



# AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICELIST

LOGISTICS WORLDWIDE (LOGWORLD)

Contract Number: GS-10F-0557P  
Contract Period: Aug. 31, 2004 – Aug. 30, 2014

## Systems Research and Applications Corporation a wholly owned subsidiary of SRA International, Inc.

Class 874 V, Special Item Number (SIN):

874-501, 874-501(RC) Supply & Value Chain Management Services  
874-503, 874-503(RC) Distribution & Transportation Logistics Services  
874-504, 874-504(RC) Deployment Logistics Services  
874-507, 874-507(RC) Operations and Maintenance Logistics  
Management and Support Services

4300 Fair Lakes Court  
Fairfax, Virginia 22033-4232  
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SRA Website: [www.sra.com](http://www.sra.com)  
Business Size: Large



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!*, a menu-driven database system. The Internet address for *GSA Advantage!* is [www.GSAAdvantage.gov](http://www.GSAAdvantage.gov).

General Services Administration  
Federal Supply Service  
Pricelist Current Through  
Modification #FX75 dated 8/3/2009 and  
#A088 (Refresh 7) dated 8/20/2010



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## **INFORMATION FOR ORDERING OFFICES**

**1. \*Awarded Special Item Number(s):**

874-501	Supply and Value Chain Management Services
874-503	Distribution and Transportation Logistics Services
874-504	Deployment Logistics
874-507	Operations and Maintenance Logistics Management and Support Services

The following SINs are also incorporated to include Recovery Purchasing (for state and local governments to use GSA Schedules for disaster recovery):

874-501(RC)	Supply and Value Chain Management Services
874-503(RC)	Distribution and Transportation Logistics Services
874-504(RC)	Deployment Logistics
874-507(RC)	Operations and Maintenance Logistics Management and Support Services

\*See Sections 4 and 5 for SIN hourly rates and labor category descriptions.

- 2. Maximum Order:** A maximum threshold value of \$1,000,000 for a task order was established for the contract. When task orders exceed this value, agencies should seek additional discounts from the contractor.
- 3. Minimum Order:** \$100.00
- 4. Geographic Scope of Contract:** The geographic scope of this contract is the 48 contiguous states, the District of Columbia, Alaska, Hawaii, the Commonwealth of Puerto Rico and U.S. Territories.
- 5. Point(s) of Production:**  
Systems Research and Applications Corporation (SRA)  
4300 Fair Lakes Court  
Fairfax, Virginia 22033  
or as determined in each task order.
- 6. Discount from List Price or Statement of Net Price:**
- 2% discount for 15 days, net 30
  - 1% discount on individual task order of 1 year or longer in length
- 7. Quantity Discounts:** Volume discounts will be considered on a task order basis.
- 8. Prompt Payment Terms:** 0% - 30 days from receipt of invoice or date of acceptance, whichever is later. A 2% discount will be offered if paid within 15 days.

- 9a. Notification whether Government Purchase Cards are accepted below the micro purchase threshold:** SRA will accept the Government purchase card for payments equal to or less than the micro-purchase threshold of \$2,500 for task orders.
- 9b. Notification whether Government Purchase Cards are accepted above the micro purchase threshold:** Government purchase cards **will** be acceptable for payment above the micro-purchase threshold.
- 10. Contractor's Ordering Address:**  
Systems Research and Applications Corporation  
4300 Fair Lakes Court  
Fairfax, Virginia 22033  
Attn: Sandra L. Gross, Contracts Manager  
Email: [schedules@sra.com](mailto:schedules@sra.com)  
Phone #: (703) 502-4582  
Fax #: (703) 803-1509
- 11. Ordering Procedures:** Ordering procedures for supplies and services and information on Blanket Purchase Agreements may be found at the GSA/FSS Schedule homepage at [fss.gsa.gov/schedules](http://fss.gsa.gov/schedules).
- 12. Contractor's Payment Address:**  
Systems Research and Applications Corporation  
P. O. Box 0880  
Alexandria, VA 22334-0880
- 13. Terms and conditions of Government Purchase Card acceptance:** None
- 14. Environmental Attributes:** Not applicable
- 15. Statistical Data for Government Ordering Office:**  
Data Universal Number System (DUNS): 09-777-9698  
Cage Code: 6R517  
Tax Payer Identification Number (TIN):  
Systems Research and Applications Corporation 54-1013306  
Parent SRA International, Inc. 54-1360804
- 16. Notification regarding registration in Central Contractor Registration (CCR) database:** SRA is registered in the CCR database

## **1. Contract Overview**

Systems Research and Applications Corporation (SRA) has been awarded a GSA Federal Supply Schedule contract for Logistics Worldwide (LOGWORLD), contract no. GS-10F-0557P. The contract period is from August 31, 2004 through August 30, 2014. The contract provides for task orders to be placed as Firm Fixed Price or Time and Material using the labor categories and ceiling rates defined for the contract. There is no dollar value ceiling for the contract.

## **2. Contract Use**

This contract is available for use by all federal government agencies as a source for logistics services worldwide. Executive agencies, other Federal agencies, mixed – ownership Government corporations, and the District of Columbia; government contractors authorized in writing by a Federal agency pursuant to 48 CFR 51.1; and other activities and organizations authorized by statute or regulation to use GSA as a source of supply may use this contract. Additionally, contractors are encouraged to accept orders received from activities within the Executive Branch of the Federal Government.

## **3. Contract Scope**

The contractor shall provide all resources including personnel, management, supplies, services, materials, equipment, facilities and transportation necessary to provide a wide range of logistics services as specified in each task order.

Services specified in a task order may be performed at the contractor's facilities or the ordering agencies' facilities. The government will determine the contractor's compensation by any of several different methods (to be specified at the task order level) e.g., a firm-fixed price for services with or without incentives, labor hours or time-and-material.

The Special Item Numbers (SINs) available under this contract provide worldwide logistics services. When task orders are placed, they must identify the SIN or SINs under which the task is being executed. SRA has been awarded a contract by GSA to provide services under the following SINs, as defined below:

<b>874-501, 874-501(RC)</b>	<b>Supply and Value Chain Management Services</b>
<b>874-503, 874-503(RC)</b>	<b>Distribution and Transportation Logistics Services</b>
<b>874-504, 874-504(RC)</b>	<b>Deployment Logistics</b>
<b>874-507, 874-507(RC)</b>	<b>Operations and Maintenance Logistics Management and Support Services</b>

The following is representative, but not all-inclusive, of the types of services or products that may be ordered as specified in individual task orders.

### **SIN 874-501, 874-501(RC) SUPPLY AND VALUE CHAIN MANAGEMENT SERVICES**

Planning, development, management, operation and maintenance of logistics systems for the movement and maintenance of resources:

- System assessment and consultation
- Material requirements planning
- Inventory management and operation
- Asset or property visibility and management
- Operation of warehouses, stockrooms or storage facilities
- Fulfillment systems and operations
- Configuration management
- Platform management
- Vendor/acquisition management
- Information processing systems analysis, design, implementation
- Staging, shipping, and receiving
- Packing and crating
- Packaging, labeling, bar coding system consultation, design, implementation, operation and maintenance
- Operation and maintenance of distribution and or material handling equipment
- Design and installation of material handling systems
- System modernization consultation
- Expansion and consolidation studies
- Moving and storage (excluding household goods)
- Consultation on hazardous material storage and handling
- Warehouse and location management systems
- Office Relocation
- Recycling program management of warehousing materials
- Preservation and protection of specialized inventory or documents
- Maintenance, Repair and Overhaul (MRO) support
- Maintenance, Repair and Overhaul (MRO process management)
- Property disposal management
- Logistics Strategic Planning services
- Logistics Systems Engineering services
- Global Integrated Supply Chain Solutions – planning and implementation
- Logistics Program Management services and support
- Supply Chain Logistics services, solutions, and support
- Logistics Business Process Re-engineering
- Logistics Decision support solutions
- Logistics Performance Measures

### **SIN 874-503, 874-503(RC) DISTRIBUTION AND TRANSPORTATION LOGISTICS SERVICES**

- Distribution system analysis, development and management
- Location modeling and distribution network analysis
- Fleet planning, operation and maintenance
- Carrier management and routing
- Freight forwarding, consolidation and management
- Tracking system analysis, design, operations and management

### **SIN 874-504, 874-504(RC) DEPLOYMENT LOGISTICS**

- Contingency planning
- Material and property requirements planning, movement, storage and accountability systems
- Asset management and visibility
- Regional and global resource capability identification and integration
- Public and private sector resource management
- Communication and logistics systems design, planning, and operation
- Medical and emergency unit storage and restocking management

### **SIN 874-507, 874-507(RC) OPERATIONS & MAINTENANCE LOGISTICS MANAGEMENT AND SUPPORT SERVICES**

Planning, designing, managing, operating and maintaining logistics systems, equipment, facilities and logistics infrastructures, specifically including services inherent to the performance of operations and maintenance for the support of logistics/support systems. Typical services include, but are not limited to:

- Logistical Support Services
- Supply Services
- Equipment Asset Management and Maintenance
- Fleet Management and Maintenance
- Preventative Maintenance Planning
- Property Management and Maintenance
- Strategic and Tactical Planning
- Strategic Account Management
- Mobile Utility Support Equipment Operation, Maintenance And Repair
- Project Management, Integrated Facility Management, and Operations Management Support.

