

WORLDWIDE FEDERAL SUPPLY SCHEDULE
MTC CORPORATE CONTRACT CATALOG



Contract No. GS-00F-0037L

Authorized

Information Technology Professional Services
Financial and Business Solutions Services
Management, Organizational and Business Improvement Services
Professional Security/Facilities Management Services

Schedule Price List

Prices Shown Herein are Net (discount deducted)



***MTC* Technologies**

"Linking Imagination and Innovation"®

4032 Linden Avenue ● Dayton, OH 45432

Phone (937) 252-9199 ● Fax (937) 258-3863 ● <http://www.mtctechnologies.com>

General Services Administration Federal Supply Service

MTC Corporate Contract Catalog Supplement Index

Supplement No.	GSA Contract/ Mod/Amend No.	Effective Date	Description
001	PA01	23 May 02	Revised the scope and changes the name of SIN C R710 (Financial Management Services) to Financial and Business Solutions Services.
002	FX-02	19 Jan 03	Revised the scope of the Corporate Contract to include Cooperative Purchasing under the IT Professional Services Special Item Numbers (SIN).
003	FX-03	16 Jul 03	Reduced the IFF to 0.75% effective 1 Jan 04. Also, revised the IFF and Sales Reporting Clause.
004	CC01A	12 Apr 04	SIN S211 is cancelled.
004	PA02	15 Jul 04	Incorporates MTC's Name Change Agreement. Now recognized as MTC Technologies, Inc. (MTC)
004	PS03	26 Aug 04	Addition of new labor categories and rates for Subject Matter Expert skills to IT and Financial SINs D301, D302, D306, D307, D308, D311, D316, D317, D399 and R710.
004	PS04	28 Sep 04	Adds new labor categories and rates for Subject Matter Expert skills to MOBIS SIN R499.
005	PS05	TBD	Option I - Period of performance extended to 28 Feb 2010.

General Services Administration
Federal Supply Service
Authorized Federal Supply Schedule Price List

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: <http://www.fss.gsa.gov>.

Title: MTC Worldwide FSS Corporate Contract

FSC Group(s):	D301	D308	D399
	D302	D311	R710
	D306	D316	R499
	D307	D317	

Contract Number: GS-00F-0037L

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://www.fss.gsa.gov>.

Contract Period: 1 March 2005 – 28 February 2010

Contractor: MTC Technologies, Inc.
4032 Linden Avenue
Dayton, Ohio 45432-3015
Ph: (937) 252-9199
Fax: (937) 258-2351

Business Size: Large

Original Catalog:	1 November 2001
Revision 1:	1 January 2004
Revision 2:	15 September 2004
Revision 3:	1 October 2004
Option I Catalog:	1 March 2005

PREFACE

This MTC Worldwide Federal Supply Services Corporate Contract, GSA Contract Number GS-00F-0037L replaces the following MTC FSS GSA contracts:

GS-35F-5402H: Information Technology Professional Services

GS-23F-0044K: Financial and Business Solutions Services

GS-23F-9772H: Management, Organizational and Business Improvement Services

**GS-07F-0179K: Professional Security/Facility Management Services
(SIN S211 deleted from corporate contract by Modification CC01A dated 12 Apr 04)**

Contract SIN Map For MTC Corporate Contract GS-00F-0037L

Previous Contract Number	Previous SIN Number	Category of Items	New SIN Number	New Description
GS-35F-5402H	132-51	Information Technology Professional Services	C D301	IT Facility Operations and Maintenance Services
			C D302	IT Systems Development Services
			C D306	IT Systems Analysis Services
			C D307	IT System Design and Integration Services
			C D308	Programming Services
			C D311	IT Data Conversion Services
			C D316	Telecommunications Network Management Services
			C D317	Automated news Services, Data Services, or Other Information Services (buying data, the electronic equivalent of books, periodicals, newspapers, etc.)
			C D399	Other IT and Telecommunications Services (includes data storage on tapes, compact discs, etc.)
GS-23F-0044K	872-2(A)	Accounting Services	C R710	Financial Services (excluding credit card services)
	872-2(B)	Budgeting Services		
	872-2(C)	Financial Management Services		
	872-2(D)	Financial Reporting & Analysis Services		
	872-2(E)	Financial Planning & Performance Measurement Services		
	872-2(F)	Asset Management Services		
	872-2(G)	Other Financial Management Services		
	872-2(I)	Outsourcing for Recurring Commercial Activities Services		

Previous Contract Number	Previous SIN Number	Category of Items	New SIN Number	New Description
GS-23F-9772H	874-1	MOBIS Consulting Services	C R499	Other Professional Services
	874-2	MOBIS Facilitation Services		
	874-3	MOBIS Survey Services		
	874-4	MOBIS Training Services		
	874-5	MOBIS Support Products		
	874-6	MOBIS Privatization Support Services & Documentation		
	874-7	MOBIS Program Integration & Project Management Services		
	874-8	MOBIS Alternative Dispute Resolution (ADR) Services		
GS-07F-0179K	246-52	Professional Security Facilities Management Services	C S211 Deleted by Mod CC01A	Surveillance Services

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1.0 CUSTOMER INFORMATION

A. INFORMATION TECHNOLOGY PROFESSIONAL SERVICES

1. Table of Awarded Special Item Numbers:

SIN C D301 IT Facility Operation and Maintenance
SIN C D302 IT Systems Development Services
SIN C D306 IT Systems Analysis Services
SIN C D307 IT Systems Design and Integration Services
SIN C D308 IT Programming Services
SIN C D311 IT Data Conversion Services
SIN C D316 Telecommunications Network Management Services
SIN C D317 Automated News Services, Data Services, or Other Information Services
SIN C D399 Other IT and Telecommunication Services

2. **Maximum Order:** \$500,000.00
3. **Minimum Order:** \$1,000.00
4. **Geographic Coverage:** Worldwide
5. **Point(s) of Production:** To be negotiated
6. **Discount from List Prices or Statement of Net Price:** To be negotiated
7. **Quantity Discounts:** None
8. **Prompt Payment Terms:** Net 30 days
- 9a. **Government Purchase Cards are accepted below the Micropurchase Threshold**
- 9b. **Government Purchase Cards are accepted above the Micropurchase Threshold**
10. **Foreign Items:** None
- 11a. **Time of Delivery:** To be negotiated
- 11b. **Expedited Delivery:** To be negotiated
- 11c. **Overnight and 2-Day Delivery:** Available (Rates available upon request)
- 11d. **Urgent Requirements:** Note Urgent Requirements Clause (contact Rebecca Morgann for faster delivery)

- 12. F.O.B. Points:** FOB Destination
- 13. Ordering Address:** MTC Technologies, Inc.
4032 Linden Avenue
Dayton, Ohio 45432-3015
- 14. Payment Address:** MTC Technologies, Inc.
P.O. Box 931116
Cleveland, Ohio 44193
- 15. Warranty Provision:** IAW FAR clause 52.246-2 and 52.246-4
- 16. Export Packing Charges:** None
- 17. Terms and Conditions of Government Purchase
Card Acceptance:** No special terms & conditions apply
- 18. Terms and Conditions of Rental, Maintenance,
and Repair** Not Applicable
- 19. Terms and Conditions or Installation** Not Applicable
- 20. Terms and Conditions of Repair Parts
Indicating Date of Parts Price Lists and
Any Discounts from List Prices** Not Applicable
- 20a. Terms and Conditions for Any Other
Services** Not Applicable
- 21. Lists of Service and Distribution Points** Not Applicable
- 22. List of Participating Dealers** Not Applicable
- 23. Preventive Maintenance** Not Applicable
- 24a. Environmental Attributes:** Not Applicable
- 24b. Contractor Website URL:** <http://www.mtctechnologies.com>
- 25. Data Universal Number System
(DUNS) Number:** 11-034-1133
- 26. Notification Regarding Registration in Central
Contractor Registration (CCR) Database:** *MTC* is registered in the CCR

