems similar to those managed at ESC (e.g. radar, software, command, control and communications).

Junior Cost Estimator

Duties: Typically uses prescribed methods, performs specific and limited portions of broader assignments normally under the direction of an experienced cost estimator.

Minimum Requirements: BS/BA with 24 semester hours in quantitative analysis courses.

Statistician

Duties: Develop regression models for estimating military avionics FSC costs; military strategic systems production costs; and NMD systems engineering, integration, and program management cost. Develops, improves, and evaluates cost estimating methodologies and cost risk assessment methodologies; develops cost estimating libraries and databases.

Minimum Requirements: BS/BA with at least three years experience in military strategic systems production costs; and NMD systems engineering, integration, and program management cost.

Administration Support/Data Tech

Duties: Provide administration support to staff. Responsibilities include filing, maintaining the library; typing and preparation of letters and technical documentation such as TR's, Working Notes, briefings, monthly progress reports, and spreadsheets, etc. Supporting staff in preparation of proposals.

Minimum Requirements: High School Diploma. Knowledge of IBM compatible computers and knowledge of Microsoft Office, Lotus 1-2-3, etc.

Senior Technical Analyst (Electronics Hardware)

Duties: Provides authoritative technical inputs to weapons system cost estimating/training tasks in the areas of weapons systems electronics hardware design or manufacturing engineering.

Minimum Requirements: BS/BA with equivalent of major in Engineering. At least six years of professional experience in actual electronics hardware design or manufacturing engineering, at least three years of which involved military equipment similar to those managed at ESC (e.g. radar, command, control and communications). Expert in technical field.

Senior Technical Analyst (Electronics Software)

Duties: Provides authoritative technical inputs to weapons system cost estimating/training tasks in the areas of weapons systems electronics software design.

Minimum Requirements: BS/BA with equivalent of major in Engineering. At least six years of professional experience in actual electronics hardware design or manufacturing engineering, at least three years of which involved military equipment similar to those managed at ESC (e.g. radar, command, control and communications). Expert in technical field.

Cost Analyst

Duties: Must have the ability to advise on and perform professional or technical work in cost estimating, cost analysis, budgeting, scheduling, performance measurement, and/or cost research. Possesses substantial knowledge of the techniques, uses and content of the work described above to accomplish the most complex of efforts. This encompasses a basic knowledge of statistical techniques, scheduling techniques, network analysis, applied mathematics, economics and the engineering disciplines.

Minimum Requirements: Individual must, as a minimum, have a Bachelors degree in Business, Engineering, science (Physics or Chemistry only) or mathematics with six years of cost estimating, cost analysis, budgeting, scheduling, operations research, or engineering experience, at least four of which involved military equipment. An advanced business, math, science (physics or chemistry only), or engineering degree may substitute for two years of the experience requirement. If the bachelor's degree is in a field not listed, two additional years of directly experience may be substituted. **Four (4) years of experience may be substituted for a Bachelor's Degree.**

Senior Cost Analyst (Task Leader)

Duties: Have the ability to plan, organize, and direct the efforts of a group of analysts. Must have the ability to advise on and perform professional or technical work in cost estimating, cost analysis, budgeting, scheduling, performance measurement, and/or cost research. Must possess substantial knowledge of the techniques, uses and content of the work described above to accomplish the most complex of efforts. This encompasses a basic knowledge of statistical techniques, scheduling techniques, network analysis, applied mathematics, economics and the engineering disciplines.

Minimum Requirements: Must have, as a minimum, a Bachelor's Degree in Business Engineering, Science (Physics or Chemistry only) or Mathematics with eight years of cost estimating, scheduling, budgeting, cost analysis, operations research or engineering experience, at least four of which involved military equipment. **Two years of the experience must have been in a leadership/management role.** An advanced business, math, science (physics or chemistry only), or engineering degree may substitute for two years of the experience

requirements. If the Bachelor's degree is in a field not listed, two additional years of direct experience may be substituted. **Four (4) years of experience may be substituted for a Bachelor's Degree.**

Senior Cost Analyst

Duties: Capable of assuming full responsibility to advise on and perform professional or technical work in cost estimating, cost analysis, budgeting, scheduling, performance measurement, and/or cost research. Possesses an in-depth knowledge of the techniques, uses and content of cost analysis to accomplish the most complex of estimating or research efforts. This encompasses a basic knowledge of statistical techniques, scheduling techniques, network analysis, applied mathematics, economics and the engineering disciplines.