#### 4. Labor Rates

		Option Period 1				
	Start	8/31/2009	8/31/2010	8/31/2011	8/31/2012	8/31/2013
	End	8/30/2010	8/30/2011	8/30/2012	8/30/2013	8/30/2014
	LABOR CATEGORY - CONTRACTOR SITE	Year 6	Year 7	Year 8	Year 9	Year 10
1	Account Manager	\$ 203.76	\$ 210.89	\$ 218.27	\$ 225.91	\$ 233.82
2	Project Manager	\$ 177.38	\$ 183.59	\$ 190.01	\$ 196.67	\$ 203.55
3	Quality Assurance Manager	\$ 134.66	\$ 139.37	\$ 144.25	\$ 149.30	\$ 154.53
4	Quality Assurance Analyst	\$ 104.47	\$ 108.13	\$ 111.91	\$ 115.83	\$ 119.88
5	Quality Assurance Specialist	\$ 85.45	\$ 88.44	\$ 91.54	\$ 94.74	\$ 98.06
6	Program Administration Specialist	\$ 82.00	\$ 84.87	\$ 87.84	\$ 90.91	\$ 94.09
7	Project Control Specialist	\$ 112.96	\$ 116.91	\$ 121.01	\$ 125.24	\$ 129.63
8	Administrative Support Specialist	\$ 71.32	\$ 73.82	\$ 76.40	\$ 79.07	\$ 81.84
9	Graphic Specialist	\$ 66.64	\$ 68.97	\$ 71.39	\$ 73.89	\$ 76.47
10	Documentation Specialist	\$ 66.64	\$ 68.97	\$ 71.39	\$ 73.89	\$ 76.47
11	Technical Writer/Editor	\$ 108.15	\$ 111.94	\$ 115.85	\$ 119.91	\$ 124.11
12	Configuration Management Specialist	\$ 108.15	\$ 111.94	\$ 115.85	\$ 119.91	\$ 124.11
13	Subject Matter Expert	\$ 160.68	\$ 166.31	\$ 172.13	\$ 178.15	\$ 184.39
14	Principal Analyst	\$ 147.45	\$ 152.61	\$ 157.95	\$ 163.48	\$ 169.20
15	Senior Analyst	\$ 134.66	\$ 139.37	\$ 144.25	\$ 149.30	\$ 154.53
16	Mid-Level Analyst	\$ 108.15	\$ 111.94	\$ 115.85	\$ 119.91	\$ 124.11
17	Junior Analyst	\$ 75.28	\$ 77.91	\$ 80.64	\$ 83.46	\$ 86.38
18	Entry-Level Analyst	\$ 56.08	\$ 58.05	\$ 60.08	\$ 62.18	\$ 64.36
19	Acquisition Specialist V	\$ 137.81	\$ 142.63	\$ 147.62	\$ 152.79	\$ 158.14
20	Acquisition Specialist IV	\$ 98.36	\$ 101.81	\$ 105.37	\$ 109.06	\$ 112.88
21	Acquisition Specialist III	\$ 82.38	\$ 85.26	\$ 88.25	\$ 91.33	\$ 94.53
22	Acquisition Specialist II	\$ 71.94	\$ 74.46	\$ 77.06	\$ 79.76	\$ 82.55
23	Acquisition Specialist I	\$ 53.09	\$ 54.95	\$ 56.87	\$ 58.86	\$ 60.92
24	ERP Specialist V	\$ 159.64	\$ 165.22	\$ 171.01	\$ 176.99	\$ 183.19
25	ERP Specialist IV	\$ 137.02	\$ 141.82	\$ 146.78	\$ 151.92	\$ 157.24
26	ERP Specialist III	\$ 116.61	\$ 120.69	\$ 124.91	\$ 129.28	\$ 133.81
27	ERP Specialist II	\$ 98.98	\$ 102.45	\$ 106.03	\$ 109.74	\$ 113.58
28	ERP Specialist I	\$ 82.77	\$ 85.67	\$ 88.67	\$ 91.77	\$ 94.98
29	Information Systems Specialist V	\$ 179.50	\$ 185.78	\$ 192.28	\$ 199.01	\$ 205.97
30	Information Systems Specialist IV	\$ 150.52	\$ 155.78	\$ 161.24	\$ 166.88	\$ 172.72
31	Information Systems Specialist III	\$ 125.36	\$ 129.75	\$ 134.29	\$ 138.99	\$ 143.85
32	Information Systems Specialist II	\$ 102.65	\$ 106.24	\$ 109.96	\$ 113.81	\$ 117.80
33	Information Systems Specialist I	\$ 80.44	\$ 83.26	\$ 86.17	\$ 89.19	\$ 92.31
34	Logistics Specialist V	\$ 115.17	\$ 119.20	\$ 123.37	\$ 127.69	\$ 132.16
35	Logistics Specialist IV	\$ 97.14	\$ 100.54	\$ 104.06	\$ 107.70	\$ 111.47
36	Logistics Specialist III	\$ 80.07	\$ 82.88	\$ 85.78	\$ 88.78	\$ 91.89
37	Logistics Specialist II	\$ 60.88	\$ 63.01	\$ 65.22	\$ 67.50	\$ 69.86
38	Logistics Specialist I	\$ 48.24	\$ 49.93	\$ 51.68	\$ 53.49	\$ 55.36
39	Maintenance Specialist V	\$ 110.82	\$ 114.70	\$ 118.72	\$ 122.87	\$ 127.17
40	Maintenance Specialist IV	\$ 95.95	\$ 99.31	\$ 102.79	\$ 106.39	\$ 110.11
41	Maintenance Specialist III	\$ 83.54	\$ 86.47	\$ 89.49	\$ 92.62	\$ 95.87
42	Maintenance Specialist II	\$ 65.24	\$ 67.52	\$ 69.89	\$ 72.33	\$ 74.86
43	Maintenance Specialist I	\$ 50.03	\$ 51.78	\$ 53.59	\$ 55.46	\$ 57.41
44	Supply Chain Specialist V	\$ 115.17	\$ 119.20	\$ 123.37	\$ 127.69	\$ 132.16
45	Supply Chain Specialist IV	\$ 98.98	\$ 102.45	\$ 106.03	\$ 109.74	\$ 113.58
46	Supply Chain Specialist III	\$ 84.71	\$ 87.67	\$ 90.74	\$ 93.91	\$ 97.20
47	Supply Chain Specialist II	\$ 67.20	\$ 69.55	\$ 71.99	\$ 74.51	\$ 77.11
48	Supply Chain Specialist I	\$ 49.82	\$ 51.57	\$ 53.37	\$ 55.24	\$ 57.17
49	Training Specialist V	\$ 132.38	\$ 137.01	\$ 141.81	\$ 146.77	\$ 151.91

		Option Period 1				
		Start	8/31/2009	8/31/2010	8/31/2011	8/31/2012
	End	8/30/2010	8/30/2011	8/30/2012	8/30/2013	8/30/2014
	LABOR CATEGORY - CONTRACTOR SITE	Year 6	Year 7	Year 8	Year 9	Year 10
50	Training Specialist IV	\$ 115.86	\$ 119.91	\$ 124.11	\$ 128.45	\$ 132.95
51	Training Specialist III	\$ 104.47	\$ 108.13	\$ 111.91	\$ 115.83	\$ 119.88
52	Training Specialist II	\$ 79.68	\$ 82.47	\$ 85.36	\$ 88.34	\$ 91.44
53	Training Specialist I	\$ 61.68	\$ 63.84	\$ 66.07	\$ 68.38	\$ 70.78
54	Transportation Specialist V	\$ 107.53	\$ 111.30	\$ 115.19	\$ 119.22	\$ 123.40
55	Transportation Specialist IV	\$ 92.45	\$ 95.69	\$ 99.03	\$ 102.50	\$ 106.09
56	Transportation Specialist III	\$ 77.15	\$ 79.85	\$ 82.65	\$ 85.54	\$ 88.53
57	Transportation Specialist II	\$ 59.32	\$ 61.40	\$ 63.55	\$ 65.77	\$ 68.08
58	Transportation Specialist I	\$ 46.71	\$ 48.35	\$ 50.04	\$ 51.79	\$ 53.60
59	Information Technology Specialist V	\$ 176.36	\$ 182.53	\$ 188.92	\$ 195.53	\$ 202.38
60	Information Technology Specialist IV	\$ 141.38	\$ 146.33	\$ 151.45	\$ 156.75	\$ 162.24
61	Information Technology Specialist III	\$ 123.07	\$ 127.38	\$ 131.83	\$ 136.45	\$ 141.22
62	Information Technology Specialist II	\$ 98.98	\$ 102.45	\$ 106.03	\$ 109.74	\$ 113.58
63	Information Technology Specialist I	\$ 75.43	\$ 78.07	\$ 80.80	\$ 83.63	\$ 86.56
64	Information Analyst V	\$ 189.80	\$ 196.45	\$ 203.32	\$ 210.44	\$ 217.80
65	Information Analyst IV	\$ 161.72	\$ 167.38	\$ 173.23	\$ 179.30	\$ 185.57
66	Information Analyst III	\$ 121.63	\$ 125.89	\$ 130.29	\$ 134.85	\$ 139.57
67	Information Analyst II	\$ 94.80	\$ 98.12	\$ 101.55	\$ 105.11	\$ 108.79
68	Information Analyst I	\$ 80.07	\$ 82.88	\$ 85.78	\$ 88.78	\$ 91.89
69	Information Assurance Analyst V	\$ 172.19	\$ 178.22	\$ 184.46	\$ 190.91	\$ 197.59
70	Information Assurance Analyst IV	\$ 149.52	\$ 154.75	\$ 160.17	\$ 165.77	\$ 171.58
71	Information Assurance Analyst III	\$ 115.17	\$ 119.20	\$ 123.37	\$ 127.69	\$ 132.16
72	Information Assurance Analyst II	\$ 95.41	\$ 98.75	\$ 102.20	\$ 105.78	\$ 109.48
73	Information Assurance Analyst I	\$ 59.32	\$ 61.40	\$ 63.55	\$ 65.77	\$ 68.08
74	Information Engineer V	\$ 170.09	\$ 176.04	\$ 182.20	\$ 188.58	\$ 195.18
75	Information Engineer IV	\$ 150.52	\$ 155.78	\$ 161.24	\$ 166.88	\$ 172.72
76	Information Engineer III	\$ 119.47	\$ 123.65	\$ 127.98	\$ 132.46	\$ 137.09
77	Information Engineer II	\$ 98.98	\$ 102.45	\$ 106.03	\$ 109.74	\$ 113.58
78	Information Engineer I	\$ 83.90	\$ 86.83	\$ 89.87	\$ 93.02	\$ 96.28
79	Disaster Recovery Specialist V	\$ 166.94	\$ 172.78	\$ 178.83	\$ 185.09	\$ 191.57
80	Disaster Recovery Specialist IV	\$ 146.47	\$ 151.59	\$ 156.90	\$ 162.39	\$ 168.07
81	Disaster Recovery Specialist III	\$ 113.69	\$ 117.66	\$ 121.78	\$ 126.04	\$ 130.46
82	Disaster Recovery Specialist II	\$ 88.36	\$ 91.46	\$ 94.66	\$ 97.97	\$ 101.40
83	Disaster Recovery Specialist I	\$ 80.86	\$ 83.69	\$ 86.62	\$ 89.65	\$ 92.79
84	Logistics Analyst V	\$ 101.65	\$ 105.21	\$ 108.89	\$ 112.70	\$ 116.64
85	Logistics Analyst IV	\$ 83.59	\$ 86.51	\$ 89.54	\$ 92.67	\$ 95.92
86	Logistics Analyst III	\$ 66.68	\$ 69.02	\$ 71.43	\$ 73.93	\$ 76.52
87	Logistics Analyst II	\$ 47.40	\$ 49.06	\$ 50.78	\$ 52.56	\$ 54.40
88	Logistics Analyst I	\$ 34.85	\$ 36.07	\$ 37.33	\$ 38.64	\$ 39.99

\*Rates include 0.75% IFF.