B. FINANCIAL AND BUSINESS SOLUTIONS SERVICES

1. Table of Awarded Special Item Number

SIN C R710 Financial Services (excluding credit card services)

- | | |
|--|--|
| 2. Maximum Order: | \$1,000,000.00 |
| 3. Minimum Order: | \$300.00 |
| 4. Geographic Coverage: | Worldwide |
| 5. Point(s) of Production: | To be negotiated |
| 6. Discount from List Prices or Statement of Net Price: | To be negotiated |
| 7. Quantity Discounts: | None |
| 8. Prompt Payment Terms: | Net 30 days |
| 9a. Government Purchase Cards are accepted <u>below</u> the Micropurchase Threshold | |
| 9b. Government Purchase Cards are accepted <u>above</u> the Micropurchase Threshold | |
| 10. Foreign Items: | None |
| 11a. Time of Delivery: | To be negotiated |
| 11b. Expedited Delivery: | To be negotiated |
| 11c. Overnight and 2-Day Delivery: | Available (Rates available upon request) |
| 11d. Urgent Requirements: | Note Urgent Requirement Clause (contact Rebecca Morgann for faster delivery) |
| 12. F.O.B. Points: | FOB Destination |
| 13. Ordering Address: | MTC Technologies, Inc.
4032 Linden Avenue
Dayton, Ohio 45432-3015 |
| 14. Payment Address: | MTC Technologies, Inc.
P.O. Box 931116
Cleveland, Ohio 44193 |

- 15. Warranty Provisions:** IAW FAR clause 52.246-2 and 52-246-4
- 16. Export Packing Charges:** None
- 17. Terms and Conditions of Government Purchase**
Card Acceptance: No special terms & conditions apply
- 18. Terms and Conditions of Rental, Maintenance, and Repair** Not Applicable
- 19. Terms and Conditions or Installation** Not Applicable
- 20. Terms and Conditions of Repair Parts Indicating Date of Parts Price Lists and Any Discounts from List Prices** Not Applicable
- 20a. Terms and Conditions for Any Other Services** Not Applicable
- 21. Lists of Service and Distribution Points** Not Applicable
- 22. List of Participating Dealers** Not Applicable
- 23. Preventive Maintenance** Not Applicable
- 24a. Environmental Attributes:** Not Applicable
- 24b. Contractor Website URL:** <http://www.mtctechnologies.com>
- 25. Data Universal Number System (DUNS) Number:** 12-252-5991
- 26. Notification Regarding Registration in Central Contractor Registration (CCR) Database:** *MTC* is registered in the CCR

C. MANAGEMENT, ORGANIZATIONAL, AND BUSINESS IMPROVEMENT SERVICES

1. Table of Award Special Item Number:

SIN C R499 Other Professional Services

- 2. Maximum Order:** \$1,000,000.00
- 3. Minimum Order:** \$300.00
- 4. Geographic Coverage:** Worldwide
- 5. Point(s) of Production:** To be negotiated
- 6. Discount from List Prices or Statement of Net Price:** To be negotiated
- 7. Quantity Discounts:** None
- 8. Prompt Payment Terms:** Net 30 days
- 9a. Government Purchase Cards are accepted below the Micropurchase Threshold**
- 9b. Government Purchase Cards are accepted above the Micropurchase Threshold**
- 10. Foreign Items:** None
- 11a. Time of Delivery:** To be negotiated
- 11b. Expedited Delivery:** To be negotiated
- 11c. Overnight and 2-Day Delivery:** Available (Rates available upon request)
- 11d. Urgent Requirements:** Note Urgent Requirements Clause (contact Rebecca Morgann for faster delivery)
- 12. F.O.B. Points:** FOB Destination
- 13. Ordering Address:** MTC Technologies, Inc.
4032 Linden Avenue
Dayton, Ohio 45432-3015

- 14. Payment Address:** MTC Technologies, Inc.
P.O. Box 931116
Cleveland, Ohio 44193
- 15. Warranty Provision:** IAW FAR clause 52.246-2 and
52-246-4
- 16. Export Packing Charges:** None
- 17. Terms and Conditions of Government Purchase**
Card Acceptance: No special terms & conditions apply
- 18. Terms and Conditions of Rental, Maintenance,
and Repair** Not Applicable
- 19. Terms and Conditions or Installation** Not Applicable
- 20. Terms and Conditions of Repair Parts
Indicating Date of Parts Price Lists and
Any Discounts from List Prices** Not Applicable
- 20a. Terms and Conditions for Any Other
Services** Not Applicable
- 21. Lists of Service and Distribution Points** Not Applicable
- 22. List of Participating Dealers** Not Applicable
- 23. Preventive Maintenance** Not Applicable
- 24a. Environmental Attributes:** Not Applicable
- 24b. Contractor Website URL:** <http://www.mtctechnologies.com>
- 25. Data Universal Number System
(DUNS) Number:** 12-252-5991
- 26. Notification Regarding Registration in Central
Contractor Registration (CCR) Database:** *MTC* is registered in the CCR

2.0 SERVICES OFFERED

Modern Technologies Corporation, a minority-owned Ohio corporation headquartered in Dayton, Ohio has over 20 years experience in:

Information Technology Professional Services
Financial and Business Solutions Services
Management, Organizational and Business Improvement Services

Our initial expertise in providing weapon system acquisition support services to the Air Force was quickly expanded to provide a full range of program support services to diverse military and civilian organizations. Now comprised of over 1900 employees at 29 locations worldwide, our customer base includes DoD, NASA, other federal, state, and local agencies. Visit our corporate website, www.mtctechnologies.com, for a broad overview of *MTC* and our affiliates.

MTC supports the development, acquisition, and deployment of complex systems for the military and commercial markets. We provide the above listed services to authorized users of this GSA Schedule on a nationwide and/or international basis as specified in the task order placed by the ordering activity. *MTC* is required to provide all services in accordance with the requirements of this GSA/FSS Schedule and shall assure effective performance of all services described herein.

A. INFORMATION TECHNOLOGY PROFESSIONAL SERVICES

MTC has extensive information technology capabilities and expertise. We understand information technology support is essential to mission achievement and is critical to realizing organizational goals.

We offer a wide array of information technology services that focus on your specific needs. We help define your requirements and identify the appropriate solutions. We are capable of providing all resources including personnel, management, supplies, services, material, equipment, facilities and transportation for each task order.

Information technology services can be ordered under the following Special Item Numbers (SINs):

SIN C D301 – IT Facility Operations and Maintenance Services

SIN C D302 – IT Systems Development Services

SIN C D306 – IT Systems Analysis Services

SIN C D307 – IT System Design and Integration

SIN C D308 – Programming Services

SIN C D311 – IT Data Conversion Services Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services

SIN C D316 – Telecommunications Network Management Services

SIN C D317 – Automated News Services, Data Services or Other Information Services (buying data, the electronic equivalent of books, periodicals, newspapers, etc.)

