



ICF Consulting Services, LLC Professional Engineering Services (PES)

U.S. General Services Administration
Federal Supply Service
Authorized Federal Supply Schedule Price

ICF Consulting Services, LLC

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Fairfax, VA 22031-1207

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Contract-Vehicles/](http://www.icfi.com/Services/Contract-Vehicles/)

Contract No.:

GS-23F-0016P

Contract Period:

October 17, 2008 to

October 16, 2013

Special Item Numbers:

871-1/871-1RC: Strategic Planning
for Technology
Programs/Activities

871-2/871-2RC: Concept
Development and
Requirements Analysis

871-3/871-3RC: System Design,
Engineering and Integration

871-4/871-1RC: Test and
Evaluation

871-5/871-5RC: Integrated
Logistics Support

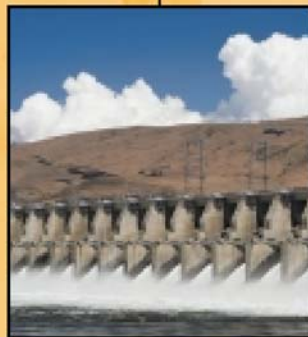
871-6/871-6RC: Acquisition and
Life Cycle Management

Disciplines:

Civil, Mechanical, and Electrical

Business Size:

Large Business



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 is: GSAAdvantage.gov. For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.


 Customer Information
1a. Awarded Special Item Numbers (SINs):

871-1/871-1RC: Strategic Planning for Technology Programs/Activities

871-2/871-2RC: Concept Development and Requirements Analysis

871-3/871-3RC: System Design, Engineering and Integration

871-4/871-4RC: Test and Evaluation

871-5/871-5RC: Integrated Logistics Support

871-6/871-6RC: Acquisition and Life Cycle Management

Disciplines: Civil, Mechanical, and Electrical

1b. Pricelist: Included

1c. Labor Category Descriptions: Included

2. Maximum Order: \$750,000. For orders in excess of \$750,000, which may be placed, please contact ICF Consulting for additional information

3. Minimum Order: \$100

4. Geographic Coverage: Worldwide

5. Points of Production: 15 U.S. offices (California, District of Columbia, Massachusetts, New York, Pennsylvania, Rhode Island, Texas, and Virginia) and 4 international offices (London, Moscow, Rio de Janeiro, and Toronto)

6. Prices Shown in Catalogue: Net prices

7. Quantity Discounts: None

8. Prompt Payment Terms: 0%, net 30 days

9. Government Commercial Credit Card: Yes, under the \$2,500 dollar micropurchase threshold

10. Foreign Items: None

11a. Time of Delivery: Specified in task order

11b. Expedited Delivery: None

11c. Overnight and 2-day Delivery: None

11d. Urgent Requirements: Contact ICF Consulting to expedite urgent requirements

12. F.O.B. Points: Destination

13a. Ordering Address:

ICF Consulting Services, LLC
9300 Lee Highway
Fairfax, VA 22031-1207

Faith Welling, Manager, Proposal Management
1-703-934-3000
1-703-934-3740 FAX
icfgsacontracts@icfi.com

13b. Ordering Procedures: For services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules)

14. Payment Addresses:

Payment via check/U.S. mail
ICF Consulting Services, LLC
P.O. Box 7777 – W510501
Philadelphia, PA 19175-0501

Payment via wire transfer
ICF Consulting Services, LLC
Account Number: 6203219502
Citizens Bank
ABA Number: 036076150

15. Warranty Provision: Contractor's standard commercial warranty

16-24a. Not applicable

24b. Section 508: The EIT standards can be found at: www.Section508.gov

25. Data Universal Number System (DUNS)

Number: 06-524-6527
Cage Code Number: 3AV32

26. Central Contractor Registration: ICF Consulting Services, LLC, is registered in the CCR Database

27. This schedule and these prices are not to be utilized for A&E Services as defined by FAR Part 36 as it relates to real property.