Minimum Requirements: Minimum education requirement is a bachelor's degree in Business, Engineering, Science (Physics or Chemistry Only) or Mathematics with at least eight years of cost estimating, cost analysis, budgeting, scheduling, operations research or engineering experience, at least four of which involved military equipment. An advanced business, math, science (physics or chemistry only), or engineering degree may substitute for two years of the experience requirements. If the Bachelor's degree is in a field not listed, two additional years of direct experience may be substituted. **Four (4) years of experience may be substituted for a Bachelor's Degree.**

Senior Engineer I

Duties: Ability to advise on and perform professional or technical work in system and subsystem design and engineering analysis required in support of cost analysis activities. Possesses knowledge and experience in material properties, design and performance analysis and parts requirements.

Minimum Requirements: Must have, as a minimum, a Bachelor's degree in Engineering, or Science, with eight years of professional-level technical experience, at least four of which involved military equipment. An advanced scientific or engineering degree may be substituted for two years of the experience requirement.

Senior Engineer II

Duties: Must have six years recent engineering experience. A minimum of three years recent experience should be related to military weapons systems acquisition. Must have experience in technical aspects of military weapon systems and the ability to perform technical analyses required in support of cost analysis and pricing activities. Position also requires experience in engineering design, planning, and production and an ability to assess their impacts on all aspects of weapon systems/subsystem acquisition costs.

Minimum Requirements: Must have a Bachelor's degree in engineering from an accredited college or university.

Junior Cost Analyst

Duties: Uses prescribed methods, performs specific and limited portions of broader assignments normally under the guidance of any experienced Cost Analyst/Budget Analyst/Schedule Analyst.

Minimum Requirements: Must have, as a minimum, a bachelor's Degree in Business, Engineering, Science (Physics or Chemistry only) or Mathematics. If the Bachelor's degree is in a field not listed, two additional years of direct experience may be substituted.

Programmer

Duties: Capability to facilitate the accomplishment of complex cost-estimating, cost analysis, scheduling, cost research, and budgeting tasks by converting descriptions into a sequence of detailed instructions to solve problems by electronic digital computers. Must be a fully qualified computer programmer. Able to perform Programmer duties including coding equations, logic, etc., in computer languages as required to utilize computers for cost-estimating, cost analysis, schedule, cost research and budgeting work. Able to check out all programs written, and prepare proper and complete documentation of work, including giving assistance in preparation of computer-program user's manuals.

Minimum Requirements: Must have four years experience programming digital computers. A degree in computer science may substitute for the experience requirement.

Data Technician

Duties: Capability to assist cost analysts/budget analyst/schedule analyst by collecting, organizing and maintaining cost and cost related data. This includes carrying out literature and reference searches to extract and/or abstract pertinent information from source material in support of engineering or cost analysis activities. Ability to perform some computer assisted analysis of data.

Minimum Requirements: Shall have, as a minimum, four years of experience working with technical, schedule, or cost information including indexing, cataloging, processing and abstracting cost, schedule, or technical information. A Bachelor's degree may be substituted for two years of the experience requirement.

Senior Cost Engineer

Duties: Individual needs to have eight years recent experience in engineering analysis with a minimum of four years recent analytical experience in estimating life cycle cost of state of the art weapon system/subsystem components. Individual requires experience in developing cost estimates based on weapon system and subsystem technical and performance characteristics, as well as knowledge of state of the art design and manufacturing processes required to produce these systems and subsystems. Position also requires experience in developing cost estimating relationships using technical and performance attributes as a basis for estimating labor and material costs of systems and subsystems/components. Experience in defining weapons system programmatic and technical requirements related to system development, production, and operation and support, is also required as well as experience in performing life cycle cost trade-off analysis. Four additional years of related cost analysis experience may be substituted for the degree requirement.