SIN C D399 – Other IT and Telecommunication Services (includes data storage on tapes, compact discs, etc.)

Note: Cooperative Purchasing. Section 211 of the E-Government Act of 2002 amended the Federal Property and Administrative Services Act to allow for “Cooperative Purchasing.” Cooperative Purchasing authorizes State and local government entities to purchase IT products and services from GSA’s Schedule 70 and the Corporate Schedule contracts containing IT SINs. State and local government entities means: the states of the United States, counties, municipalities, cities, towns, townships, tribal governments, public authorities (including public or Indian housing agencies under the US Housing Act of 1937), school districts, colleges, and other institutions of higher education, council of governments (incorporated or not), regional or interstate government entities, or any agency or instrumentality of the preceding entities (including any local educational agency or institution of higher education), and including legislative and judicial departments.

B. FINANCIAL AND BUSINESS SOLUTIONS SERVICES

MTC has extensive financial management capabilities under SIN C R710 with applications ranging from our cost, budget and accounting systems used in The F-16 Program and other Aeronautical Systems Center offices at Wright Patterson AFB, OH to building parametric models used in the design of jet engine components.

We offer a wide array of Financial and Business Solutions Services that focus on your specific needs. We help define your requirements and identify the appropriate solutions. We provide all resources including personnel, management, supplies, services, material, equipment, facilities and transportation for each task order.

MTC is qualified to offer financial services in the eight financial functions listed below.

Financial Management Functions	
Accounting	Budgeting
Financial Systems	Reporting & Analysis
Planning & Measurement	Asset Management
Outsourcing	Other Financial Services

This GSA/FSS Schedule enables the Federal agencies to carry out their financial management responsibilities by obtaining services of commercial entities, where needed, to provide a wide variety of financial and business solutions services. These services may relate to a wide range of financial management functions, programs, and activities including:

Typical Financial and Business Solutions Services	
Life Cycle Cost Estimating	Activity-based cost management support
Budget and Cost Analysis	Financial management consulting
Economic/Business Case Analysis	Statistical Analysis
Requirements Analysis	Financial management reviews
Computer Aided Management	ADP control reviews
Asset management	Payroll processing
Documentation	Grant Management
Financial planning	Inventory Management
Budget formulation	Program Analysis
Budget execution and monitoring	Risk Management
Cost Modeling	Program Control
Financial management systems	Regulatory Compliance Support
Financial accounting	Education and Training
Managerial cost accounting	Technical Analysis
Financial statement preparation	Value Engineering
Financial reporting	Special Projects and Studies
Financial analysis	Technical Writing
Management and systems controls	Strategic Planning
Earned Value Management	Litigation Support
Cost of Ownership Studies	Source Selection Support

Any of the above services may be required to meet a statutory or regulatory requirement or to assist the agency in improving its financial management processes, systems, or activities. These services can be ordered under the following Special Item Number (SIN):

SIN C R710 Financial Services (excluding credit card purchases)

Examples of Financial Services includes but is not limited to:

Accounting: including but not limited to transaction analysis, transaction processing, data analysis and summarization, technical assistance in devising new or revised accounting policies and procedures, classifying accounting transactions, performing special studies to improve accounting operations, resolve accounting issues, resolve and implement audit findings, recovery reviews, assess or enhance accounting internal controls, improve operating efficiency and effectiveness, apply information technology to provide better or more timely service.

Budget: including but not limited to assessing and improving the budget formulation process, assessing and improving the budget execution process, conducting special reviews to resolve budget formulation or budget execution issues, providing technical assistance in improving budget preparation or execution processes and related systems, reviewing budgetary controls, assisting management with implementing corrective actions, and applying information technology to streamline/improve budget-related activities.

Financial Management Systems: including but not limited to assessing and improving financial management systems, conducting A-127 system compliance reviews, conducting other system assessments to improve operating efficiency, effectiveness, controls, and system performance, assisting management with implementing corrective actions, documenting systems, identifying systems requirements, planning and developing systems, assessing the integrity of financial systems and related data, and providing technical assistance in meeting agency financial management system requirements.

Financial Reporting and Analysis: including but not limited to assessing and improving current financial reporting and analysis, developing new reporting formats and pro-forma financial reports, providing technical assistance in meeting agency financial management reporting and analysis requirements, assisting in improving and streamlining reporting and analysis processes and related procedures, assisting management with implementing corrective actions, analyze financial results, conduct cost-benefit or other special financial analyses, assist analysis and enhancement of existing pricing and rate structures.

Financial Planning and Performance Measurement: including but not limited to providing technical assistance in complying with the requirements of the Government Performance & Results Act, assisting with devising and implementing performance measures and related processes and systems, assisting with strategic and operational financial planning, resolving audit recommendations and assisting with implementing corrective actions, assessing the adequacy of strategic plans and related performance measures, assisting in reviewing and improving current processes and related procedures and systems.

Asset Management Services: including but not limited to, providing technical assistance in assessing and improving current asset management processes relating to cash management, inventory management, government property, plant and equipment, and other agency assets, conducting specialized reviews to assess adequacy of controls and policies and procedures, assessing agency compliance with asset management related requirements, resolving audit recommendations and assist management in implementing corrective actions, performing special analyses and evaluations.

Other Financial and Business Solutions Services: including but not limited to providing technical assistance related to managerial cost accounting or other special financial areas of interest, assisting in financial policy formulation and development, conducting special cost studies, actuarial services, assisting with quality assurance efforts, performing bench marking of financial activities and performance results.

Outsourcing Recurring Commercial Activities for Financial and Business Solutions Services: including (if identified by the federal agency) but are not limited to: Billing Services, Payroll Processing, Application Processing, Claims Processing, Grant Application Management, Loans Application Management, Inventory Management, and their financial management activities of an agency identified as recurring commercial activities.

C. MANAGEMENT, ORGANIZATIONAL, AND BUSINESS IMPROVEMENT SERVICES

All support services provided under **SIN C R499**, Other Professional Services, comprise *MTC's* capabilities in Management, Organizational and Business Improvement Services. The specific categories of support are described below.

Consulting Services

Our consulting services range from short-term advisory roles which may address only specific questions, to participatory roles as members of our client's integrated team. In order to fully understand our customer's environment, requirements, and goals, we work with the client's people to fully define the current situation, and we review:

- Charters
- Vision and Mission Statements
- Existing Strategic and Business Plans
- Results of Previously Conducted Surveys
- Minutes From Improvement Team Meetings
- Other Available Documents

With this background, we attend and participate in meetings with the management team and offer meaningful ideas and suggestions based on a full understanding of the customer's situation, goals, and objectives. When consulting on team dynamics and techniques, we observe meetings, provide feedback, and critique one-on-one with the senior leader. We actively participate in meetings with suggestions or observations, if the client prefers.

Our consultants are trained in structured methodologies such as the Strategic Business Institute's approach to strategic planning and the selection of quality system ISO standards. We have developed worksheets that serve to guide thinking and structure the work output in a logical and integrated way. These worksheets help the team to stay focused, integrate various elements of the plan and analysis, and maximize the use of time to generate needed results. Using proven worksheets, we determine and define the customer's position in the planning process, and then build new and modified worksheets around the client specific data, to provide a baseline from which to build and minimize lost motion.