		Option Period 1				
Start		8/31/2009	8/31/2010	8/31/2011	8/31/2012	8/31/2013
End		8/30/2010	8/30/2011	8/30/2012	8/30/2013	8/30/2014
LABOR CATEGORY - GOVERNMENT SITE		Year 6	Year 7	Year 8	Year 9	Year 10
1	Account Manager	\$ 161.51	\$ 167.17	\$ 173.02	\$ 179.07	\$ 185.34
2	Project Manager	\$ 140.60	\$ 145.52	\$ 150.61	\$ 155.88	\$ 161.34
3	Quality Assurance Manager	\$ 106.75	\$ 110.49	\$ 114.35	\$ 118.35	\$ 122.50
4	Quality Assurance Analyst	\$ 82.81	\$ 85.70	\$ 88.70	\$ 91.81	\$ 95.02
5	Quality Assurance Specialist	\$ 67.75	\$ 70.12	\$ 72.57	\$ 75.11	\$ 77.74
6	Program Administration Specialist	\$ 65.01	\$ 67.29	\$ 69.64	\$ 72.08	\$ 74.61
7	Project Control Specialist	\$ 89.54	\$ 92.67	\$ 95.92	\$ 99.27	\$ 102.75
8	Administrative Support Specialist	\$ 56.55	\$ 58.52	\$ 60.57	\$ 62.69	\$ 64.89
9	Graphic Specialist	\$ 52.82	\$ 54.66	\$ 56.58	\$ 58.56	\$ 60.61
10	Documentation Specialist	\$ 52.82	\$ 54.66	\$ 56.58	\$ 58.56	\$ 60.61
11	Technical Writer/Editor	\$ 85.73	\$ 88.73	\$ 91.83	\$ 95.05	\$ 98.37
12	Configuration Management Specialist	\$ 85.73	\$ 88.73	\$ 91.83	\$ 95.05	\$ 98.37
13	Subject Matter Expert	\$ 127.38	\$ 131.84	\$ 136.45	\$ 141.23	\$ 146.17
14	Principal Analyst	\$ 116.88	\$ 120.97	\$ 125.21	\$ 129.59	\$ 134.12
15	Senior Analyst	\$ 106.75	\$ 110.49	\$ 114.35	\$ 118.35	\$ 122.50
16	Mid-Level Analyst	\$ 85.73	\$ 88.73	\$ 91.83	\$ 95.05	\$ 98.37
17	Junior Analyst	\$ 64.37	\$ 66.63	\$ 68.96	\$ 71.37	\$ 73.87
18	Entry-Level Analyst	\$ 44.47	\$ 46.02	\$ 47.63	\$ 49.30	\$ 51.03
19	Acquisition Specialist V	\$ 109.24	\$ 113.07	\$ 117.02	\$ 121.12	\$ 125.36
20	Acquisition Specialist IV	\$ 77.97	\$ 80.70	\$ 83.53	\$ 86.45	\$ 89.47
21	Acquisition Specialist III	\$ 65.30	\$ 67.58	\$ 69.95	\$ 72.40	\$ 74.93
22	Acquisition Specialist II	\$ 57.02	\$ 59.02	\$ 61.08	\$ 63.22	\$ 65.43
23	Acquisition Specialist I	\$ 42.09	\$ 43.56	\$ 45.09	\$ 46.67	\$ 48.30
24	ERP Specialist V	\$ 126.54	\$ 130.96	\$ 135.55	\$ 140.29	\$ 145.20
25	ERP Specialist IV	\$ 108.61	\$ 112.42	\$ 116.35	\$ 120.42	\$ 124.64
26	ERP Specialist III	\$ 92.43	\$ 95.66	\$ 99.01	\$ 102.47	\$ 106.06
27	ERP Specialist II	\$ 78.46	\$ 81.20	\$ 84.05	\$ 86.99	\$ 90.03
28	ERP Specialist I	\$ 65.62	\$ 67.92	\$ 70.29	\$ 72.75	\$ 75.30
29	Information Systems Specialist V	\$ 142.27	\$ 147.25	\$ 152.41	\$ 157.74	\$ 163.26
30	Information Systems Specialist IV	\$ 119.33	\$ 123.50	\$ 127.83	\$ 132.30	\$ 136.93
31	Information Systems Specialist III	\$ 99.37	\$ 102.85	\$ 106.45	\$ 110.18	\$ 114.03
32	Information Systems Specialist II	\$ 81.36	\$ 84.20	\$ 87.15	\$ 90.20	\$ 93.36
33	Information Systems Specialist I	\$ 63.78	\$ 66.01	\$ 68.32	\$ 70.71	\$ 73.19
34	Logistics Specialist V	\$ 91.30	\$ 94.49	\$ 97.80	\$ 101.22	\$ 104.77
35	Logistics Specialist IV	\$ 77.01	\$ 79.70	\$ 82.49	\$ 85.38	\$ 88.37
36	Logistics Specialist III	\$ 63.48	\$ 65.70	\$ 68.00	\$ 70.38	\$ 72.85
37	Logistics Specialist II	\$ 48.26	\$ 49.94	\$ 51.69	\$ 53.50	\$ 55.37
38	Logistics Specialist I	\$ 38.24	\$ 39.58	\$ 40.97	\$ 42.40	\$ 43.89
39	Maintenance Specialist V	\$ 87.84	\$ 90.92	\$ 94.10	\$ 97.39	\$ 100.80
40	Maintenance Specialist IV	\$ 76.07	\$ 78.73	\$ 81.49	\$ 84.34	\$ 87.29
41	Maintenance Specialist III	\$ 66.23	\$ 68.54	\$ 70.94	\$ 73.43	\$ 76.00
42	Maintenance Specialist II	\$ 51.72	\$ 53.53	\$ 55.41	\$ 57.35	\$ 59.35
43	Maintenance Specialist I	\$ 39.66	\$ 41.04	\$ 42.48	\$ 43.97	\$ 45.51
44	Supply Chain Specialist V	\$ 91.30	\$ 94.49	\$ 97.80	\$ 101.22	\$ 104.77
45	Supply Chain Specialist IV	\$ 78.46	\$ 81.20	\$ 84.05	\$ 86.99	\$ 90.03
46	Supply Chain Specialist III	\$ 67.14	\$ 69.49	\$ 71.92	\$ 74.44	\$ 77.04
47	Supply Chain Specialist II	\$ 53.27	\$ 55.13	\$ 57.06	\$ 59.06	\$ 61.13
48	Supply Chain Specialist I	\$ 39.50	\$ 40.89	\$ 42.32	\$ 43.80	\$ 45.33
49	Training Specialist V	\$ 104.94	\$ 108.62	\$ 112.42	\$ 116.35	\$ 120.43
50	Training Specialist IV	\$ 91.84	\$ 95.06	\$ 98.39	\$ 101.83	\$ 105.39

		Option Period 1				
		Start	8/31/2009	8/31/2010	8/31/2011	8/31/2012
	End	8/30/2010	8/30/2011	8/30/2012	8/30/2013	8/30/2014
	LABOR CATEGORY - GOVERNMENT SITE	Year 6	Year 7	Year 8	Year 9	Year 10
51	Training Specialist III	\$ 82.81	\$ 85.70	\$ 88.70	\$ 91.81	\$ 95.02
52	Training Specialist II	\$ 63.17	\$ 65.38	\$ 67.67	\$ 70.04	\$ 72.49
53	Training Specialist I	\$ 48.89	\$ 50.60	\$ 52.37	\$ 54.20	\$ 56.10
54	Transportation Specialist V	\$ 85.24	\$ 88.22	\$ 91.31	\$ 94.51	\$ 97.82
55	Transportation Specialist IV	\$ 73.29	\$ 75.86	\$ 78.51	\$ 81.26	\$ 84.10
56	Transportation Specialist III	\$ 61.15	\$ 63.29	\$ 65.51	\$ 67.80	\$ 70.18
57	Transportation Specialist II	\$ 47.02	\$ 48.67	\$ 50.37	\$ 52.13	\$ 53.96
58	Transportation Specialist I	\$ 37.03	\$ 38.33	\$ 39.67	\$ 41.06	\$ 42.50
59	Information Technology Specialist V	\$ 139.79	\$ 144.68	\$ 149.75	\$ 154.99	\$ 160.41
60	Information Technology Specialist IV	\$ 112.06	\$ 115.98	\$ 120.04	\$ 124.24	\$ 128.59
61	Information Technology Specialist III	\$ 97.56	\$ 100.97	\$ 104.51	\$ 108.16	\$ 111.95
62	Information Technology Specialist II	\$ 78.46	\$ 81.20	\$ 84.05	\$ 86.99	\$ 90.03
63	Information Technology Specialist I	\$ 59.79	\$ 61.88	\$ 64.05	\$ 66.29	\$ 68.61
64	Information Analyst V	\$ 150.46	\$ 155.72	\$ 161.17	\$ 166.81	\$ 172.65
65	Information Analyst IV	\$ 128.19	\$ 132.67	\$ 137.32	\$ 142.12	\$ 147.10
66	Information Analyst III	\$ 96.42	\$ 99.79	\$ 103.28	\$ 106.90	\$ 110.64
67	Information Analyst II	\$ 75.14	\$ 77.77	\$ 80.50	\$ 83.31	\$ 86.23
68	Information Analyst I	\$ 63.48	\$ 65.70	\$ 68.00	\$ 70.38	\$ 72.85
69	Information Assurance Analyst V	\$ 136.50	\$ 141.28	\$ 146.22	\$ 151.34	\$ 156.64
70	Information Assurance Analyst IV	\$ 118.51	\$ 122.66	\$ 126.95	\$ 131.39	\$ 135.99
71	Information Assurance Analyst III	\$ 91.30	\$ 94.49	\$ 97.80	\$ 101.22	\$ 104.77
72	Information Assurance Analyst II	\$ 75.62	\$ 78.27	\$ 81.01	\$ 83.84	\$ 86.78
73	Information Assurance Analyst I	\$ 47.02	\$ 48.67	\$ 50.37	\$ 52.13	\$ 53.96
74	Information Engineer V	\$ 134.83	\$ 139.55	\$ 144.43	\$ 149.48	\$ 154.72
75	Information Engineer IV	\$ 119.33	\$ 123.50	\$ 127.83	\$ 132.30	\$ 136.93
76	Information Engineer III	\$ 94.71	\$ 98.02	\$ 101.45	\$ 105.00	\$ 108.68
77	Information Engineer II	\$ 78.46	\$ 81.20	\$ 84.05	\$ 86.99	\$ 90.03
78	Information Engineer I	\$ 66.51	\$ 68.84	\$ 71.25	\$ 73.74	\$ 76.32
79	Disaster Recovery Specialist V	\$ 132.32	\$ 136.95	\$ 141.74	\$ 146.71	\$ 151.84
80	Disaster Recovery Specialist IV	\$ 116.10	\$ 120.16	\$ 124.37	\$ 128.72	\$ 133.22
81	Disaster Recovery Specialist III	\$ 90.13	\$ 93.29	\$ 96.55	\$ 99.93	\$ 103.43
82	Disaster Recovery Specialist II	\$ 70.06	\$ 72.51	\$ 75.05	\$ 77.68	\$ 80.40
83	Disaster Recovery Specialist I	\$ 64.09	\$ 66.33	\$ 68.65	\$ 71.06	\$ 73.54
84	Logistics Analyst V	\$ 75.50	\$ 78.14	\$ 80.87	\$ 83.70	\$ 86.63
85	Logistics Analyst IV	\$ 62.08	\$ 64.25	\$ 66.50	\$ 68.83	\$ 71.24
86	Logistics Analyst III	\$ 49.52	\$ 51.25	\$ 53.04	\$ 54.90	\$ 56.82
87	Logistics Analyst II	\$ 35.21	\$ 36.44	\$ 37.71	\$ 39.03	\$ 40.40
88	Logistics Analyst I	\$ 25.89	\$ 26.79	\$ 27.73	\$ 28.70	\$ 29.71

\*Rates include 0.75% IFF.