Accessing ICF Consulting

The following organizations may place orders with ICF Consulting's Professional Engineering Services (PES) contract through this U.S. General Services Administration (GSA) Federal Supply Schedule (FSS):

- Executive agencies
- Other Federal Agencies
- Mixed-ownership Government corporations
- The District of Columbia
- Government Contractors authorized in writing by a Federal agency pursuant to 48 CFR 51.1
- Other activities and organizations authorized by statute or regulation to use GSA as a source of supply

Other ICF Consulting Schedules

- Environmental Services #GS-10F-0124J
- General Purpose Commercial Information Technology (IT) Equipment Services #GS-35F-4121D
- Logistics Worldwide (LOGWORLD) #GS-10F-0578N
- Management, Organizational, and Business Improvement Services (MOBIS) #GS-23F-8182H
- Advertising and Integrated Marketing Solutions (AIMS) #GS-23F-0115K

To Place an Order

To obtain GSA professional engineering services and products, agencies may work directly with approved GSA PES contractors such as ICF Consulting. For orders under \$2,500, agencies can simply place an order with their contractor of choice. The following procedure is used to place orders above \$2,500:

Step 1: Customer prepares Statement of Work describing work to be accomplished

Step 2: Customer conducts a "best value" review of at least three GSA vendors

Step 3: Customer selects awardee

Step 4: Awardee undertakes work and invoices customer directly

ICF Consulting Overview

ICF Consulting Services, LLC, hereafter referred to as ICF Consulting, is a wholly owned subsidiary of ICF Consulting Group, Inc., and the legal entity through which ICF Consulting Services, LLC, conducts business.

ICF Consulting is a leading management, technology, and policy consulting firm. We draw on extensive industry knowledge, distinguished professionals, and innovative analytics to develop solutions to complex energy, environment, emergency management, community development, and transportation issues. The firm successfully implements strategies and analyses in these areas through our expertise in information technology, organizational improvement, and communications. ICF Consulting's assistance to government clients (Federal, state, and local agencies, and national laboratories) covers the full spectrum of skill sets needed to develop successful programs.

ICF Consulting

- ▶ Over 3,000 employees
- ▶ Founded in 1969
- ▶ Engaged by nearly 30 Federal agencies
- ▶ 31 offices worldwide
- ▶ Headquartered in Washington, DC, area

The ICF Consulting Advantage

- We have a strong understanding of how government organizations work—their applicable regulations, their operating cultures, and their processes and systems.
- We have a unique combination of experience and expertise in management consulting, training, and organizational change and in technical capabilities, which ensures that our solutions make sense “on the ground” where business gets done.
- We develop solutions to conform to each agency's mission and strategic objectives, not as stand-alone activities, so our solutions “stick” and result in performance improvements.
- We have long-term client relationships that testify to the quality of service that we provide. We help

clients design programs and guide them through their evolution.

Business Areas

Community Building: ICF Consulting provides strategic advice and support for community-based programs. Our technical expertise covers affordable housing, community development, economic development, health care, and labor issues. Services include the following:

- Cost-effective program design and management
- Training on community issues
- Guidance materials
- Program and policy evaluation
- Web-based tools and learning systems
- Conference and meeting planning
- Regional competitiveness strategies

Emergency Management and Homeland Security:

ICF Consulting provides customized solutions to prevent, prepare for, respond to, recover from, and mitigate against natural and technological catastrophic events and terrorist attacks. A diverse staff of public policy experts, firefighters, search and rescuers, military officers, scientists, and planners help emergency managers leverage available resources to address the challenges of homeland security and other emergencies. Services include the following:

- Emergency operations center support
- Energy security
- Exercise design and evaluation
- Logistics
- Organizational capability assessments
- Transportation security
- Urban hazard mitigation

Energy: ICF Consulting specializes in electric, natural gas, petroleum, emissions, and alternative energy markets. We help design and implement public-private partnerships in the areas of energy efficiency, water efficiency, and pollution prevention. Services include the following:

- Air regulatory issues
- Alternative and distributed energy resource assessment
- Climate change issues

- Energy market modeling and price forecasting
- Energy policy analysis
- Energy security analysis
- Energy-environmental analysis
- Regulatory analysis
- Renewable energy
- Transmission issues

Environment: ICF Consulting addresses air and water quality, global climate change, cleaner production/waste minimization, remediation, environmental impact assessment, and health and safety issues. Services include the following:

- Atmospheric modeling
- Auditing
- Chemical fingerprinting
- Economic and financial analysis
- Geotechnical engineering and failure analysis
- Life-cycle cost analysis
- Public policy design, analysis, and implementation
- Toxicology and risk assessment