Facilitation Services

We assist the customers and customer groups in any area related to management, organizational and business improvement. Specific improvement areas where we assisted organizational leaders, teams, team leaders, and in-house facilitators are listed below. As with the Consultation Services, the specific requirements of any customer cover an extremely broad range of tasks, including:

- Strategic Planning
- Process Action Team Meetings
- Planning for and Executing:
 - ISO 9000 Gap Analysis

- Development of useful Metrics
- Customer focus groups
- Survey design, test, and execution

Our facilitators use the Tuckman Model of Team Development to provide a framework for team dynamics as a group progresses through various stages of development. This model has wide acceptance as an excellent representation of the stages of team development, particularly regarding the task of defining the roles of team leader, facilitator, and team members at each of the four development stages. Our facilitators evaluate team maturity to define the stage of development and tailor their support accordingly. Our facilitators monitor team dynamics that may occur as the teams move into different stages. The dynamics may include change in leadership, addition of a new member, or external influences or mandates that change team direction. Detection of these dynamics is vital for the facilitator to properly advise team leaders of what to expect, how to deal with it, and how to adjust the level and nature of facilitator activity to meet the needs of the team and the team leader.

The *MTC* facilitator tailors the team support to meet current requirements and coordinates closely with the team leader on the team's growth and development. Our facilitator meets with the team leader prior to team meetings to advise the leader on issues that need to be dealt with during the team meeting. The facilitator also provides advice and assistance during the team meeting. After the team meeting, the facilitator meets with the team leader to discuss team dynamics and team behavior such as gate-keeping and consensus taking. Our facilitator identifies any needed changes in team leader behavior for the next meeting, such as paying closer attention to gate-keeping if an individual with a lot to contribute to the meeting is being excluded from the discussions. As another example, the Team Leader may require a reminder of the differences between team task and task maintenance behaviors.

Survey Services

We develop and execute surveys using experience gained by surveying within our company, for government customers, and for commercial clients. We use automated databases such as Microsoft FoxPro to store data and produce reports, and data processing tools such as the SPSS Statistical Processing Package for both data analysis and analysis of variance. After the survey is completed, we present the survey results to customer groups and draft letters for management to send to all survey participants to ensure feedback. The feedback is important because it demonstrates to the employees that management is interested in the survey results and committed to using the results to implement improvements. If requested by the client, we also conduct focus group interviews to complement the data collected with the survey. This may be needed because, despite rigorous pretesting of the survey and proven question design, there is always the factor in a written survey that the respondents may "tell us what we want to hear." That factor, coupled with the normal error percentage associated with misinterpretation of question intent, reduces the validity of the data. Focus groups have been recognized as an effective way to build dynamic responses based on group interaction, and to allow discussion of question responses in a way that helps to eliminate misinterpretation. Focus group results that parallel written survey results can validate survey response consistency and boost the confidence in the overall survey data for making decisions. Conversely, consistent misinterpretation of a question by focus groups may indicate that the written

responses to the question may also be the result of misinterpretation, and the answers received should not be used in the data set.

We have five previously developed surveys which require little or no adaptation for use with new clients. While our five off-the-shelf survey instruments can be used by customers to identify ways to improve their business, there are cases which require a custom-designed survey to meet a specific need. Such surveys are tailored to the customer's specific requirements and can be used to address any topic of interest to the agency. Once we have identified the need for a custom survey, we begin the survey design process by defining the survey objective and key survey parameters.

Training Services

Our training courses complement the products and services offered under Consultation, Facilitation, and Survey Support services. Currently available training courses include:

- Senior Leadership Workshop
- Management Workshop
- Employee Level Workshop
- Process Action Team Leader Training
- Process Action Team Training
- Facilitator Training
- Metrics Fundamentals
- Cost Of Quality
- Quality Function Deployment (QFD)
- Senior Leadership Awareness
- Building Effective Teams
- Using Benchmarking Effectively
- Quality Based Strategic Planning
- Deploying Strategy To Goals, Actions, and Measuring Results
- Essentials of ISO 9000
- Conducting Self Assessment Against ISO 9000 Criteria
- Assessing an Organization Against the Criteria for Performance Excellence

We customize each training course to reflect the ordering agency's operational environment, mission, and approach. Our courses contain core instructional materials for the covered subject augmented by specific data on the client's mission, values, quality mission progress, improvement plans, problems, and current status. The classroom examples and exercises deal with the customer's actual data, problems, and processes.

In some cases, such as the Senior Leadership Workshop and the Metrics Fundamentals, we send a "read-ahead" packet to the students and structure the material and discussions of the early part of the course around the contents of the packet. This approach saves classroom time and provides a head start for class discussions and student interaction. Some courses also include homework assignments to reinforce the classroom instruction and to prepare for classroom and group activity for the next day. These include the Management Workshop, Facilitator Training, and QFD.

MTC courses include instructional sessions, and completion of one or more classroom exercises led by the instructor. The class is then separated into small work groups to apply the instruction to a specific, unique customer situation. These groups make presentations of their efforts and results to the rest of the class. Our instructor encourages questions and discussion of these presentations to stimulate group interaction to reinforce the learning activity. We survey the students at the end of the class to gain information to refine our course material and instruction methods.

We develop and teach new courses and modify existing courses as new ideas, methodologies, and tools emerge from the continual advance of the management and quality sciences. We also develop new and modified courses in response to ordering agency requests.

MTC is a member of the *Association for Training and Development* which helps us to monitor the latest techniques and approaches in the adult training and learning field.

Products

The products described here are those that we use to provide the services of Consulting, Facilitation, and Survey support. These are essentially extra copies of our training, facilitation, surveying, and consultation materials. They are normally provided with the other services but are also available for distribution to ordering agencies upon request. These types of materials include:

- Student training material
- Work books
- Work sheets

We can provide specific products to support classes being taught by a client's *MTC* trained in-house facilitator. These include:

- Senior Leader Workshop Binder and Material
- Mid-level Management Workshop Binder and Material
- Employee Level Workshop Binder and Material
- Process Action Team Leader Binder and Material
- Process Action Team Leader Handbook
- Process Action Team Workshop Binder and Material
- Facilitator Training Binder and Material
- Facilitator Handbook
- Developing Performance Measurements Workshop Binder and Material
- Assessing Cost of Quality Workbook
- Building Effective Teams Binder and Material
- Quality Function Deployment Binder and Material
- Essentials of ISO 9000 Binder
- Conducting Self-assessment Against ISO 9000 Criteria binder
- Business Process Reengineering workbooks
- Using Benchmarking Effectively binder

- Understanding and using the MBNQA Criteria For Excellence binder

Privatization Support Services and Documentation (A-76)

The key elements of the A-76 Process encompass a series of integrated management activities that together, enable the government to make the best decisions regarding how to carry out business in a most effective and efficient manner. Modern Technologies Corporation has a complete understanding of the overall objectives of OMB Circular A-76. Our ability to provide the highest quality support to government customers is based on our thorough understanding of both the intent of and technical requirements for:

- Performance Statements of Work
- Quality Assurance Surveillance Plans
- Management Plans/Transition Plans
- Cost Estimating/Financial Management
- Source Selection Management
- Documentation
- Integrating Activities and Managing Performance

Our staff possesses a wide range of skills and experience directly related to the specific requirements of A-76 study activities. As *MTC's* relevant experience shows, we have a thorough base of A-76 directly related support experience with a variety of government agencies. With over 14 years experience in A-76 related activities, our proven support has covered the entire range of technical capability needed to meet customer's needs in the A-76 area. This experience ranges from initial analysis of need and viability of privatization through the details of the organizational and financial analysis, actual source selection and post-decision management.