## **5. Labor Category Descriptions**

The following labor category descriptions illustrate the qualifications of personnel that will be provided by SRA in support of the LOGWORLD schedule. The labor categories are supported by level of expertise, experience, and education.

Education Substituted for General Experience: Minimum number of years in category specialty positions. Formal education may be substituted for experience. Each formal degree (i.e., Bachelors, Masters, or Ph.D.) may be substituted for four (4) years of experience.

Experience Substituted for Formal Education: Specialized experience may be substituted for formal education. Four (4) years of experience are required to substitute for a Bachelor Degree.

Each Functional Domain Expertise Area has five levels of expertise that are broadly defined labor categories to permit ordering agencies the broadest range of disciplines and skill sets. Functional domains are (1) Acquisition, (2) Distribution, (3) Information Systems, (4) Logistics, (5) Maintenance, (6) Supply, (7) Training, (8) and Transportation. Labor categories are (1) Subject Matter Expert, (2) Principal, (3) Senior, (4) Mid-level, and (5) Junior Analyst. The combination of expertise level with functional areas provides appropriate options to meet the requirements specified by the ordering agency.

1. Account Manager
2. Project Manager
3. Quality Assurance Manager
4. Quality Assurance Analyst
5. Quality Assurance Specialist
6. Program Administration Specialist
7. Project Control Specialist
8. Administrative Support Specialist
9. Graphic Specialist
10. Documentation Specialist
11. Technical Writer / Editor
12. Configuration Management Specialist
13. Subject Matter Expert
14. Principal Analyst
15. Senior Analyst
16. Mid-Level Analyst
17. Junior Analyst
18. Entry-Level Analyst

Functional Subject Matter Expertise Areas

1. Acquisition Specialist I-V
2. ERP Specialist I-V
3. Information Systems Specialist I-V
4. Logistics Specialist I-V
5. Maintenance Specialist I-V

6. Supply Chain Specialist I-V
7. Training Specialist I-V
8. Transportation Specialist I-V
9. Information Technology Specialist I-V
10. Information Analyst I-V
11. Information Assurance Analyst I-V
12. Information Engineer I-V
13. Disaster Recovery Specialist I-V
14. Logistics Analyst I-V

### **Account (Program) Manager**

Functional Responsibility - Serves as the contractor's single contract manager, and shall be the contractor's authorized interface with the Government Contracting Officer (CO), the contract level Contracting Officer's Representative (COR), government management personnel and customer agency representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, purposes, and goals of the organization to subordinates.

Responsible for the overall contract performance.

Education & Experience – Bachelor's Degree in Business, Engineering, Computer Science, Information Systems, Social Science, or other related analytical, scientific, or technical disciplines. General experience eight years.

### **Project Manager**

Functional Responsibility - Serves as the project manager for a large, complex task order (or a group of task orders affecting the same common/standard/migration system) and shall assist the Program Manager in working with the Government Contracting Officer (CO), the contract-level Contracting Officer's Representative (COR), the task order-level COR(s), government management personnel and customer agency representatives. Under the guidance of the Program Manager, responsible for the overall management of the specific task order(s) and insuring that the technical solutions and schedules in the task order are implemented in a timely manner. Performs enterprise wide horizontal integration planning and interfaces to other functional systems.

Education & Experience – Bachelor's Degree in Accounting, Business, or other related scientific, technical, or social sciences discipline. Specialized experience includes: project development from inception to deployment, expertise in the management and control of funds and resources using complex reporting mechanisms, demonstrated capability in managing multi-task contracts and/or subcontracts of various types and complexity. General experience six years.

### **Quality Assurance Manager**

Functional Responsibility – Develops and implements quality control methodologies to ensure compliance with quality assurance standards, guidelines, and procedures in a large computer-based organization. Develops and defines major and minor characteristics of quality including quality metrics and scoring parameters and determines requisite quality control resources for an actual Task Order. Establishes and maintains a process for evaluating deliverables and

associated documentation and/or assists in the evaluation. Conducts and/or participates in formal and informal reviews at pre-determined points throughout the life cycle.

Education & Experience – Bachelor’s in Accounting, Business, or other related scientific, technical, or social sciences discipline, including four years of quality assurance experience.

### **Quality Assurance Analyst**

Functional Responsibility - Provides technical and administrative direction for personnel performing tasks, including the review of work products for correctness, adherence to the design concept and to user standards, review of program documentation to assure government standards and requirements are adhered to, and for progress in accordance with schedules. Coordinate with the Project Manager to ensure problem solution and user satisfaction. Prepare milestone status reports and deliveries/presentations on the concept to colleagues, subordinates, and end user representatives.

Education & Experience – Bachelor’s in Accounting, Business, or other related scientific, technical, or social sciences discipline, including three years of quality assurance experience.

### **Quality Assurance Specialist**

Functional Responsibility - Develops and implements quality control methodologies to ensure compliance with quality assurance standards, guidelines, and procedures in a large computer-based organization. Develops and defines major and minor characteristics of quality including quality metrics and scoring parameters and determines requisite quality control resources for an actual Task Order. Establishes and maintains a process for evaluating deliverables and associated documentation and/or assists in the evaluation. Conducts and/or participates in formal and informal reviews at pre-determined points throughout the life cycle. Assist in the evaluation of software and associated documentation. Participate in formal and informal quality reviews.

Education & Experience – Bachelor’s Degree in Accounting, Business, or other related scientific, technical, or social sciences discipline. General experience four years.

### **Program Administration Specialist**

Functional Responsibility - Assist in the preparation of management plans and reports. Coordinate schedules to facilitate completion of proposals, contract deliverables, delivery order review, briefings/presentations, and IPR preparation. Perform analysis, development, and review of program administrative operating procedures.

Education & Experience – HS Diploma or equivalent. General experience two years.

### **Project Control Specialist**

Functional Responsibility - Directs all financial management and administrative activities, such as budgeting, manpower and resource planning and financial reporting. Evaluate existing procedures, processes, techniques, models, and/or systems related to management problems or contractual issues, which would require a report and recommend solutions. Develops work breakdown structures, prepares charts, tables, graphs, and diagrams to assist in analyzing problems. Provide daily supervision and direction to staff.

Education & Experience – Bachelor’s degree in Accounting, Business, or related scientific or technical discipline. General experience three years.

### **Administrative Support Specialist**

Functional Responsibility - Coordinate schedules to facilitate completion of proposals, contract deliverables, delivery order review, and briefings, presentations, and IPR preparation. Perform analysis and evaluation of existing procedures, processes, techniques, models, and/or systems related to management problems or contractual issues that would require a report and recommend solutions. Assist in the development of work breakdown schedules and prepare charts, tables, graphs, and diagrams to assist in analyzing problems. Directly supports Program Manager or Project Manager by maintaining personnel and other files; prepares correspondence, schedules and coordinates travel.

Education & Experience – Bachelor’s degree in Accounting, Business, or related scientific or technical discipline. General experience two years.

### **Graphic Specialist**

Functional Responsibility - Assists in the preparation of presentation graphics and supports the development of contract deliverables and reports by developing and updating graphic presentations to improve the quality and enhance the usability of these documents. Responsible for integrating the graphics generated with automated tools and the deliverable documents.

Education & Experience – Requires High School diploma, must have at least one year experience of which at least one year is specialized to include developing graphics/artistic presentations for publications and documents (preferably technical documentation). Experience with desktop publishing systems is desirable.

### **Documentation Specialist**

Functional Responsibility - Gathers, analyzes, and composes technical information. Conduct research and ensure the use of proper technical terminology. Translate technical information into clear, readable documents to be used by technical and non-technical personnel. Compose and finalizes technical documentation including specifications, user manuals, etc. in the style, content and format required by the relevant standards using input received from technical personnel.

Education & Experience – Must have two years experience developing, editing & producing technical and graphic documentation for information technology systems or one year experience plus a college degree.

### **Technical Writer/Editor**

Functional Responsibility - Assists in collecting and organizing information required for preparation of user’s manuals, training materials, installation guides, proposals, and reports. Edit functional descriptions, system specifications, user’s manuals, special reports, or any other customer deliverables and documents. Prepare and edits documentation incorporating information provided by the user, specialist, analyst, programmer, and management personnel.

Education & Experience – Bachelor’s degree and 1 year related experience. Must have experience in developing, editing & producing technical and graphic documentation for information technology systems.

### **Configuration Management Specialist**

Functional Responsibility - Analyzes and studies complex system requirements. Design software tools and subsystems to support software reuse and domain analyses and manages their

implementation. Monitor development costs and schedule versus plans. Reviews existing programs and assists in making refinements, reducing operating time, and improving current techniques. Responsible for configuration management activities including product identification, change control, status accounting, operation of the program support library, and development and monitoring of equipment/system acceptance plans. Evaluates and selects configuration management tools and standards. Coordinate with users and systems development personnel on releases of both system-level software and applications software. Verifies the completeness and accuracy of release libraries before implementation and ensures that correct versions of programs are included in specified releases. Prepare configuration management plans and procedures.

Education & Experience – Bachelor’s Degree in Business, Engineering, Computer Science, Information Engineering, or other related scientific, technical or social sciences discipline. General experience two years.

### **Subject Matter Expert**

Functional Responsibility - Serve as functional domain experts in areas relevant to a particular project. Relevant experience includes, but is not limited to, supporting large information technology projects related to the individual’s subject matter expertise. Maintains knowledge in either functional domains (e.g., finance; personnel; acquisition; etc.); or technical disciplines (e.g., computer security; network engineering; etc.) with some experience. Prepares and delivers presentations to colleagues, subordinates, and government representatives. Assure the proper use of current or requested programming, and testing and documentation techniques. Produces and/or reviews technical documentation reflecting knowledge of technical areas. Documentation subjects include but are not limited to systems design, system architecture, feasibility studies, and system specifications. Provide technical, functional, logistical, acquisition or consultant expertise on advanced and state-of-the-art methods, theories, and techniques required in the investigation and solution of complex concepts, planning, design, and/or implementation problems.