Transportation: ICF Consulting addresses issues at the nexus of transport, energy, economic development, and the environment. Services include the following:

- Environmental assessment and impact mitigation
- Land use and transportation systems
- Planning and project analysis
- Policy and economic analysis
- Transportation demand management and commuter choice

Services

Change Management: ICF Consulting supports organizational improvement and transition, recognizing that a client's culture, processes, and infrastructure must work together to support the organization's mission. Services include the following:

- Business process improvement
- Leadership development
- Organizational evaluation and diagnosis
- Performance measurement
- Strategic human resources management
- Strategic planning and visioning
- Transition planning

Information Technology: ICF Consulting's IT applications enhance organizational performance and optimize IT investment. CIO support services include

strategic planning, performance management, business process improvement, program management office support, and portfolio and capital acquisition management. Services include the following:

- Collaborative portals
- Content management
- Data warehousing
- E-government
- E-grants
- Geospatial information systems
- Knowledge management
- Spatial analysis
- Web application development

Management Consulting: ICF Consulting provides management services ranging from developing sound strategies to aligning the organization with its objectives. We use proprietary methodologies, tools, and rigorous analysis—both quantitative and qualitative. ICF supports programs through goal setting, cost-benefit analyses, program evaluation, and cost, schedule, and performance management. Services include the following:

- Customer relationship management
- Knowledge management
- Market and technology strategy
- Portfolio management
- Risk assessment

Strategic Communications: ICF Consulting delivers a full spectrum of marketing, media, and public information services, from conceptualization through execution. Our strategic outlook encompasses highly complex technical, legal, and social issues inherent to government outreach. Services include the following:

- Communications tool development such as media announcements, videos, brochures, logos, Web sites, press kits, and posters and displays
- Market research
- Special events management
- Tailor-made strategies

Training and Education: ICF Consulting tailors training to meet client goals and preferred learning styles. Performance-driven learning approaches and resources include the following:

- Access to top-tier universities
- Curriculum and content development
- Evaluation using instructor-led, e-learning, and blended educational approaches
- Needs assessment

Engineering Life Cycle

ICF Consulting helps agencies manage all professional engineering services throughout the systems lifecycle. We provide systems engineering and management support for a variety of technology programs. Our systems engineering support covers all program and acquisition phases, from research and development through preliminary design, detailed design, production, and deployment.

Strategic Planning for Technology Programs/Activities (SIN 871-1)

ICF Consulting is an industry leader in providing program development and management services. Since the 1980s, we have helped manage Federal programs across a range of topics and agencies. We work with our clients to determine the appropriate technology, and put it all together in an integrated solution. Our multidiscipline team of experts in engineering, analysis, management, policy, law, finance, science, and communications provides the full spectrum of services to develop successful technology programs and activities.

Services required under this SIN involve the definition and interpretation of high-level organizational engineering performance requirements such as projects, systems, missions, etc., and the objectives and approaches to their achievement.

ICF Consulting provides the following typically associated tasks:

- Program mission, goals, objectives, and requirements analysis
- Organizational performance assessments
- Special studies and analysis
- Training
- Privatization and outsourcing

Concept Development and Requirements Analysis (SIN 871-2)

While this project phase may seem on paper to lengthen the process, it actually has the reverse effect. ICF Consulting helps clients deliver projects on time, on budget, and with exemplary client satisfaction through planning that includes a high-degree of up-front concept development and analysis. Our technical and project management staff focus on careful and complete analysis of all requirements. Services required under this SIN involve abstract or concept studies and analysis, requirements definition,

preliminary planning, the evaluation of alternative technical approaches and associated costs for the development or enhancement of high level general performance specifications of a system, project, mission or activity.

ICF Consulting provides the following typically associated tasks:

- Requirements analysis
- Cost/cost-performance trade-off analysis
- Feasibility analysis
- Regulatory compliance support
- Technology conceptual designs
- Training
- Privatization and outsourcing

System Design, Engineering and Integration (SIN 871-3)

ICF Consulting provides our clients the optimum solutions to a variety of systems engineering and integration challenges. We ensure the high-quality design and implementation of every system to meet program and technology objectives and requirements.

Services required under this SIN involve the translation of a system (or subsystem, program, project, activity) concept into a preliminary and detailed design (engineering plans and specifications), performing risk identification/analysis/mitigation, traceability, and then integrating the various components to produce a working prototype or model of the system.