Program Integration and Project Management Services

MTC has a complete understanding of the overall objectives of the Program Integration and Project Management function. Most of *MTC's* consultants have been program and project managers during their careers, many in the government. We support customers every day in the top-level planning, organizing, staffing, directing, monitoring, and controlling actions that are necessary to accomplish their overall program objectives. We provide such services as maintenance of the Integrated Master Plan (IMP) and Integrated Master Schedule (IMS); management of the Earned Value Management System (EVMS); monitoring of the overall contract status using the IMP, IMS, and EVMS; warranty administration; contract management; data management; subcontract management; and Integrated Logistics Support (ILS) element management. Program Integration and Project Management Services

MTC experts assist program managers to integrate each of the other processes on a program or project. In addition, program management and the other critical processes have specific relationships in which the other processes support program management and, in effect, provide a staff service for program management.

Integration functions, like risk management, configuration management, and performance evaluation, are good examples of how the processes interact. Traditionally, the system engineering process provides technical data and analyses to support decisions by the program management process.

In addition, risk management, configuration management, and performance evaluation (the latter is also called “test and evaluation” or “verification”) are sufficiently important and demanding to be considered as separate critical processes.

Alternative Disputes Resolution

MTC has a complete understanding of the overall objectives of the Congressionally driven Administrative Dispute Resolution Act of 1990 and its successor amendment resulting in the Alternative Dispute Resolution Act of 1996. These enactments established and authorized the voluntary use of non-binding dispute resolution proceedings to resolve disputes (including contractual claims) that might otherwise lead to the filing of more formal litigation actions.

MTC understands that the goals of the ADR process are threefold:

Promote voluntary informal and consensual dispute resolution

Promote creative, efficient, and sensible outcomes in dispute resolution

Reduce the tangible and intangible costs, in time and resources, associated with dispute resolution

MTC stays current regarding ADR initiatives. The U. S. Government and the Department of Defense are agencies with a keen interest in promoting the full benefits of the ADR process. Within the U. S. Air Force, this initiative is strongly embraced by the Principal Deputy Assistant Secretary (Acquisition & Management). This office has been a pioneer in leading acquisition reform within the USAF. Their various acquisition reform initiatives are referred to as Lightning Bolts. Lightning Bolt 99-4 and supporting Memorandums from the Secretary of the Air Force and various Air Force Commanders have established and directed that Alternative Dispute Resolution procedures will be developed for most top priority programs. Each of these programs shall have established a program level ADR implementation agreement with their respective prime contractor(s). As a minimum, the Alternative Dispute Resolution Program – Level ADR include a Memorandum-of-Understanding or a specific provision (ADR clause) in the contract.

In addition, FAR 33.204 encourages the use of Alternative Dispute Resolution procedures to the maximum extent practicable in accordance with the authority and requirements of the current Alternative Dispute Resolution Act (ADRA). *MTC* is familiar with and qualified in the four primary techniques for application to an issue that qualifies for the Alternative Dispute Resolution:

Mediation: A process wherein a Neutral (mediator) is selected and assists the parties in the negotiation process.

Fact-Finding: A process that includes the investigation of issues specified by a third-party neutral who is selected by both parties for his or her subject matter expertise.

Mini-Trial: The mini-trial technique is not really a trial. It is a structured settlement process in which the parties agree to a procedure for presenting their case in an abbreviated version to senior officials for each side who have the authority to settle the dispute.

Arbitration: The arbitration process includes the use of a third-party neutral to hear each side's case and then after considering all the facts and issues, render a decision.

3. SCHEDULE PRICELIST

A. INFORMATION TECHNOLOGY PROFESSIONAL SERVICES

Note: Required travel is proposed and subsequently reimbursed IAW the Joint Federal Travel Regulation

MTC GSA CORPORATE CONTRACT GS-00F-0037L					
SINs: C D301, C D302, C D306, C D307, C D308, C D311, C D316, C D317, C D399					
Labor Category		Rate Effectivity			
		3/1/05 – 2/28/06		3/1/06 – 2/28/07	
		Year 1		Year 2	
		Gov	MTC	Gov	MTC
		On-Site	Off-Site	On-Site	Off-Site
1	Admin Assistant	24.20	29.81	25.04	30.85
2	Admin Specialist	24.20	29.81	25.04	30.85
3	Admin Coord	50.63	62.36	52.40	64.54
4	Data Comm Spec	50.63	62.36	52.40	64.54
5	Data Entry Tech	24.20	29.81	25.04	30.85
6	Acq Mgt Spec	50.63	62.36	52.40	64.54
7	Sr Acq Mgt Spec	65.14	80.25	67.42	83.06
8	Specialized ADP Spec	91.52	112.77	94.73	116.72
9	Sr Specialized ADP Spec	106.94	124.00	110.68	128.34
10	Acq Specialist I	50.63	62.36	52.40	64.54
11	Acq Specialist II	65.14	80.25	67.42	83.06
12	Acq Specialist III	80.11	98.67	82.92	102.12
13	Acq Specialist IV	91.52	112.77	94.73	116.72
14	Fin Mgmt Specialist I	50.63	62.36	52.40	64.54
15	Fin Mgmt Specialist II	80.11	98.68	82.92	102.13
16	Graphics Specialist	50.63	62.36	52.40	64.54
17	Config Mgmt Spec	60.75	74.73	62.87	77.34
18	Sr Config Mgmt Spec	78.19	96.34	80.93	99.71
19	ADP Budget Analyst	50.63	62.36	52.40	64.54
20	Sr ADP Budget Analyst	65.14	80.25	67.42	83.06
21	Functional Area Analyst	50.63	62.36	52.40	64.54
22	Info System Analyst I	78.19	96.34	80.93	99.71
23	Info System Analyst II	96.14	118.41	99.50	122.56
24	Logistician I	65.14	80.25	67.42	83.06
25	Logistician II	80.11	98.67	82.92	102.12
26	Project Control Mgr	91.52	112.77	94.73	116.72
27	Project Leader	91.52	112.77	94.73	116.72
28	QA Specialist	78.19	96.34	80.93	99.71

Information Technology Professional Services

Note: Required travel is proposed and subsequently reimbursed IAW the Joint Federal Travel Regulation