Education & Experience – Master’s Degree in Business, Engineering, Computer Science, Information Systems, Social Science, or other related analytical, scientific, or technical disciplines. Twelve (12) of progressive experience in supporting large projects related to the individual’s subject matter expertise area. Expert in functional domains; Acquisition, Distribution, Information Systems, Logistics, Maintenance, Supply, Training, and Transportation) or in a technical discipline. May have an advance degree and many have a Ph.D.

### **Principal Analyst**

Functional Responsibility - Serve as functional domain experts in areas relevant to a particular project. Produce and/or review substantive and/or complex documentation reflecting detailed knowledge of functional areas as identified in the statement of work. Document requirements-based design, cross-functional integration, feasibility studies, and functional process specifications. Perform evaluation of alternatives and assessment of risks and costs. Assembles, prepares, and analyzes data for studies; statistical models; evaluations; system requirements; and other needs. Use technical discretion within defined practices and policies in selecting methods and techniques for determining approaches or obtaining solutions. Assembles, prepares, and analyzes data. Provide technical advice and operating assistance in interpreting results.

Provides input or may prepare technical reports based on the expert interpretation of analyzed data.

Education & Experience- Master's Degree in Computer Science, Information Systems, Engineering, Business, Social Science, or other related analytical, scientific, or technical disciplines. Twelve years of experience in one of the following disciplines: strategic systems planning, business process reengineering, facilitation, activity based costing, business case analysis, training, change management, economic analysis, operations research, statistics, market surveys, cost/benefit analysis, computer security, or other relevant social sciences, scientific, analytic, or related fields.

### **Senior Analyst**

Functional Responsibility - Serve as functional domain experts in areas relevant to a particular project. Produce and/or review substantive and/or complex documentation reflecting detailed knowledge of functional areas as identified in the statement of work. Document requirements-based design, cross-functional integration, feasibility studies, and functional process specifications. Perform evaluation of alternatives and assessment of risks and costs. Assembles, prepares, and analyzes data for studies; statistical models; evaluations; system requirements; and other needs. Use technical discretion within defined practices and policies in selecting methods and techniques for determining approaches or obtaining solutions. Assembles, prepares, and analyzes data. Provide technical advice and operating assistance in interpreting results.

Provides input or may prepare technical reports based on the expert interpretation of analyzed data. Performs a variety of logistics tasks concerned with the design, implementation, operation, and performance of logistics functions, including supply chain, acquisition, distribution, and transportation.

Education & Experience- Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, Social Science, or other related analytical, scientific, or technical disciplines. Nine years of experience in one of the following disciplines: strategic systems planning, business process reengineering, facilitation, activity based costing, business case analysis, training, change management, economic analysis, operations research, statistics, market surveys, cost/benefit analysis, computer security, or other relevant social sciences, scientific, analytic, or related fields.

### **Mid-Level Analyst**

Functional Responsibility - Support functional domain experts in areas relevant to a particular project. Produce and/or review substantive and/or complex documentation reflecting detailed knowledge of functional areas as identified in the statement of work. Document requirements-based design, cross-functional integration, feasibility studies, and functional process specifications. Analyses functional business applications and design specifications for functional activities. Develops block diagrams and logic flow charts. Translate detailed design into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepare required documentation, including both program-level and user-level documentation. Enhance software to reduce operating time or improved performance efficiency. Develops computer software possessing a wide range of capabilities, including numerous engineering, business, and records management functions. Develops plans for automated information systems from project inception to conclusion.

Education & Experience- Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, Social Science, or other related analytical, scientific, or technical disciplines. Four years of experience in one of the following disciplines: strategic systems planning, business process reengineering, facilitation, activity based costing, business case analysis, training, change management, economic analysis, operations research, statistics, market surveys, cost/benefit analysis, computer security, or other relevant social sciences, scientific, analytic, or related fields.

### **Junior Analyst**

Functional Responsibility – Provide support functional domain experts in areas relevant to a particular project. Researches and draft documentation using knowledge of functional areas under supervision. Support requirements-based design, cross-functional integration, feasibility studies, and functional process specifications under supervision. Perform evaluation of alternatives and assessment of risks and costs. Analyzes business applications and design specifications for functional activities. Develop functional process diagrams and logic flow charts.

Education & Experience- Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, Social Science, or other related analytical, scientific, or technical disciplines. Recent college graduate with some experience in one of the following disciplines: strategic systems planning, business process reengineering, facilitation, business case analysis, training, change management, economic analysis, operations research, statistics, market surveys, computer security, or other relevant social sciences, scientific, analytic, or related fields. General experience two years.

### **Entry-Level Analyst**

Functional Responsibility – Works under the supervision of functional domain experts in areas relevant to a particular project. Assist with researches and draft documentation using knowledge of functional areas under supervision. Assist and support requirement -based design, cross-functional integration, feasibility studies, and functional process specifications under supervision. Gathers information through data collection instruments and assists with surveys, document reviews, and interviews. Provides analytical, statistical, and data analysis assistance. Analyzes business applications and design specifications for functional activities. Develop functional process diagrams and logic flow charts.

Education & Experience- Associate's Degree in Computer Science, Information Systems, Business, Social Science, or other related analytical, scientific, or technical disciplines. Some experience in standards and policy development, research and analysis of information system issues and trends, research and development in a technical discipline, and/or development of information systems.

### **Acquisition Specialist**

Functional Responsibility - Provides a full spectrum of acquisition support to a product or system throughout its entire life-cycle. Responsibilities would include: general consultation support, development, and preparation of acquisition milestone documentation, acquisition planning, development of specifications/performance-based work statements, and/or integrated logistics support plans (ILSPs). Additional responsibilities: performing market analyses, conducting needs assessments, configuration management support, development/management of

maintenance procedures/technical manuals, and vendor management. Responsible for tracking and reporting to program management all key financial information including budgets, performance to these budgets, and estimates to complete. Additional responsibilities include support in developing program and performance measurements, criteria for these measurements, accountability matrices, and performance system implementation guidelines. Defines and continuously refines key indicators, results, and measurements to manage the business processes to achieve desired program and/or project results. Establishes, track, and maintain timelines ensuring adherence to milestones. Develop and maintain quality controls and documentation of the project.

**Education & Experience**

Acquisition Specialist V - Master's in Program Management or related field and 8 years related experience.

Acquisition Specialist IV - Master's in Program Management or related field and 5 years related experience.

Acquisition Specialist III - Bachelor's degree and 8 years related experience.

Acquisition Specialist II - Bachelor's degree and 6 years related experience.

Acquisition Specialist I - Bachelor's degree and 3 years related experience.

Duties - Participates as an assistant to acquisition project officers, and in some situations as the actual project officer, to provide expertise in higher technical functional areas that pertain to the acquisition of equipment and systems. The responsibilities may range from providing assistance in the areas of project initiation, systems development, systems engineering, test and evaluation management, integrated logistics support management, systems manpower and training requirements, life-cycle system support management. Duties may also include conducting various support analyses, to include: spares modeling, field problem analysis, reliability studies, maintainability studies, and equipment readiness analyses.

**ERP Specialist**

Functional Responsibility – Performs enterprise application implementation expertise, such as with specific ERP products, across functional business areas within an organization. Utilize technical area expertise to assess, select, manage and implement enterprise application components, and to ensure that the technical solution solves the business problem as an organic part of the organization's operational and functional baseline. Functional areas include Human Resources, Finance, Supply, Service, etc. Focus is in a specific product or technology family of technologies on multiple platforms, which is supplemented with a clear understanding of the business requirements and related applications issues. Work with logistics specialists to brief senior managers and end users on applications integration/functionality within the enterprise; determine those technology inadequacies and/or deficiencies that affect the functional area's ability to support/meet organizational goals. Support technical strategies that will improve productivity across functional areas within the organization. Educate others with regard to logistics-specific best practices. Lead enterprise applications integration efforts and oversee the validation of associated work products.

**Education & Experience**

ERP Specialist V - Master's in ERP or related field and 8 years related experience

ERP Specialist IV – Bachelor's degree and 10 years related experience

ERP Specialist III - Bachelor's degree and 8 years related experience

ERP Specialist II - Bachelor's degree and 6 years related experience

ERP Specialist I - Bachelor's degree and 3 years related experience

Duties - Performs enterprise application team lead responsibilities, including planning tasks, assigning resources to the task, monitoring and tracking progress, and informing project management on all project activities. Perform logistics and technical analyst functions, including workshop facilitation, logistics process data validation, enterprise application (ERP product) testing from a functional business area perspective, program development, unit testing of the application code (ERP product) from a technical perspective, work group/work session participation, and delivery of technical and logistics solutions. Assists with the analysis of enterprise information system baseline and perform a "gap analysis" between the baseline, the user operational requirements and the operating capability of enterprise application product sets. Also perform logistics and technical designer functions, including making contribution to both the logistics and technical architecture components of the enterprise solutions.

### **Information Systems Specialist**

Functional Responsibility - Defines designs and develops system requirements. Performs trade-off analyses of performance, life-cycle cost, risk, productivity, and other system or program requirements. Assesses architecture and current hardware limitations, defines and designs system specifications, and evaluates input/output processes and working parameters for hardware/software compatibility. Coordinates design of subsystems and integration of total system. Defines system support requirements. Analyzes and resolves program support deficiencies. Conducts independent technical investigations in systems design. Evaluates vendor capabilities to provide required products or services.

Education & Experience

Information System Specialist V - Master's degree or equivalent and 10 years of general experience

Information Systems Specialist IV - Bachelor's degree or equivalent and 8 years of general experience

Information Systems Specialist III - Bachelor's degree or equivalent and 6 years of general experience

Information Systems Specialist II - Bachelor's degree or equivalent and 4 years of general experience

Information Systems Specialist I - Bachelor's degree or equivalent and 2 years of general experience

Duties - Performs systems analysis of computer and communications or network systems. Supports the installation of computer operating systems, network, and application software, and computer/ network hardware. Provides hotline support to customers and possesses troubleshooting skills.

### **Logistics Specialist**

Functional Responsibility – Provides specialized professional logistics support to project. Directly supports projects through specialized logistics, mechanical, equipment, supply/support, technical, analytical and/or subject matter knowledge, experience or disciplines. Plans, schedules and implements assigned logistics tasks, processes, procedures and programs. Performs logistics related technical analysis of data, specifications, requirements, technical orders, engineering change orders/proposals, processes, procedures, integrated schedules, budgets, etc. Provides recommendations and advice to project/program based on technical discipline or expert

interpretation of data. Analyzes, prepares, and/or assembles data for studies; statistical models; evaluations; system requirements; engineering evaluation and other needs. Prepares or provides input to technical reports; deliverable items, summaries; briefings; technical interchange meetings; feasibility studies; preliminary/critical design reviews; and process review or team meetings. Provides a wide range of logistics support and advice on component/commodity/equipment item and supply chain management; diminishing parts; acquisition/procurement; disposition; and inventories necessary to procure and/or sustain equipment. Assists in the development of specialized tools, technical solutions, models and/or applications used during the completion of assigned tasks. Coordinates logistics activities between the government, subcontractors, and vendors.