ICF Consulting provides the following typically associated tasks:

- Computer-aided design
- Design studies and analysis
- High-level detailed specification preparation
- Configuration management and document control
- Fabrication, assembly and simulation, modeling,
- Training
- Privatization and outsourcing

Test and Evaluation (SIN 871-4)

ICF Consulting provides testing and evaluation in a project team environment, working with the customer to define the specific test requirements, development

of test plans, and definition of the specific data collection and reporting requirements. Our staff discern and troubleshoot systems deficiencies.

Services required under this SIN involve the application of various techniques demonstrating that a prototype system (subsystem, program, project or activity) performs in accordance with the objectives outlined in the original design.

ICF Consulting provides the following typically associated tasks:

- Testing of a prototype and first article(s) testing
- Environmental testing
- Independent verification and validation
- Reverse engineering
- Simulation and modeling (to test the feasibility of a concept)
- System safety
- Quality assurance
- Physical testing of the product or system
- Training
- Privatization and outsourcing

Integrated Logistics Support (SIN 871-5)

ICF Consulting's logistics specialist and analysts draft and recommend technical logistics requirements for the life cycle of a program or technology. We conduct risk assessments, develop checklists and schedules, and track performance associated with the change management process. We have specialists in acquisition logistics such as analysis of support concepts for developmental systems, analysis of logistics capabilities vis-à-vis supporting new technologies, as well as root cause analysis of logistics systems failures.

Services required under this SIN involves the analysis, planning and detailed design of all engineering specific logistics support including material goods, personnel, and operational maintenance and repair of systems throughout their life cycles.

ICF Consulting provides the following typically associated tasks:

- Ergonomic/human performance analysis
- Feasibility analysis
- Logistics planning
- Requirements determination
- Policy standards/procedures development
- Long-term reliability and maintainability
- Training
- Privatization and outsourcing

Acquisition and Life Cycle Management (SIN 871-6)

ICF Consulting provides logistics expertise in the pre-production or design phase of systems to ensure that the system can be supported through its life cycle and that the infrastructure elements necessary for operational support are identified and acquired. These services continue through the life cycle of the system or product and include guidance, assistance, and/or operational support.

Services required under this SIN involve all of the planning, budgetary, contract and systems/program management execution functions required to procure and/or produce, render operational and provide life cycle support (maintenance, repair, supplies, engineering specific logistics) to technology-based systems, activities, subsystems, projects, etc.

ICF Consulting provides the following typically associated tasks:

- Operation and maintenance
- Program/project management (including, but not limited to, construction management) technology transfer/insertion
- Training
- Privatization and outsourcing

Primary Engineering Disciplines

Below is a list of primary engineering disciplines with a partial list of sub-disciplines or specialties contemplated under ICF Consulting's PES schedule. For specialties asterisked (*) below, see the paragraph entitled "Services Not Included," for limitations on the extent to which the specialty is included.

Civil Engineering

The civil engineering discipline includes planning, evaluation, operations, production, furnishing, construction, alteration, repair, processing or assembling of vessels, aircraft, or other kinds of personal property, including heating, ventilation and air-conditioning for such vessels and/or aircraft. Specialties within the scope of this work include the following partial listing:

- Geotechnical
- Surveying*
- Construction Management*

*If the agency determines the work is substantially or to a dominant extent architectural or engineering services as defined by the Brooks Architect-Engineers Act, FAR 36 procedures must be used. Conversely, if the agency determines that a construction contractor should perform the services, this schedule may be used to procure construction management services under SIN 871-6.

Electrical Engineering

The electrical engineering discipline includes planning, design, development, evaluation, and operation of electrical principles, models, and processes. This includes the design, fabrication, measurement and operation of electrical devices, equipment and systems (e.g., signal processing; telecommunication; sensors, microwave, and image processing; micro-fabrication; energy systems and control; micro- and nano-electronics; plasma processing; laser and photonics; satellites, missiles and guidance systems, space vehicles, fiber optics, robotics, etc.). Specialties within the scope of this work include the following partial listing:

- Aerospace and Electronic Systems
- Antennas and Propagation
- Broadcast Technology