Minimum Requirements: Minimum educational requirement is a bachelor's degree from an accredited college or university in engineering, mathematics, statistics, or business which includes at least 24 semester credit hours in any combination of the following: operations research mathematics, statistics, mathematical logic, science, and subject matter courses which require substantial competence in college level mathematics or statistics.

Research Analyst

Duties: Individual must have a minimum of two years recent experience in collecting statistical data, performing statistical analysis and generating documentation in support of the analysis. Also requires research for a major research project and expertise in computer applications related to data modeling and evaluation. Four additional years of related research experience might be substituted for the degree requirement.

Minimum Requirements: Minimum educational requirements are a bachelor's degree from an accredited college or university in statistics, mathematics, engineering, or business.

Computer Specialist

Duties: Requires the individual to have a minimum of four years of recent experience in the development of cost models, data bases and corresponding documentation, including computer program users' manuals. The position requires training and experience in computer programming and operations analysis in order to perform equation and logic coding in a minimum of FORTRAN, C and Lotus Command languages. Working knowledge of VAX and MS DOS systems is required. Also requires experience of the concepts and tools relating to computer science applications in cost analysis such as: uni and multi-variate statistical and regression analysis, learning curve analysis, computer graphics, cost accounting, direct and

indirect costs, development of escalation indices, development of cost estimating relationships, development of large file structures for data manipulation, data base management systems, and structured programming.

Minimum Requirements: Minimum educational requirement is a bachelor's degree from an accredited college or university in computer science or a computer related field, with emphasis on applying analytical and statistical techniques within a computer discipline.

Logistics Analyst

Duties: Requires the individual to have a minimum of six years recent experience in logistics support and operating and support cost analysis of weapon systems/subsystems. This position requires experience in the technical aspect of integrated logistics support and operational support for weapon systems. Also requires experience in performing independent logistics analyses in support of cost analysis. Four additional years of related experience may be substituted for the degree requirements.

Minimum Requirements: Minimum educational requirement is a bachelor's degree from an accredited college or university, (which includes at least 24 semester credit hours of math).

Project Director I

Duties: Provides business, technical, and personnel management across multiple projects. Manages all aspects of a diverse group of functional activities and subordinate groups of technical and administrative personnel. Develops and implements high level requirements.

Minimum Requirements: BS/BA Degree. Master Degree desired. At least 15 years minimum experience. Education may be substituted for experience: Master=3 years, PHD=5 years.

Project Director II

Duties: Provides business, technical, and personnel management across multiple projects. Manages all aspects of a diverse group of functional activities and subordinate groups of technical and administrative personnel. Develops and implements high level requirements.

Minimum Requirements: BS/BA Degree. Master Degree desired. At least 12 years minimum experience. Education may be substituted for experience: Master: 3 years, PHD: 5 years.

Project Manager

Duties: Effective and timely customer communications and coordination of project activities including front-end team organization, assistance in providing methodology and general project approaches/concepts, schedule and cost management of the project, technical reviews of in-process and completed products.

Minimum Requirements: BS/BA Degree with at least 10 yrs of system acquisition experience. At least seven (7) of the 10 years must be weapons or information system acquisition. Demonstrate progressively more responsible assignments.

Sr. Cost Engineer (Program Manager)

Duties: Ability to plan, organize and direct the efforts of a group of functional analysts. Must have the ability to advise on and perform professional or technical work in cost estimating, cost analysis, risk analysis, cost research or engineering activities. Must possess substantial knowledge of the techniques, uses and content of the work described above to accomplish the most complex of efforts.