MTC GSA CORPORATE CONTRACT GS-00F-0037L					
SINs: C D301, C D302, C D306, C D307, C D308, C D311, C D316, C D317, C D399					
Labor Category		Rate Effectivity			
		3/1/05 – 2/28/06		3/1/06 – 2/28/07	
		Year 1		Year 2	
		Gov	MTC	Gov	MTC
		On-Site	Off-Site	On-Site	Off-Site
29	ADP Test & Eval Specl	50.63	62.36	52.40	64.54
30	ADP Instructor	65.14	80.25	67.42	83.06
31	Jr ADP Tech Writer	38.96	48.00	40.32	49.68
32	ADP Tech Writer/Editor	78.19	96.34	80.93	99.71
33	Engineer	56.18	67.18	58.14	69.53
34	Business Engineer	78.19	96.34	80.93	99.71
35	Sr Business Engineer	96.14	118.41	99.50	122.56
36	Comm Eng/Spec I	78.19	96.34	80.93	99.71
37	Comm Eng/Spec II	87.15	107.35	90.20	111.11
38	Comm Eng/Spec III	96.14	118.41	99.50	122.56
39	Comp Sys Engr/Anal I	60.75	74.73	62.87	77.34
40	Comp Sys Engr/Anal II	78.19	96.34	80.93	99.71
41	Comp Sys Engr/Anal III	96.14	118.41	99.50	122.56
42	Specialty Engineer I	78.19	96.34	80.93	99.71
43	Specialty Engineer II	96.14	118.41	99.50	122.56
44	Specialty Engineer III	106.94	124.00	110.68	128.34
45	Sci/Engr Professional I	78.19	96.34	80.93	99.71
46	Sci/Engr Professional II	96.14	118.41	99.50	122.56
47	Sci/Engr Professional III	106.94	124.00	110.68	128.34
48	Systems Engineer	78.19	96.34	80.93	99.71
49	Sr Systems Engineer	96.14	118.41	99.50	122.56
50	Cost Analyst	50.63	62.36	52.40	64.54
51	Sr Cost Analyst	65.14	80.25	67.42	83.06
52	Program Analyst	65.14	80.25	67.42	83.06
53	Sr Func Area Analyst	65.14	80.25	67.42	83.06
54	Systems Analyst	60.75	74.73	62.87	77.34
55	Sr Systems Analyst	78.19	96.34	80.93	99.71
56	Subject Matter Expert I	129.38	165.60	133.90	171.40
57	Subject Matter Expert II	161.46	207.00	167.11	214.25
58	Subject Matter Expert III	201.83	258.75	208.89	267.81

Information Technology Professional Services

Note: Required travel is proposed and subsequently reimbursed IAW the Joint Federal Travel Regulation

MTC GSA CORPORATE CONTRACT GS-00F-0037L							
SINs: C D301, C D302, C D306, C D307, C D308, C D311, C D316, C D317, C D399							
Labor Category		Rate Effectivity					
		3/1/07 – 2/28/08		3/1/08 – 2/28/09		3/1/09 – 2/28/10	
		Year 3		Year 4		Year 5	
		Gov	MTC	Gov	MTC	Gov	MTC
		On-Site	Off-Site	On-Site	Off-Site	On-site	Off-Site
1	Admin Assistant	25.92	31.93	26.83	33.05	27.76	34.21
2	Admin Specialist	25.92	31.93	26.83	33.05	27.76	34.21
3	Admin Coord	54.23	66.80	56.13	69.14	58.09	71.56
4	Data Comm Spec	54.23	66.80	56.13	69.14	58.09	71.56
5	Data Entry Tech	25.92	31.93	26.83	33.05	27.76	34.21
6	Acq Mgt Spec	54.23	66.80	56.13	69.14	58.09	71.56
7	Sr Acq Mgt Spec	69.78	85.97	72.22	88.98	74.75	92.09
8	Specialized ADP Spec	98.04	120.81	101.47	125.03	105.03	129.41
9	Sr Specialized ADP Spec	114.55	132.84	118.56	137.48	122.71	142.30
10	Acq Specialist I	54.23	66.80	56.13	69.14	58.09	71.56
11	Acq Specialist II	69.78	85.97	72.22	88.98	74.75	92.09
12	Acq Specialist III	85.82	105.69	88.82	109.39	91.93	113.22
13	Acq Specialist IV	98.04	120.81	101.47	125.03	105.03	129.41
14	Fin Mgmt Specialist I	54.23	66.80	56.13	69.14	58.09	71.56
15	Fin Mgmt Specialist II	85.82	105.71	88.82	109.40	91.93	113.23
16	Graphics Specialist	54.23	66.80	56.13	69.14	58.09	71.56
17	Config Mgmt Spec	65.07	80.05	67.35	82.85	69.71	85.75
18	Sr Config Mgmt Spec	83.76	103.20	86.70	106.81	89.73	110.55
19	ADP Budget Analyst	54.23	66.80	56.13	69.14	58.09	71.56
20	Sr ADP Budget Analyst	69.78	85.97	72.22	88.98	74.75	92.09
21	Functional Area Analyst	54.23	66.80	56.13	69.14	58.09	71.56
22	Info System Analyst I	83.76	103.20	86.70	106.81	89.73	110.55
23	Info System Analyst II	102.98	126.85	106.59	131.29	110.32	135.88
24	Logistician I	69.78	85.97	72.22	88.98	74.75	92.09
25	Logistician II	85.82	105.69	88.82	109.39	91.93	113.22
26	Project Control Mgr	98.04	120.81	101.47	125.03	105.03	129.41
27	Project Leader	98.04	120.81	101.47	125.03	105.03	129.41
28	QA Specialist	83.76	103.20	86.70	106.81	89.73	110.55

Information Technology Professional Services

Note: Required travel is proposed and subsequently reimbursed IAW the Joint Federal Travel Regulation

MTC GSA CORPORATE CONTRACT GS-00F-0037L							
SINs: C D301, C D302, C D306, C D307, C D308, C D311, C D316, C D317, C D399							
Labor Category		Rate Effectivity					
		3/1/07 – 2/28/08		3/1/08 – 2/28/09		3/1/09 – 2/28/10	
		Year 3		Year 4		Year 5	
		Gov	MTC	Gov	MTC	Gov	MTC
		On-Site	Off-Site	On-Site	Off-Site	On-Site	Off-Site
29	ADP Test & Eval Specl	54.23	66.80	56.13	69.14	58.09	71.56
30	ADP Instructor	69.78	85.97	72.22	88.98	74.75	92.09
31	Jr ADP Tech Writer	41.74	51.42	43.20	53.22	44.71	55.08
32	ADP Tech Writer/Editor	83.76	103.20	86.70	106.81	89.73	110.55
33	Engineer	60.18	71.97	62.29	74.49	64.47	77.09
34	Business Engineer	83.76	103.20	86.70	106.81	89.73	110.55
35	Sr Business Engineer	102.98	126.85	106.59	131.29	110.32	135.88
36	Comm Eng/Spec I	83.76	103.20	86.70	106.81	89.73	110.55
37	Comm Eng/Spec II	93.36	115.00	96.63	119.02	100.01	123.19
38	Comm Eng/Spec III	102.98	126.85	106.59	131.29	110.32	135.88
39	Comp Sys Engr/Anal I	65.07	80.05	67.35	82.85	69.71	85.75
40	Comp Sys Engr/Anal II	83.76	103.20	86.70	106.81	89.73	110.55
41	Comp Sys Engr/Anal III	102.98	126.85	106.59	131.29	110.32	135.88
42	Specialty Engineer I	83.76	103.20	86.70	106.81	89.73	110.55
43	Specialty Engineer II	102.98	126.85	106.59	131.29	110.32	135.88
44	Specialty Engineer III	114.55	132.84	118.56	137.48	122.71	142.30
45	Sci/Engr Professional I	83.76	103.20	86.70	106.81	89.73	110.55
46	Sci/Engr Professional II	102.98	126.85	106.59	131.29	110.32	135.88
47	Sci/Engr Professional III	114.55	132.84	118.56	137.48	122.71	142.30
48	Systems Engineer	83.76	103.20	86.70	106.81	89.73	110.55
49	Sr Systems Engineer	102.98	126.85	106.59	131.29	110.32	135.88
50	Cost Analyst	54.23	66.80	56.13	69.14	58.09	71.56
51	Sr Cost Analyst	69.78	85.97	72.22	88.98	74.75	92.09
52	Program Analyst	69.78	85.97	72.22	88.98	74.75	92.09
53	Sr Func Area Analyst	69.78	85.97	72.22	88.98	74.75	92.09
54	Systems Analyst	65.07	80.05	67.35	82.85	69.71	85.75
55	Sr Systems Analyst	83.76	103.20	86.70	106.81	89.73	110.55
56	Subject Matter Expert I	138.59	177.39	143.44	183.60	148.46	190.03
57	Subject Matter Expert II	172.96	221.74	179.01	229.50	185.28	237.54
58	Subject Matter Expert III	216.20	277.18	223.77	286.88	231.60	296.92