- Circuits and Systems
- Communications
- Components Packaging, and Manufacturing Technology
- Computer*
- Consumer Electronics
- Control Systems
- Dielectrics and Electrical Insulation
- Education
- Electromagnetic Compatibility
- Engineering Management
- Industrial Electronics
- Industry Applications
- Information Theory
- Instrumentation and Measurement
- Intelligent Transportation Systems
- Lasers & Electro-Optics
- Magnetism
- Microwave Theory and Techniques
- Neural Networks Council
- Nuclear and Plasma Sciences
- Oceanic Engineering
- Power Electronics
- Professional Communication
- Reliability
- Remote Sensing
- Robotics & Automation
- Signal Processing on Social Implications of Technology
- Solid-State Circuits
- Systems, Man, and Cybernetics
- Ultrasonics, Ferroelectrics, and Frequency Control
- Vehicular Technology

Mechanical Engineering

The mechanical engineering discipline includes planning, development, evaluation and control of systems and components involving the production and transfer of energy and with the conversion of one form of energy to another. This includes planning and evaluation of power plants, analysis of the economical combustion of fuels, conversion of heat energy into mechanical energy, use of mechanical energy to

perform useful work, analysis of structures and motion in mechanical systems, and conversion of raw materials into a final product, etc. (e.g., thermodynamics, mechanics, fluid mechanics, jets, rocket engines, internal combustion engines, steam and gas turbines, continuum mechanics, dynamic systems, dynamics fluid mechanics, heat transfer, manufacturing, materials, solid mechanics, reactors, etc.). Specialties within the scope of this work include the following partial listing:

- Advanced Energy Systems
- Aerospace Engineering
- Applied Mechanics
- ASME K16-Heat Transfer
- Bioengineering
- Design/Specification-associated personal property
- Dynamic Systems and Control
- Electrical and Electronic Packaging
- Fluids Engineering
- Fluids Power Systems and Technology Systems
- Fuels and Combustion Technologies
- Internal Combustion Engine
- Heat Transfer
- International Gas Turbine
- Management
- Manufacturing Engineering*
- Materials
- Materials Handling Engineering*
- Microchannel flow and heat transfer
- Noise Control and Acoustics
- Non-Destructive Evaluation Engineering
- Nuclear Engineering
- Ocean Engineering
- Offshore Mechanics and Arctic Engineering
- Power
- Pressure Vessels and Piping
- Process Industries
- Rail Transportation
- Safety Engineering and Risk Analysis
- Solar Energy
- Technology and Society
- Textile Engineering
- Tribology

*Services Not Included

The following services are not being solicited:

1. Construction as that term is defined in FAR 2.101. Construction Services in accordance with FAR Part 36, except for Construction Management Services. If the agency determines that the work is substantially or to a dominant extent architectural or engineering services, then FAR Part 36 Brooks Act procedures must be used.
2. Architect-Engineering Services related to real property, as that term is defined in FAR 36.601-3.
3. Production/Manufacturing
4. Computer Engineering and Information Technology. Agencies interested in procuring computer/software engineering and information technology services may use ICF Consulting's General Purpose Commercial Information Technology (IT) Equipment Services schedule, #GS-35F-4121D.
5. Environmental Advisory Services as listed below are not being solicited:
 - Environmental Planning Services & Documentation (i.e., environmental impact statements; endangered species, wetlands, watersheds and other natural resource management plans, studies and consultations; archeological, historic and other cultural resources management plans, studies, and consultations; economic, technical, and risk analyses in support of environmental needs)
 - Environmental compliance services (i.e., environmental compliance audits; compliance management planning; pollution prevention surveys;
 - Environmental/occupational training services specific to environmental planning and environmental compliance as discussed above (i.e., conventional course development and presentation; customized courses to meet specific needs; computer-based interactive course development)
 - Waste management services (i.e., data collection, data development, analyses of comments, regulatory and economic analyses, feasibility analyses, hazard assessments, exposure assessments, and risk analyses. Examples include, but are not limited to development of waste characterization studies and recommendations for management strategy including identification of recycling options. Assessments might include studies relating to collection and transfer of waste, source reduction, and evaluation of energy/fuel options. Services could include data collection, data development, analyses of