Minimum Requirements: BS/BA in Business, Math, Engineering, or Science with at least eight (8) years of experience (four (4) of which are with military or aerospace systems and two (2) of which are in a project management role), or Masters (any discipline) with at least six (6) years experience (four (4) of which are with military or aerospace systems and two (2) of which are in a project management role.)

Senior Consultant I

Duties: Provides consulting and executive support to defense/government programs and personnel. Provides executive knowledge and insight on governmental issues. Performs analysis and develops recommendations that may have substantial impact of governmental programs and activities. Provides key insight into governmental plans, policies and system acquisition. Supports the resolution of extremely complex systems engineering, computer science, or other related field issues.

Minimum Requirements: BS/BA Degree or Advanced Degree with over 25 years of experience. Must have experience and ability to provide key insight into governmental level plans, policies and system acquisition. As well as be able to support the resolution of extremely complex systems engineering, computer science, or other related field issues. Advanced Degrees may substitute for 10 years of experience.

Senior Consultant II

Duties: Provides consulting and executive support to defense/government programs and personnel. Provides executive knowledge and insight on governmental issues. Performs

analysis and develops recommendations that may have substantial impact of governmental programs and activities. Provides key insight into governmental plans, policies and system acquisition. Supports the resolution of extremely complex systems engineering, computer science, or other related field issues.

Minimum Requirements: BS/BA Degree or Advanced Degree with over 20 years of experience. Must have experience and ability to provide key insight into governmental level plans, policies and system acquisition. As well as be able to support the resolution of extremely complex systems engineering, computer science, or other related field issues. Advanced Degrees may substitute for 10 years of experience.

Senior Consultant III

Duties: Provides consulting and executive support to defense/government programs and personnel. Provides executive knowledge and insight on governmental issues. Performs analysis and develops recommendations that may have substantial impact of governmental programs and activities. Provides key insight into governmental plans, policies and system acquisition. Supports the resolution of extremely complex systems engineering, computer science, or other related field issues.

Minimum Requirements: BS/BA Degree or Advanced Degree with over 15 years of experience. Must have experience and ability to provide key insight into governmental level plans, policies and system acquisition. As well as be able to support the resolution of extremely complex systems engineering, computer science, or other related field issues. Advanced Degrees may substitute for 10 years of experience.

Sr. Application Engineer

Duties: Analyzes and studies complex system requirements. Designs, supports and implements hardware/software tools and subsystems. Manages hardware/software development and support using formal specifications, data flow diagrams, and other accepted design techniques. Reviews existing programs and assists in making refinements, reducing operating time and improving current techniques. Supervises hardware/software configuration management.

Minimum Requirements: BS/BA Degree in Computer Science, Information Systems, Engineering, Business or other related scientific or technical discipline with at least 10 years of experience managing or performing hardware/software engineering activities, of which at least eight (8) years must be specialized in design and implementation of systems. With a Master's degree (in the fields identified above), with eight (8) years experience of which at least six (6) years must be specialized experience, as required. With 13 years of general experience, of which at least 11 years must be specialized experience, a degree is not required.

Senior Value Engineer

Duties: Capable of assuming full responsibility to advise on and perform professional or technical work in performing engineering trades of alternatives and development of technical/cost assessments. Possesses an in-depth knowledge of the techniques, uses and content of technical/cost assessments to accomplish the most complex of analyses or research efforts. Responsible for aiding the establishment of cost targets/goals, architecture of trade study cost/technical analytical models, and establishing cost reduction plans and programs. This encompasses a thorough knowledge of statistical techniques, applied mathematics, economics and the engineering disciplines.

Minimum Requirements: BS/BA Degree with at least eight (8) years relevant experience working in a technical/engineering environment; or 10 years related experience in lieu of bachelor's degree.

Systems Engineer I

Duties: Assigned as a leader for projects of substantial size and importance and participate actively in company-sponsored research and provide technical and leadership contributions to contract and other tasks.