#### Education & Experience

Logistics Specialist V - Master's degree and 8 years related experience

Logistics Specialist IV - Master's degree and 5 years related experience

Logistics Specialist III - Bachelor's degree and 8 years related experience

Logistics Specialist II - Bachelor's degree and 5 years related experience

Logistics Specialist I - Bachelor's degree and 3 years related experience

Duties - Supports managers in the performance of logistics technical analyses. This includes the review of logistics policy and guidance, development of logistics support plans, and providing input to other acquisition milestone documentation. Provide support and logistics expertise to logistics strategic planning efforts, business process reengineering efforts, and various financial analyses. Assist in the conduct of specific technical analyses such as capacity planning, warehousing analyses, and transportation analysis. Assist in the conduct of system design alternatives analysis and other logistics analyses.

#### **Maintenance Specialist**

Functional Responsibility – Performs a variety of activities and operations requiring application of one or more disciplines or procedures, including electronic theory, electrical circuitry, electrical testing, engineering mathematics, physics, etc. to install, troubleshoot, repair, calibrate, or modify in-house electronic equipment and systems. Sets up test apparatus or devises test equipment to conduct a variety of tests (e.g., functional, operational, environmental, etc.) to evaluate performance and reliability.

#### Education & Experience

Maintenance Specialist V - Bachelor's degree and 3 year related experience

Maintenance Specialist IV - Bachelor's degree and 3 year related experience

Maintenance Specialist III - AA / Certification or equivalent and 4 years of related experience

Maintenance Specialist II - HS Diploma or equivalent and 5 years of related experience

Maintenance Specialist I - HS Diploma or equivalent and 3 years of related experience

Duties - Provides advice, guidance, and assistance to the equipment commodity manager, the maintenance commodity manager, and maintenance personnel who perform maintenance and maintenance management duties. Serves as maintenance management officer and maintenance management chief supervise maintenance management personnel, monitor maintenance management programs, policies, and procedures, and analyze maintenance and maintenance management functional areas to ensure effective management of equipment, maintenance, and materiel. Ensure correct functions of field maintenance systems.

### **Supply Chain Specialist**

Functional Responsibility - Manage production, planning, scheduling, Inventory Management, Purchasing Distribution. Manage supplier performance and provide resolution of supplier performance issues. Evaluate, select, contract with and manage strategic suppliers in order to meet specific goals of availability, quality, cost, and flexibility. Design and improve supply chain structures, processes and performance. Manage inventory, excess, obsolescence, and supply chain risk in this highly cyclical business. Build up and leverage commercial market intelligence in assigned products. Manage supplier performance, including supplier delivery performance and supplier shipping performance. Identify and provide resolution of supplier performance problems. Conduct extensive problem solving of supplier issues. Communicate effectively and build a professional relationship with carriers, shippers and internal/external customers to strive to exceed their total service expectations. Focus on customer satisfaction. Understand and document accounts in detail on the supplier profile screen to include, reduction of backorders, ensuring ship date accuracy, and meeting and exceeding dealer fill objectives.

#### Education & Experience

Supply Chain Specialist V – Master’s degree in Logistics and 8 years related experience.

Supply Chain Specialist IV – Master’s degree in Logistics and 6 years related experience.

Supply Chain Specialist III - Bachelor’s degree and 4 years related experience

Supply Chain Specialist II - Bachelor’s degree and 3 years related experience

Supply Chain Specialist I – Bachelor’s degree and 2 years related experience

Duties - Provides general project support for Supply Chain efforts. Support may include but is not limited to: development and management of data collection and management spreadsheets; development of briefings and information papers; data collection assistance, and meeting attendance. Provides input to reports and other deliverables as directed. Assist in the conduct of complex logistics analyses in support of larger supply efforts. Manage the performance and development of the Business unit’s strategic supply base. Support BU’s order fulfillment, new product engineering, R&D, manufacturing and finance teams for Supply Chain implementation.

### **Training Specialist**

Functional Responsibility - Develop plans for the long-term development of each competency needed by the organization, defining organizational standards for the quality of training and development activities required to sustain and/or redirect the organization’s competencies, mapping organizational competencies to constituent individual competencies and defining processes for developing and maintaining individual development plans. Conducts the research necessary to develop and revise training courses. Develops and revises these courses and prepares appropriate training catalogs. Prepares all instructor materials (course outline, background material, and training aids). Prepares all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops and seminars.

#### Education & Experience

Training Specialist V - Master’s degree and 8 years related experience

Training Specialist IV - Master’s degree and 5 years related experience

Training Specialist III - Bachelor’s degree and 8 years related experience

Training Specialist II - Bachelor’s degree and 5 years related experience

Training Specialist I - Bachelor’s degree and 3 years related experience

Duties - Develops and presents training programs for customer and in-house employees. Coordinates with sales, marketing, and engineering to identify program needs, obtains technical data, and schedules programs. Internally develops or works with outside vendors to schedule programs and to determine the training support materials required. Conducts training classes on topics and designs and develops training program elements/modules.

### **Transportation Specialist**

Functional Responsibility – Performs transportation management/coordination, freight audit, and freight claims processing and network design and possesses a full understanding of distribution channels. Duties may include, but not be limited to: negotiates carrier contracts/rates; establishes metrics; analyzes benchmark goals and drives changes in all facets of carrier management; and applies optimization techniques, routing tools, and project management approaches.

Responsible for the physical movement of inbound and outbound shipments via air, land, rail, sea, or pipeline. Analyzes and researches errors in transportation functions at a facility. Duties may include, but not be limited to: provides metrics at management’s request; creates custom management and measurement reports, researches root causes of results; recommends improvements in existing processes; and implements action plans to correct problems.

#### Education & Experience

Transportation Specialist V - Bachelor’s degree and 3 year related experience.

Transportation Specialist IV - Bachelor’s degree and 3 year related experience.

Transportation Specialist III - AA / Certification or equivalent and 4 years of related experience.

Transportation Specialist II - HS Diploma or equivalent and 5 years of related experience.

Transportation Specialist I - HS Diploma or equivalent and 3 years of related experience.

Duties - Performs transportation management/coordination, freight audit, freight claims processing, and network design and possesses a full understanding of distribution channels.

Duties may include, but not be limited to: negotiates carrier contracts/rates; establishes metrics; analyzes benchmark goals and drives changes in all facets of carrier management; and applies optimization techniques, routing tools, and project management approaches.

### **Information Technology Specialist**

Functional Responsibility – Designs, configures, installs and maintains local and wide area network hardware and software which support file services, electronic mail, print services, Internet/Intranet services, data transport, and overall system administration; conducts compatibility tests on various hardware and software components; supervises contractors and conducts testing/certification of their work; provides technology training support in the form of developing training requirements based on customer needs, establishing training profiles, developing training manuals and conducting training sessions as needed; assists in supporting other IT processes and programs including technology planning, program/methodology development, project management, disaster recovery and capacity planning; and performs other duties as required.

#### Education & Experience

Information Technology Specialist V – Master’s degree in IT and 8 years related experience.

Information Technology Specialist IV – Master’s degree in IT and 6 years related experience.

Information Technology Specialist III - Bachelor’s degree and 4 years related experience

Information Technology Specialist II - Bachelor’s degree and 3 years related experience

Information Technology Specialist I – Bachelor’s degree and 2 years related experience.

Duties - Provides technical expertise, support, and oversight in one or more emerging technology areas including, but not limited to, knowledge discovery, data mining, wireless communications, Internet technologies, secure messaging, enterprise engineering, fraud detection, intrusion detection, bioinformatics, information assurance, public key infrastructure (PKI), and critical infrastructure protection. Reviews and recommends solutions to customer problems based on prior experience and hands-on understanding of how products and services interrelate and support the customer mission.

### **Information Analyst**

Functional Responsibility – Provide design, programming, documentation and implementation of applications which requires knowledge of government information technology systems for effective development and deployment of software modules. Directs and participates in all phases of software development with emphasis on analysis, coding, testing, documentation, and acceptance phases. Responsible for identifying new and emerging technology to support strategic planning initiatives required to meet business needs. Conducts assessments, evaluations, selections, site surveys, requirements analysis and definition, technology prototyping, and cost analysis related to information technology. Designs and prepares technical reports and documentation to record results.

#### Education & Experience

Information Analyst V – Master’s degree in IT and 8 years related experience.

Information Analyst IV – Master’s degree in IT and 6 years related experience.

Information Analyst III - Bachelor’s degree and 4 years related experience.

Information Analyst II - Bachelor’s degree and 3 years related experience.

Information Analyst I – Bachelor’s degree and 2 years related experience.

Duties - Plan and review statistical data services and programs; provides technical direction to subordinates in research methods including sampling techniques, analytical techniques, applications, and the use of computer resources in research procedures; reviews analysis, findings, and conclusions of subordinates and makes recommendations to administrators for program improvements. Reviews and researches established policies of funding sources to determine the impact on funding, operations and information systems; may prepare formal reply to funding source providing comments and recommendations; clarifies and translates state policy into operational procedures; monitors data collection and information reporting methods to ensure that state and/or federal requirements are being met by the office and provider agency staff. Provides technical assistance and training in research, evaluation and information.

### **Information Assurance Analyst**

Functional Responsibility – Provide support to plan, coordinate, and implement the organization’s information security. Provide support for facilitating and helping agencies identify their current security infrastructure and define future programs, design and implementation of fire-wall and other related security issues on LANs/WANs. A working knowledge of several of the following areas is required: understanding of business security practices and procedures; knowledge of current security tools available; hardware/software firewalls and there implementation; different communication protocols; encryption techniques/tools; familiarity with commercial products (ex. - DNS, RSA, Smartcard, Cyber guard, BBN, Time Step), and current Internet/EC technology. Analyzes and defines security requirements for Multilevel Security (MLS) issues. Designs, develops, engineers, and

implements solutions to MLS requirements. Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs in the MLS arena. Performs risk analyses which also includes risk assessment.

**Education & Experience**

Information Assurance Analyst V – Master's degree in IT and 8 years related experience.

Information Assurance Analyst IV – Master's degree in IT and 6 years related experience.

Information Assurance Analyst III - Bachelor's degree and 4 years related experience

Information Assurance Analyst II - Bachelor's degree and 3 years related experience

Information Assurance Analyst I – Bachelor's degree and 2 years related experience.

Duties - Designs, develops, or recommends integrated security system solutions that will ensure proprietary/confidential data and systems are protected. Provide technical engineering services for the support of integrated security systems and solutions. Participate with the client in the strategic design process to translate security and business requirements into technical designs. Configures and validates secure systems. Test security products and systems to detect security weaknesses.