- comments, regulatory and economic analyses, feasibility analyses, hazard assessments, exposure assessments and risk analyses.
 - Hazardous materials management advisory services (i.e., furnishing of Material Safety Data Sheets (MSDS) by compact disc, on-line via Internet, mail or facsimile (fax); reporting and compliance software, hazardous materials tracking software and other related software/services.
 - Telephone advisory services (i.e., telephone assistance with hazardous material spills, poisons, MSDS, and other related services).
 - Agencies interested in procuring environmental services may use ICF Consulting's Environmental Services schedule, #GS-10F-0124J.
6. Foundations and Landscaping Engineering.
7. Heating, Ventilation and Air-Conditioning (HVAC) services, which meet the FAR 2.101 definition of Construction or FAR 36.601-3 definition of Architect- Engineering services and are related to buildings, structures, or other real property. Please note that HVAC related to the manufacture, production, furnishing, construction, alteration, repair, processing or assembling of vessels, aircraft, or other kinds of personal property IS included within the scope of PES.
8. Research and Development as set forth in FAR Part 35.
9. Surveying as it relates to real property is not included under this schedule.
10. Products/materials already solicited under other FSS Schedule contracts (e.g., information technology, paper, chemicals, pharmaceuticals, laboratory instruments, etc.). To view the ICF Consulting's GSA catalogs, visit www.icfconsulting.com/GSA.

Pricing Information (Hourly Rates)

The following pricelist reflects GSA's IFF rate reduction effective on January 1, 2004.

Labor Categories	CY 2009	CY 2010	CY 2011	CY 2012	CY 2013
Supervisor/Senior Vice President					
<i>ICF Site</i>	272.32	280.49	288.91	297.57	306.50
<i>Off Site</i>	189.60	195.29	201.15	207.18	213.40
Principal Engineer/Scientist					
<i>ICF Site</i>	218.99	225.56	232.32	239.29	246.47
<i>Off Site</i>	152.47	157.05	161.76	166.61	171.61
Program Manager – Engineer/Scientist					
<i>ICF Site</i>	157.44	162.16	167.02	172.03	177.20
<i>Off Site</i>	109.61	112.90	116.29	119.78	123.37
Engineer/Scientist – Level II					
<i>ICF Site</i>	130.59	134.51	138.55	142.70	146.98
<i>Off Site</i>	90.93	93.66	96.47	99.36	102.34
Engineer/Scientist – Level I					
<i>ICF Site</i>	99.66	102.65	105.73	108.90	112.17
<i>Off Site</i>	69.39	71.47	73.62	75.83	78.10
Research Analyst					
<i>ICF Site</i>	68.91	70.97	73.10	75.30	77.56
<i>Off Site</i>	47.98	49.42	50.90	52.43	54.00
Technician					
<i>ICF Site</i>	62.78	64.66	66.60	68.60	70.66
<i>Off Site</i>	43.71	45.02	46.38	47.77	49.20
Program Administrator					
<i>ICF Site</i>	91.31	94.05	96.87	99.78	102.77
<i>Off Site</i>	63.57	65.48	67.44	69.47	71.55
Information Specialist					
<i>ICF Site</i>	115.58	119.04	122.61	126.29	130.08
<i>Off Site</i>	72.19	74.36	76.59	78.89	81.25
Graphics Specialist					
<i>ICF Site</i>	112.50	115.87	119.35	122.93	126.62
<i>Off Site</i>	66.57	68.57	70.62	72.74	74.92
Administrative Assistant					
<i>ICF Site</i>	65.55	67.52	69.54	71.63	73.78
<i>Off Site</i>	47.10	48.51	49.97	51.47	53.01



Labor Category Descriptions

General Conditions

All personnel provided for a service category will meet or exceed the specified qualifications. Regarding the qualifications for personnel in each service category, a year of college education is the equivalent of a year of relevant work experience. Off-site/field rates are applicable to dedicated telecommuters or contractor personnel physically officed at client site.

Supervisor/Senior Vice President

General Experience: Minimum 10 years of progressive Engineering or Scientific experience, including at least three projects in technical areas, including those in the SOW.

Specialized Experience: Minimum of 5 years of supervision of substantial Engineering or Scientific projects or services in specialized technical leadership. Three years experience required in engineering services, including people of various job categories and skills. Individual has a history of successful major project leadership and customer satisfaction.

Functional Responsibility: Ensures problem resolution and customer satisfaction for large, complex delivery orders. Provides supervisory, technical, and administrative direction for personnel performing task order. Defines new-hire requirements, corporate staff needs and development, and initiates complex intersectional projects.