Minimum Requirements: BS/BA Degree with 10 years of professional experience including eight (8) years of related experience in successful efforts involving any combination of: systems analysis and design, programming, conversion and implementation support, network services, project management, data/records management, resources and facilities management, database planning and design. Five (5) years of applicable experience may be substituted for a bachelor's degree. Individuals in this category have demonstrated leadership qualities.

Systems Engineer II

Duties: Perform a substantial portion of routine systems engineering tasks under on-going projects, demonstrating a broad knowledge of standard systems engineering principles.

Minimum Requirements: BS/BA Degree with six (6) years of professional experience including two (2) years of related experience in successful efforts involving any combination of: systems analysis and design, programming, conversion and implementation support, network services, project management, data/records management, resources and facilities management, database planning and design. Five (5) years of applicable experience may be substituted for a bachelor's degree.

Senior Systems Analyst

Duties: Provides guidance to Systems Analysts and/or Programmers/Analysts. Analyzes requirements using modern tools and techniques. Determines necessary modifications to existing systems and determines whether new subsystems must be developed. Assigns, instructs, and reviews work of subordinates.

Minimum Requirements: BS/BA Degree with at least seven (7) years of specialized experience (or three (3) years plus minimum education) in the analysis and design of large complex applications, including analyzing requirements and developing designs for the development or modification of complex or automated systems in the areas of decision support, administration, logistics, material, personnel management, financial and strategic planning (or comparable education/experience combination).

Systems Analyst

Duties: Exercises analytical techniques in gathering information from users, designing computer programs, defining work problems, and developing procedures to resolve the problems. Develops complete specifications to enable Programmer/Analysts to prepare required programs. Works independently, but receives guidance from Senior Systems Analyst on complex problems.

Minimum Requirements: BS/BA Degree and five (5) years of specialized experience (or one (1) year plus minimum education) in the requirements analysis and design of large complex systems in the areas of information storage and retrieval, decision support, administration, logistics, material, personnel management, financial and strategic planning (or comparable education/experience combination).

Acquisition Specialist I

Duties: Manages the preparation of management plans and various customer reports. Develops and presents results to program and executive management and provides direction to other administrative personnel. Coordinates schedules to facilitate the completion of task order and change proposals, contract deliverables, task order reviews, briefings and presentations, and IPR preparation. Performs analysis, development, and review of program administrative operating plans and procedures.

Minimum Requirements: BS/BA Degree in engineering, computer science, math, business, or physics discipline. Six (6) years working experience in a technical discipline related to DOD. Working knowledge with military systems acquisition process, including pertinent Military Standards.

Acquisition Specialist II

Duties: Assists in the preparation of management plans and various customer reports. Coordinates schedules to facilitate the completion of task order and change proposals, contract deliverables, task order reviews, briefings and presentations, and IPR preparation. Performs analysis, development, and review of program administrative operating plans and procedures.

Minimum Requirements: BS/BA Degree in engineering, computer science, math, business, or physics discipline. Two (2) years working experience in a technical discipline related to DOD. Working knowledge and/or familiarity with the military systems acquisition process, including pertinent Military Standards.

Financial Management Specialist I

Duties: Possesses extensive working knowledge and/or familiarity with program planning, scheduling (critical path, float calculation and integrated master schedule analysis); budget planning and formulation (PPBS); cost analysis (CPR, CSSR, CFSR, EVMS) and documentation responsibilities (PMD, PMP, Acquisition Plan, RFP, SAR, DAES). Familiar with Government directives (e.g., DoDD 5000.1, 5000.2, DoDI 5000.2M; MIL-HDBK-881; and Government regulations (e.g., AFRs 170-8 and -13, 172-1; AFMCPs 173-4 and -5). Possesses a working knowledge and/or familiarity with the automated cost reporting and scheduling hardware and software used to support the Government Program Office.

Minimum Requirements: BS/BA and Master degree in Business Administration, Management, Accounting, Finance, Public Administration, Operations Research, Economics or Math is required. Four (4) years working experience in financial management, e.g., cost, budget, audits, schedule. Extensive working knowledge and/or familiarly with program planning, scheduling, budget planning and formulation, cost analyst and documentation responsibilities. Two years experience may be substituted for Masters degree.