**Information Engineer**

Functional Responsibility – Performs data maintenance for enterprise wide information systems in conformance with the Statement of Work procedures, standards, and guidelines. Conducts impact assessments on enterprise wide information systems to determine application integration potential and compatibility with the enterprise architecture. Participate in the conceptual design/redesign of data base systems and logical models for use in business systems reengineering. Provide technical guidance on corporate repository and modeling techniques in support of information systems development and maintenance. Perform information systems development, functional and data requirements analysis, systems analysis and design, programming, program design, and documentation preparation. Implements information engineering projects; and performs systems analysis; design and programming using CASE and IE tools and methods, systems planning, business information planning, and business analysis.

**Education & Experience**

Information Engineer V – Master's degree in IT and 8 years related experience.

Information Engineer IV – Master's degree in IT and 6 years related experience.

Information Engineer III - Bachelor's degree and 4 years related experience.

Information Engineer II - Bachelor's degree and 3 years related experience.

Information Engineer I – Bachelor's degree and 2 years related experience.

Duties - Applies a business-wide set of disciplines for the planning, analysis, design and construction of information systems on a business-wide basis or across a major sector of the business. Perform business strategic systems planning, information planning, business and analysis. Perform process and data modeling in support of the planning and analysis efforts using both manual and automated tools; such as Integrated Computer Aided Software Engineering (I-CASE) tools. Apply reverse engineering and reengineering disciplines to develop migration strategic and planning documents. Provide technical guidance in software engineering techniques and automated support tools.

**Disaster Recovery Specialist**

Functional Responsibility – Previous experience in business recovery or disaster recovery planning required. General knowledge of business processes, management structures, and

technology programs/platforms are preferred. Strong verbal and written communications skills are desirable. Provide support in the development of a government agencies emergency management and business recovery plans; perform functions pertaining to the agencies business risk assessments; review and develop business recovery strategies; draft procedures for identifying failures and invoking contingency plans; create response procedures and identifying communications channels; communicate with various response teams during testing and actual execution of recovery procedures. Support the design, development, installation, implementation and administration of backup solutions. Make recommendations to the user community and the operations group on system enhancements.

#### **Education & Experience**

Disaster Recovery Specialist V - Masters degree and 5 years related experience.

Disaster Recovery Specialist IV - Masters degree and 3 years related experience.

Disaster Recovery Specialist III – Bachelor’s degree and 8 years related experience.

Disaster Recovery Specialist II - Bachelor’s degree and 5 years related experience.

Disaster Recovery Specialist I - Bachelor’s degree and 3 years related experience.

Duties - Performs evaluations of a company or business area to identify and value its assets; identifies its threats and their likelihood of occurrence; establishes where in place protection exists and determines its adequacy; evaluates potential losses; and provides guidelines for risk mitigation and their cost benefit. Performs disaster recovery planning to assist businesses resume their operations after a disaster has occurred.

#### **Logistics Analyst**

Functional Responsibility – Provides integrated logistics support (ILS) activities designed to provide effective and efficient life cycle support of equipment or systems. Recommends ILS element planning and progress to ensure compliance with program requirements, specifications, and standards. Reviews customer requirements, equipment design, and other data to plan and develop program activities from conceptual stage through the full life cycle of the system.

Assists in providing expert ILS technology to assist customers in the management of system acquisition programs. Analyzes, models, and optimizes distribution networks using advanced logistics software for location of sites, allocation of resources, inventory placement and size, selection of transportation mode, freight consolidation, closed loop tours, continuous moves, shipment to foreign customers, etc. Determines proper logistic support sequences and time phasing, problems arising from location of operational area, and other factors such as environmental and human factors.

#### **Education & Experience**

Logistics Analyst V – Bachelors degree, Masters degree or Ph.D. and ten years related experience

Logistics Analyst IV – Bachelors degree and eight years related experience

Logistics Analyst III – Bachelors degree and six years related experience

Logistics Analyst II – Associates degree and four years related experience

Logistics Analyst I – High School Diploma and two years related experience

Duties – Performs required standard studies and analyses specified in the applicable Task Orders. Provide broad based logistical management, consulting, advice and services with the ultimate goal of maintaining and sustaining a high state of readiness. Provide technical assistance on supply and maintenance procedures and recommend viable solutions to improve the maintenance posture of equipment. Perform materiel management functions and implement

working knowledge of US Army maintenance and supply policies and procedures, management, and reporting procedures. Coordinate meetings of appropriate logistics personnel to ensure that they have the most current information available to facilitate an expeditious flow of material. Participate in preparing written reports and in performing post-project evaluations. Coordinate with the Project Manager, and client agency managers to ensure solution and user satisfaction for logistical technical matters. Prepare and deliver presentations to peers, subordinates, and user representatives. Determines ILS functional and cross-functional logistical requirements, includes superior knowledge in a specific functional area; knowledge of: analyzing functional processes to identify required tasks and the interrelationships among tasks; identifying resource requirement for each task; developing functional requirements for complex integrated logistical systems; or developing recommendations functional process improvement. Perform required studies and analyses of logistical network/system support specified in the applicable task order. Participates in performing inspections/evaluations; preparing written reports; possesses knowledge of the policies and regulations governing the life cycle management of automated management information systems and the procedures and techniques used for their design, analysis, development, validation, deployment and maintenance; familiar with personal computer operations and office automation applications, to include spreadsheets, databases, graphics, and work processing; skilled in merging logistics and accounting automated files, analyzing the data, and producing comprehensive reports, briefings and diagrams representative of that data.

## 6. Service Contract Act

The awarded prices for the SCA labor categories meet or exceed the minimum requirements in the Service Contract Act (SCA) Wage Determination No. 05-2103, Revision #8, dated May 26, 2009. The SCA matrix and narrative are incorporated into this contract.

<b>SCA Matrix</b>		
<b>SCA Eligible Contract Labor Category</b>	<b>SCA Equivalent Code – Title</b>	<b>WD Number</b>
Administrative Support Specialist	01020 – Administrative Assistant	05-2103
Documentation Specialist	01070 – Document Preparation Clerk	05-2103

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be dircounted accordingly.

## **7. Ordering Procedures**

When ordering logistics services ordering offices shall –

### **7.1 Prepare a Request for Quotes:**

**7.1.1** 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.

**7.1.2** 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.

**7.1.3** The request for quotes 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.

**7.1.4** 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.

### **7.2 Transmit the Request for Quote to Contractors:**

**7.2.1** 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).

**7.2.2** The request for quotes should be sent to three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not to exceed the maximum order threshold. For proposed orders exceeding the maximum order threshold, the request for 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.

### **7.3 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.

## **8. Blanket Purchase Agreements**

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.

### **8.1 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.

### **8.2 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 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.

### **8.3 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.

## **9. Small Business**

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.

## **10. Task Records and Documentation**

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.

## **11. Special Provisions for Task Orders**

Agencies may incorporate provisions in their task order that are essential to their requirements (e.g., security clearances, hazardous substances, special handling, key personnel, etc.). These provisions, when required, will be included in individual task orders. Any cost necessary for the contractor to comply with the provision(s) will be included in the task order proposal, unless otherwise prohibited by law. Contractors are strongly encouraged to price all items in the contract, to the maximum extent practicable.

## **12. 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.

### **12.1 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). BPAs 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 Contractors may individually submit a Schedules “Team Solution” to meet the customer’s requirement.
- Customers make a best value selection.

### **13. GSA Advantage!**

*GSA Advantage!* is an online, interactive electronic information and ordering system that provides access to vendors’ schedule prices with ordering information. *GSA Advantage!* will allow the user to perform various searches across all contracts.

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

### **14. Invoices**

The Contractor, upon completion of the work ordered, shall submit invoices for all services performed. The ordering office on individual orders if appropriate may authorize progress payments. 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.

### **15. Payments**

The Government shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for services rendered and accepted in accordance with GSAM 552.232-74, Invoice Payments (SEP 1999).

## **16. Terms and Conditions: Regulations Incorporated By Reference**

- 52.202-1 - DEFINITIONS (JUL 2004)
- 52.203-13 - CONTRACTOR CODE OF BUSINESS ETHICS AND CONDUCT (DEC 2008)
- 52.203-15 - WHISTLEBLOWER PROTECTIONS UNDER THE AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 (MAR 2009)
- 52.203-3 - GRATUITIES (APR 1984)
- 52.203-6 - RESTRICTIONS ON SUBCONTRACTOR SALES TO THE GOVERNMENT (SEP 2006) (ALTERNATE I -- OCT 1995)
- 52.204-11 - AMERICAN RECOVERY AND REINVESTMENT ACT-REPORTING REQUIREMENTS (MAR 2009)
- 52.204-4 - PRINTED OR COPIED DOUBLE-SIDED ON RECYCLED PAPER (AUG 2000)
- 52.204-9 - PERSONAL IDENTITY VERIFICATION OF CONTRACTOR PERSONNEL (SEP 2007)
- 52.212-4 - CONTRACT TERMS AND CONDITION--COMMERCIAL ITEMS (MAR 2009) (ALTERNATE I - OCT 2008) (DEVIATION I - FEB 2007)
- 52.212-5 - CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS -- COMMERCIAL ITEMS (FEB 2010) (ALTERNATE II -DEC 2009)
- 52.215-21 - REQUIREMENTS FOR COST OR PRICING DATA OR INFORMATION OTHER THAN COST OR PRICING DATA--MODIFICATIONS (OCT 1997) (ALTERNATE IV - OCT 1997)
- 52.216-18 - ORDERING (OCT 1995) (DEVIATION II - FEB 2007)
- 52.216-19 - ORDER LIMITATIONS (OCT 1995) (DEVIATION II - FEB 2007)
- 52.216-22 - INDEFINITE QUANTITY (OCT 1995) (DEVIATION I - JAN 1994)
- 52.217-8 - OPTION TO EXTEND SERVICES (NOV 1999)
- 52.219-16 - LIQUIDATED DAMAGES--SUBCONTRACTING PLAN (JAN 1999)
- 52.219-28 - POST-AWARD SMALL BUSINESS PROGRAM REREPRESENTATION (APR 2009)
- 52.219-8 - UTILIZATION OF SMALL BUSINESS CONCERNS (MAY 2004)
- 52.219-9 - SMALL BUSINESS SUBCONTRACTING PLAN (APR 2008) (ALTERNATE II -- OCT 2001) (Deviation for MAS Solicitations and Contracts (Dec 2009)
- 52.222-1 - NOTICE TO THE GOVERNMENT OF LABOR DISPUTES (FEB 1997)
- 52.222-21 - PROHIBITION OF SEGREGATED FACILITIES (FEB 1999)
- 52.222-26 - EQUAL OPPORTUNITY (MAR 2007)
- 52.222-29 - NOTIFICATION OF VISA DENIAL (JUN 2003)
- 52.222-3 - CONVICT LABOR (JUN 2003)
- 52.222-35 - EQUAL OPPORTUNITY FOR SPECIAL DISABLED VETERANS, VETERANS OF THE VIETNAM ERA, AND OTHER ELIGIBLE VETERANS (SEP 2006)
- 52.222-36 - AFFIRMATIVE ACTION FOR WORKERS WITH DISABILITIES (JUN 1998)
- 52.222-37 - EMPLOYMENT REPORTS ON SPECIAL DISABLED VETERANS, VETERANS OF THE VIETNAM ERA, AND OTHER ELIGIBLE VETERANS (SEP 2006)
- 52.222-41 - SERVICE CONTRACT ACT OF 1965 (NOV 2007)
- 52.222-42 - STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES (MAY 1989)
- 52.222-43 - FAIR LABOR STANDARDS ACT AND SERVICE CONTRACT ACT -- PRICE ADJUSTMENT (MULTIPLE YEAR AND OPTION CONTRACTS) (SEP 2009)
- 52.222-49 - SERVICE CONTRACT ACT -- PLACE OF PERFORMANCE UNKNOWN (MAY 1989)
- 52.222-54 - EMPLOYMENT ELIGIBILITY VERIFICATION (JAN 2009)
- 52.223-10 - WASTE REDUCTION PROGRAM (AUG 2000)
- 52.223-5 - POLLUTION PREVENTION AND RIGHT-TO-KNOW INFORMATION (AUG 2003) (ALTERNATE I -- AUG 2003)
- 52.224-1 - PRIVACY ACT NOTIFICATION (APR 1984)
- 52.224-2 - PRIVACY ACT (APR 1984)
- 52.225-13 - RESTRICTIONS ON CERTAIN FOREIGN PURCHASES (JUN 2008)
- 52.227-14 - RIGHTS IN DATA--GENERAL (DEC 2007)
- 52.228-5 - INSURANCE--WORK ON A GOVERNMENT INSTALLATION (JAN 1997)
- 52.229-3 - FEDERAL, STATE, AND LOCAL TAXES (APR 2003) (DEVIATION I - FEB 2007)
- 52.232-17 - INTEREST (JUN 1996) (DEVIATION I - MAY 2003)
- 52.232-33 - PAYMENT BY ELECTRONIC FUNDS TRANSFER -- CENTRAL CONTRACTOR