B. FINANCIAL AND BUSINESS SOLUTIONS SERVICES

Note: Required travel is proposed and subsequently reimbursed IAW the Joint Federal Travel Regulation

MTC GSA Corporate Contract GS-00F-0037L						
SIN: C R710						
		Rate Effectivity				
		Year 1	Year 2	Year 3	Year 4	Year 5
		3/1/05 to 2/28/06	3/1/06 to 2/28/07	3/1/07 to 2/28/08	3/1/08 to 2/28/09	3/1/09 to 2/28/10
Labor Category		Rate	Rate	Rate	Rate	Rate
1	Project Leader	182.49	188.88	195.49	202.33	209.41
2	Prin Financial Mgmt Analyst	148.91	154.12	159.51	165.09	170.87
3	Sr Financial Mgmt Analyst	126.13	130.54	135.11	139.84	144.73
4	Lead Financial Mgmt Analyst	98.63	102.08	105.65	109.35	113.17
5	Financial Mgmt Analyst	81.84	84.70	87.67	90.73	93.91
6	Associate Financial Mgmt Analyst	67.80	70.18	72.63	75.17	77.81
7	Subject Matter Expert I	165.60	171.40	177.39	183.60	190.03
8	Subject Matter Expert II	207.00	214.25	221.74	229.50	237.54
9	Subject Matter Expert III	258.75	267.81	277.18	286.88	296.92

C. MANAGEMENT, ORGANIZATIONAL AND BUSINESS IMPROVEMENT SERVICES

Labor Rates

Note: Required travel is proposed and subsequently reimbursed IAW the Joint Federal Travel Regulation

MTC GSA Corporate Contract GS-00F-0037L						
SIN: C R499						
		Labor Rate Effectivity				
		Year 1	Year 2	Year 3	Year 4	Year 5
		3/1/05 to 2/28/06	3/1/06 to 2/28/07	3/1/07 to 2/28/08	3/1/08 to 2/28/09	3/1/09 to 2/28/10
Labor Category		Rate	Rate	Rate	Rate	Rate
1	Technical Director	132.49	137.13	141.93	146.89	152.04
2	Project Leader	95.46	98.80	102.26	105.84	109.54
3	Principle Consultant/Instructor	105.09	108.77	112.58	116.52	120.60
4	Principle Engineer	87.82	90.89	94.07	97.37	100.78
5	Principle Analyst	77.32	80.03	82.83	85.73	88.73
6	Senior Consultant/Instructor	87.57	90.64	93.81	97.09	100.49
7	Senior Analyst	66.65	68.99	71.40	73.90	76.49
8	Lead Engineer	62.52	64.71	66.98	69.32	71.75
9	Lead Analyst	51.99	53.81	55.69	57.64	59.66
10	Process Analyst	54.30	56.20	58.16	60.20	62.31
11	Analyst	40.28	41.69	43.15	44.66	46.22
12	Associate Analyst	34.80	36.01	37.28	38.58	39.93
13	Administrative Support	22.95	23.75	24.58	25.44	26.33
14	Graphics Illustrator	20.02	20.72	21.44	22.19	22.97
15	Subject Matter Expert I	165.60	171.40	177.39	183.60	190.03
16	Subject Matter Expert II	204.41	211.57	218.97	226.64	234.57
17	Subject Matter Expert III	258.75	267.81	277.18	286.88	296.92

Management, Organizational and Business Improvement Services

Training Rates

Note: Required travel is proposed and subsequently reimbursed IAW the Joint Federal Travel Regulation

MTC GSA Corporate Contract GS-00F-0037L						
SIN: C R499						
		Price Effectivity				
		Year 1	Year 2	Year 3	Year 4	Year 5
Training Courses		3/1/05 to 2/28/06	3/1/06 to 2/28/07	3/1/07 to 3/28/08	3/1/08 to 2/28/09	3/1/09 to 2/28/10
1	Quality Based Strategic Planning	8,445.22	8,740.80	9,046.73	9,363.36	9,691.08
2	Using Benchmark Effectively	8,445.22	8,740.80	9,046.73	9,363.36	9,691.08
3	Deploying Strategy to Goals, Actions and Measuring Results	8,445.22	8,740.80	9,046.73	9,363.36	9,691.08
4	Quality Function Deployment	8,445.22	8,740.80	9,046.73	9,363.36	9,691.08
5	Management Workshop	8,445.22	8,740.80	9,046.73	9,363.36	9,691.08
6	Process Action Team Leader Training	8,445.22	8,740.80	9,046.73	9,363.36	9,691.08
7	Conducting Self Assessment Against ISO 9000	8,445.22	8,740.80	9,046.73	9,363.36	9,691.08
8	Senior Leadership Awareness	5,737.23	5,938.04	6,145.87	6,360.97	6,583.61
9	Senior Leadership Workshop	11,679.08	12,087.85	12,510.93	12,948.81	13,402.02
10	Employee Workshop	5,737.23	5,938.04	6,145.87	6,360.97	6,583.61
11	Cost of Quality	5,737.23	5,938.04	6,145.87	6,360.97	6,583.61
12	Metrics Fundamentals	5,737.23	5,938.04	6,145.87	6,360.97	6,583.61
13	Process Action Team Training	9,462.70	9,793.90	10,136.69	10,491.47	10,858.67
14	Facilitator Training	15,262.43	15,796.62	16,349.50	16,921.73	17,513.99
15	Building Effective Teams Training	4,625.18	4,787.06	4,954.61	5,128.02	5,307.50
16	Essentials to ISO 9000	4,874.58	5,045.19	5,221.77	5,404.53	5,593.69
17	Assessing an Organization against the Criteria for Performance Excellence	8,445.22	8,740.80	9,046.73	9,363.36	9,691.08

Management, Organizational and Business Improvement Services

Survey Rates

Note: Required travel is proposed and subsequently reimbursed IAW the Joint Federal Travel Regulation