Minimum Education: Master's Degree

Principal Engineer/Scientist

General Experience: Minimum of 10 years of progressive Engineering or Scientific experience in specialized technical leadership positions, including technical areas included in the SOW.

Specialized Experience: Minimum of 5 years in specialized technical leadership positions performing and guiding substantial Engineering or Scientific projects. A recognized authority in a technical field, capable of independent work, establishing new methodologies and project strategy development. This experience has been in major Engineering or Scientific developments involving new methodologies or standards.

Functional Responsibility: Ensures problem resolution and customer satisfaction resolving unique and difficult methodologies; provides technical direction for personnel performing task order.

Minimum Education: Master's Degree

Program Manager – Engineer/ Scientist

General Experience: Minimum of 7 years of progressive Engineering or Scientific experience including at least three projects in technical areas included in the SOW.

Specialized Experience: Minimum of 4 years of supervision of substantial tasks of Engineering or Scientific projects related to the individual's subject matter expertise. A proven track record of successful leadership.

Functional Responsibility: Serves as senior supervisor in relevant project areas. Produces/reviews substantive and/or complex technical documentation reflecting detailed knowledge of technical areas in the SOW. Subjects shall include but not be limited to design, architecture, feasibility studies, and system specifications. Interfaces with Government management personnel. Provides written and oral reports to Contractor management and Government representatives, including the Government COR.

Minimum Education: Master's Degree

Engineer/Scientist – Level II

General Experience: More than 5 years of progressive Engineering or Scientific program experience in the work described in the proposed SOWs.

Functional Responsibility: Works without supervision to develop requirements of a work product from inception to conclusion, and been placed in a task leadership role at least once. Develops required work products for simple to complex problems.

Minimum Education: Bachelor's Degree

Engineer/Scientist – Level I

General Experience: Up to 5 years of progressive Engineering or Scientific program experience in the work described in the proposed SINs.

Functional Responsibility: Works without supervision to develop requirements of a work product from inception to conclusion. Develops required work products for simple to moderately complex problems.

Minimum Education: Bachelor's Degree

Research Analyst

General Experience: Up to 2 years of Engineering, Scientific, or specialty program experience in work described in the proposed SINs. Should have academic knowledge or recent college degree related to technical areas described in the SINs.

Functional Responsibility: Works under general supervision to develop requirements of a work product from inception to conclusion. Develops required work products for simple to moderately complex tasks.

Minimum Education: Bachelor's Degree

Technician

General Experience: Five years of progressive Engineering and Scientific experience including at least five projects in technical areas included in the SOW.

Functional Responsibility: Responsible for setting up test equipment, fabricating and assembling prototypes, and carrying out testing under the general supervision of engineering manager on projects. Prepares and makes briefings and presentations.

Minimum Education: Associate's Degree or Formal Accreditation

Program Administrator

General Experience: Two years of experience performing general office administration functions or

managing the cost control data associated with project administration.

Functional Responsibility: Works with supervision, developing a work product that details costs to control measures for a project, (i.e., EVMS).

Minimum Education: Associate's Degree

Information Specialist

General Experience: Minimum of 2 years of experience in conducting research using technical and scientific journals.

Functional Responsibility: Works without supervision, developing a work product that assimilates information from all forms of electronic and paper mediums.

Minimum Education: Associate's Degree

Graphics Specialist

General Experience: Minimum of 2 years of experience in graphics slide development or document production.

Functional Responsibility: Works under general supervision, developing the requirements of a work product from inception to conclusion.

Minimum Education: Bachelor's Degree

Administrative Assistant

General Experience: Minimum of 4 years of experience in a variety of office-related duties, including typing, filing, copying, delivery, mailing, etc.

Functional Responsibility: Performs a variety of office-related duties, including typing, filing, copying, delivery, mailing, etc.

Minimum Education: High School Diploma

BPA NUMBER _____

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

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

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

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

(2) Delivery:

DESTINATION	* DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

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

(4) This BPA does not obligate any funds.

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

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

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

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

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

- (a) Name of Contractor
- (b) Contract Number
- (c) BPA Number
- (d) Model Number or National Stock Number (NSN)
- (e) Purchase Order Number
- (f) Date of Purchase
- (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information)
- (h) Date of Shipment

(9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

(10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.