*REGISTRATION (OCT 2003)*

52.232-34 - PAYMENT BY ELECTRONIC FUNDS TRANSFER--OTHER THAN CENTRAL CONTRACTOR REGISTRATION (MAY 1999) (DEVIATION I - FEB 2007)  
52.232-36 - PAYMENT BY THIRD PARTY (FEB 2010) (DEVIATION I - MAY 2003)  
52.232-37 - MULTIPLE PAYMENT ARRANGEMENTS (MAY 1999)  
52.233-1 - DISPUTES (JUL 2002)  
52.233-3 - PROTEST AFTER AWARD (AUG 1996)  
52.233-4 - APPLICABLE LAW FOR BREACH OF CONTRACT CLAIM (OCT 2004)  
52.237-2 - PROTECTION OF GOVERNMENT BUILDINGS, EQUIPMENT, AND VEGETATION (APR 1984)  
52.237-3 - CONTINUITY OF SERVICES (JAN 1991) (DEVIATION I - MAY 2003)  
52.239-1 - PRIVACY OR SECURITY SAFEGUARDS (AUG 1996)  
52.242-13 - BANKRUPTCY (JUL 1995)  
52.242-15 - STOP-WORK ORDER (AUG 1989)  
52.246-4 - INSPECTION OF SERVICES--FIXED-PRICE (AUG 1996) (DEVIATION I - MAY 2003)  
52.247-34 - F.O.B. DESTINATION (NOV 1991) (DEVIATION I - MAY 2003)  
52.247-64 - PREFERENCE FOR PRIVATELY OWNED U.S.--FLAG COMMERCIAL VESSELS (FEB 2006)  
52.252-2 - CLAUSES INCORPORATED BY REFERENCE (FEB 1998)  
552.203-71 - RESTRICTION ON ADVERTISING (SEP 1999)  
552.211-15 - DEFENSE PRIORITIES AND ALLOCATIONS SYSTEM REQUIREMENTS (SEP 2004)  
552.211-73 - MARKING (FEB 1996)  
552.211-75 - PRESERVATION, PACKAGING, AND PACKING (FEB 1996) (ALTERNATE I - MAY 2003)  
552.211-77 - PACKING LIST (FEB 1996) (ALTERNATE I - MAY 2003)  
552.211-78 - COMMERCIAL DELIVERY SCHEDULE (MULTIPLE AWARD SCHEDULE) (FEB 1996)  
552.212-70 - PREPARATION OF OFFER (MULTIPLE AWARD SCHEDULE) (AUG 1997)  
552.212-71 - CONTRACT TERMS AND CONDITIONS APPLICABLE TO GSA ACQUISITION OF COMMERCIAL ITEMS (JUL 2003)  
552.212-72 - CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS APPLICABLE TO GSA ACQUISITION OF COMMERCIAL ITEMS (SEP 2003)  
552.215-71 - EXAMINATION OF RECORDS BY GSA (MULTIPLE AWARD SCHEDULE) (JUL 2003)  
552.215-72 - PRICE ADJUSTMENT--FAILURE TO PROVIDE ACCURATE INFORMATION (AUG 1997)  
552.216-70 - ECONOMIC PRICE ADJUSTMENT -- FSS MULTIPLE AWARD SCHEDULE CONTRACTS (SEP 1999) (ALTERNATE I - SEP 1999)  
552.216-72 - PLACEMENT OF ORDERS (SEP 1999) (ALTERNATE IV -- FEB 2007)  
552.228-5 - GOVERNMENT AS ADDITIONAL INSURED (MAY 2009)  
552.229-70 - FEDERAL, STATE, AND LOCAL TAXES (APR 1984)  
552.229-71 - FEDERAL EXCISE TAX--DC GOVERNMENT (SEP 1999)  
552.232-23 - ASSIGNMENT OF CLAIMS (SEP 1999)  
552.232-74 - INVOICE PAYMENTS (SEP 1999)  
552.232-79 - PAYMENT BY CREDIT CARD (MAY 2003)  
552.232-8 - DISCOUNTS FOR PROMPT PAYMENT (APR 1989) (DEVIATION FAR 52.232-8) (ALTERNATE I - MAY 2003)  
552.232-81 - PAYMENTS BY NON-FEDERAL ORDERING ACTIVITIES (MAY 2003)  
552.232-83 - CONTRACTOR'S BILLING RESPONSIBILITIES (MAY 2003)  
552.238-71 - SUBMISSION AND DISTRIBUTION OF AUTHORIZED FSS SCHEDULE PRICELISTS (SEP 1999) (DEVIATION I - DEC 2004)  
552.238-72 - IDENTIFICATION OF PRODUCTS THAT HAVE ENVIRONMENTAL ATTRIBUTES (SEP 2003)  
552.238-73 - CANCELLATION (SEP 1999)

552.238-74 - INDUSTRIAL FUNDING FEE AND SALES REPORTING (JUL 2003)  
552.238-75 - PRICE REDUCTIONS (MAY 2004) (ALTERNATE I - MAY 2003)  
552.238-76 - DEFINITION (FEDERAL SUPPLY SCHEDULES) -- RECOVERY PURCHASING (FEB 2007)  
552.238-78 - SCOPE OF CONTRACT (ELIGIBLE ORDERING ACTIVITIES) (MAY 2004) (ALTERNATE I -- FEB 2007)  
552.238-80 - USE OF FEDERAL SUPPLY SCHEDULE CONTRACTS BY CERTAIN ENTITIES -- RECOVERY PURCHASING (FEB 2007)  
552.243-72 - MODIFICATIONS (MULTIPLE AWARD SCHEDULE) (JUL 2000)  
552.246-73 - WARRANTY--MULTIPLE AWARD SCHEDULE (MAR 2000) (ALTERNATE I -- MAY 2003)  
552.252-6 - AUTHORIZED DEVIATIONS IN CLAUSES (SEP 1999) (DEVIATION FAR 52.252-6)  
C-FSS-370 - CONTRACTOR TASKS / SPECIAL REQUIREMENTS (NOV 2003)  
C-FSS-412 - CHARACTERISTICS OF ELECTRIC CURRENT (MAY 2000)  
CI-FSS-056 - FEDERAL ACQUISITION REGULATION (FAR) PART 51 DEVIATION AUTHORITY (FEDERAL SUPPLY SCHEDULES) (JAN 2010)  
CI-FSS-151 - ADDITIONAL EVALUATION FACTORS FOR AWARD (MAR 2008)  
D-FSS-471 - MARKING AND DOCUMENTATION REQUIREMENTS PER SHIPMENT (APR 1984)  
D-FSS-477 - TRANSSHIPMENTS (APR 1984)  
F-FSS-202-F - DELIVERY PRICES (APR 1984)  
G-FSS-900-C - CONTACT FOR CONTRACT ADMINISTRATION (JUL 2003)  
I-FSS-106 - GUARANTEED MINIMUM (JUL 2003)  
I-FSS-108 - CLAUSES FOR OVERSEAS COVERAGE (MAY 2000)  
I-FSS-109 - ENGLISH LANGUAGE AND U.S. DOLLAR REQUIREMENTS (MAR 1998)  
I-FSS-140-B - URGENT REQUIREMENTS (JAN 1994)  
I-FSS-163 - OPTION TO EXTEND THE TERM OF THE CONTRACT (EVERGREEN) (APR 2000)  
I-FSS-314 - FOREIGN TAXES AND DUTIES (DEC 1990)  
I-FSS-40 - CONTRACTOR TEAM ARRANGEMENTS (JUL 2003)  
I-FSS-50 - PERFORMANCE REPORTING REQUIREMENTS (FEB 1995)  
I-FSS-594 - PARTS AND SERVICE (OCT 1988)  
I-FSS-597 - GSA ADVANTAGE! (SEP 2000)  
I-FSS-599 - ELECTRONIC COMMERCE--FACNET (SEP 2006)  
I-FSS-60 - PERFORMANCE INCENTIVES (APR 2000)  
I-FSS-600 - CONTRACT PRICE LISTS (JUL 2004)  
I-FSS-639 - CONTRACT SALES CRITERIA (MAR 2002)  
I-FSS-644 - DEALERS AND SUPPLIERS (OCT 1988)  
I-FSS-646 - BLANKET PURCHASE AGREEMENTS (MAY 2000)  
I-FSS-680 - DISSEMINATION OF INFORMATION BY CONTRACTOR (APR 1984)  
I-FSS-965 - INTERPRETATION OF CONTRACT REQUIREMENTS (APR 1984)  
I-FSS-969 - ECONOMIC PRICE ADJUSTMENT-FSS MULTIPLE AWARD SCHEDULE (JAN 2002)