Financial Management Specialist II

Duties: Possesses extensive working knowledge and/or familiarity with program planning, scheduling (critical path, float calculation and integrated master schedule analysis); budget planning and formulation (PPBS); cost analysis (CPR, CSSR, CFSR, EVMS) and documentation responsibilities (PMD, PMP, Acquisition Plan, RFP, SAR, DAES). Familiar with Government directives (e.g., DoDD 5000.1, 5000.2, DoDI 5000.2M; MIL-HDBK-881; and Government regulations (e.g., AFRs 170-8 and -13, 172-1; AFMCPs 173-4 and -5). Possesses a working knowledge and/or familiarity with the automated cost reporting and scheduling hardware and software used to support the Government Program Office.

Minimum Requirements: BS/BA Degree in Business Administration, Management, Accounting, Finance, Public Administration, Operations Research, Economics or Math. Two (2) years working experience in financial management, e.g., cost, budget, audits, schedule. Extensive working knowledge and/or familiarly with program planning, scheduling, budget

planning and formulation, cost analyst and documentation responsibilities. Four (4) years experience may be substituted for a bachelor's degree.

Technical Support

Duties: Possesses knowledge and provides support in the development of support documentation to include as a minimum, elements such as support equipment, technical orders, supply support and computer resources support, process of evolving and establishing maintenance/support concepts. Provides support in the procurement and management processes of Support Equipment, Technical Orders, Spares, and Computer Resources, as well as an understanding and knowledge of the logistics associated Reliability and Maintainability functions general understanding of relationship with DoD logistics centers, Users, and other logistics related organizations. Possesses a working knowledge of logistics policies and procedures covered in DoDD 5000.1, DoDI 5000.2, and applicable military standards.

Minimum Requirements: BS/BA Degree with at least four (4) years experience. (Two years of general support and two years of acquisition support.) An additional two (2) years general and three years of specialized acquisition experience may be substituted for the Bachelor Degree.

Quality Assurance Manager

Duties: Must be capable of maintaining and establishing a process for evaluation of functional requirements and associated documentation. Must be able to determine the resources required for quality control. Must be able to maintain the level of quality throughout the life cycle of the project. Develops quality assurance plans and conducts formal and informal reviews at predetermined points throughout the development life cycle.

Minimum Requirements: BA/BS Degree with at least six (6) yrs of experience in quality assurance and quality control or related discipline. At least three (3) years experience should be in verification and validation, testing and integration, and metrics, and their application to quality assurance.

Technical Writer

Duties: Prepares support documentation and technical operations manuals for selected systems and networks, including related hardware and software. Works with customer to insure complete and accurate systems descriptions and required operating procedures are properly captured. Write technical materials and manuals. Write documentation, operator manuals, and checklist procedures for hardware and software systems. Analyze requirements for needed documentation and completeness. Ensures that technical subject materials are presented clearly and succinctly.

Minimum Requirements: BS/BA Degree with at least four (4) years of experience working with technical writing, documentation development, including indexing, cataloging, processing and abstracting cost, schedule, or technical information. Good oral skills, excellent writing skills, and team skills are required. Experience and fluency in standard office software, including MSWord and MSOffice is required.

Principle Software Engineer

Duties: Provide leadership and substantial software input into software development and information system development projects using knowledge of software engineering and programming in a variety of computer languages and documentation standards. Support a disciplined process that provides assurance to senior management that software development projects comply with sanctioned customer standards, policies and procedures for software development activities and the result products.

Minimum Requirements: BS/BA Degree in a computer science-related field. At least 8 yrs of experience with greater than five years experience in successful efforts involving any combination of systems analysis and computer programming, conversion and implementation support, network services, project management, data/records management, resources and facilities management, database planning individuals in the skill category have experience or training in Life Cycle Methodology and the best practices promoted by Software Engineering. Five years of applicable experience may be substituted for an undergraduate degree.