MTC GSA Corporate Contract GS-00F-0037L						
SIN: C R499						
		Price Effectivity				
		Year 1	Year 2	Year 3	Year 4	Year 5
Survey Services		3/1/05 to 2/28/06	3/1/06 to 2/28/07	3/1/07 to 2/28/08	3/1/08 to 2/28/09	3/1/09 to 2/28/10
1	Motivational Factors Survey (200 Surveys)	10,077.63	10,430.35	10,795.41	11,173.25	11,564.31
	Additional Surveys - each	6.63	6.87	7.11	7.36	7.61
2	Quality Climate Survey (200 Surveys)	13,730.66	14,211.24	14,708.63	15,223.43	15,756.25
	Additional Surveys - each	12.16	12.59	13.03	13.48	13.96
3	Benefits Survey (200 each)	11,904.69	12,321.36	12,752.61	13,198.95	13,660.91
	Additional Surveys - each	8.85	9.16	9.48	9.81	10.15
4	Customer Satisfaction Survey (200 each)	12,532.89	12,971.54	13,425.54	13,895.44	14,381.78
	Additional Surveys - each	11.06	11.45	11.85	12.27	12.70
5	Product Quality Survey (200 each)	10,077.63	10,430.35	10,795.41	11,173.25	11,564.31
	Additional Surveys - each	6.63	6.87	7.11	7.36	7.61

Management, Organizational and Business Improvement Services

Support Products

Note: Required travel is proposed and subsequently reimbursed IAW the Joint Federal Travel Regulation

MTC GSA Corporate Contract GS-00F-0037L						
SIN: C R499						
		Price Effectivity				
		Year 1	Year 2	Year 3	Year 4	Year 5
Support Products		3/1/05 to 2/28/06	3/1/06 to 2/28/07	3/1/07 to 2/28/08	3/1/08 to 2/28/09	3/1/09 to 2/28/10
1	Senior Leader Workshop Binder	28.00	28.98	29.99	31.04	32.13
2	Mid-Level Management Workshop Binder	21.38	22.13	22.91	23.71	24.54
3	Employee Level Workshop Binder	16.57	17.15	17.75	18.37	19.01
4	Process Action Team Leader Binder	16.00	16.56	17.14	17.74	18.36
5	Process Action Team Leader Handbook	2.47	2.56	2.65	2.74	2.84
6	Process Action Team Workshop Binder	23.17	23.98	24.82	25.69	26.59
7	Facilitator Training Binder	28.00	28.98	29.99	31.04	32.13
8	Facilitator Handbook	1.10	1.14	1.18	1.22	1.26
9	Developing Performance Measurements Workshop Binder	22.05	22.82	23.62	24.44	25.30
10	Assessing Cost of Quality Workbook	2.01	2.08	2.15	2.23	2.30
11	Building Effective Teams Binder	22.05	22.82	23.62	24.44	25.30
12	Quality Function Deployment Binder	22.61	23.41	24.23	25.07	25.95
13	Value Analysis Binder	21.59	22.35	23.13	23.94	24.78
14	Value Analysis Workbook	.87	.90	.93	.96	1.00
15	Deploying Strategy to Goals, Actions and Measuring Results	21.47	22.22	22.99	23.80	24.63
16	Essential of ISO 9000 Binder	22.05	22.82	23.62	24.44	25.30
17	Conducting Self Assessment Against ISO 9000 Criteria Binder	13.20	13.66	14.14	14.63	15.14
18	Business Process Reengineering	.87	.90	.93	.96	1.00
19	Using Benchmarking Effectively Binder	13.54	14.01	14.50	15.01	15.53
20	Understanding and Using MBNQA Criteria for Excellence	13.54	14.01	14.50	15.01	15.53

4.0 Labor Category Descriptions

Personnel Qualifications

The following paragraphs establish required qualifications for the corresponding labor categories. Registration as a Professional Engineer within state of principal execution of the task order, in the particular specialty, is considered equivalent to a Bachelor's degree. Equivalents to a Bachelor's and Master's degrees are discussed in individual categories or as follows:

When a specific labor category defines an amount of years experience as a substitute for an educational degree, only one degree may be substituted for each defined experience period. If the number of years experience is not provided as a substitute for an educational degree in a labor category, then a minimum of five (5) additional years of specialized experience is required. If a request for substitution of two degrees is submitted, then ten (10) additional years of specialized experience (five for each degree) must be provided in the nominee's work experience documentation (resume). Additional degrees may also be considered as a substitute for a lack of required experience tenure. An additional degree may substitute for the lack of two or fewer required years of experience.

**Note: Labor category descriptions and qualifications are not required for
SIN C R499, Management, Organizational, and Business Improvement Services**

A. INFORMATION TECHNOLOGY PROFESSIONAL SERVICES LABOR **CATEGORY DESCRIPTIONS**

The following descriptions identify the primary types of Information Technology Service offered under SINS:

C D301	C D307	C D316
C D302	C D308	C D317
C D306	C D311	C D399

1. Administrative Assistant

Minimum/General Experience

This individual shall have two (2) years experience in typing, data entry, word processing, computer graphics, filing, copying, telephone answering, mail distribution, and other clerical support activities, such as maintaining reader files and suspense and documentation logs. Individual shall be knowledgeable in use of current word processing, spreadsheet, and graphical software products.

Functional Responsibility

The individual provides typing, data entry, word processing, computer graphics, filing, copying, telephone answering, mail distribution, and other clerical support activities as required.

Minimum Education

This individual shall have a high school diploma.

2. Administrative Specialist

Minimum/General Experience

This individual shall have two (2) years experience in clerical support activities and two (2) years experience in coordinating and executing administrative, office management, and organizational functions of the delivery order. The Administrative Specialist shall also perform all duties associated with the Administrative Assistant labor category.

Functional Responsibility

The individual provides clerical support activities and coordinates and executes administrative, office management, and organizational functions of the organization.

Minimum Education

This individual shall have a high school diploma.

3. Administrative Coordinator

Minimum/General Experience

This individual shall have four (4) years experience in general office support activities and two (2) years experience in coordinating and executing administrative, office management, and organizational functions. This individual is responsible for scheduling, monitoring, and supervision of all on-site administrative contractor personnel proposed in the individual task order.

Functional Responsibility

The individual schedules, monitors, and supervises all on-site administrative contractor personnel proposed in the individual task order. As a member of the project team, generally performs work toward defined project objectives under the general direction of more senior personnel. Project tasks objectives are defined in broad terms and latitude in technical approach is expected. Has some independence for unreviewed action or decision. May provide technical or project guidance to other employees on portion of project effort. May also work independently, with responsibility for analysis of problems requiring application of a knowledge base of the area of specialization. Accomplishes data gathering and analysis in assigned area of responsibility (i.e., logistics, manufacturing, cost, etc.). Presents plans, recommendations, analyses, and other advice within a broad functional area to customers, and all employee levels within the project. Prepares studies, plans, and analyses in support of the delivery order. The Administrative Coordinator will also perform all duties associated with the Administrative Specialist and Administrative Assistant labor categories.

Minimum Education

This individual shall have a high school diploma.

4. Data Communications Specialist

Minimum/General Experience

At least 3 years experience providing systems analyses and feasibility studies concerning data communications and communications networks.

Functional Responsibility

The individual participates in systems analyses and feasibility studies concerning data communications and communications networks. Plans, coordinates, and participates in design, acquisition, and implementation of data communications systems. Analyzes proposed and existing ADP applications, particularly in the areas of general accounting, in terms of data communications requirements and costs. Prepares studies and gives presentations on updated data communications concepts. Prepares, or participates in preparing, functional specifications for acquiring commercially-available data communications facilities. Consults with user management to assure proper problem identification and that solution meets requirements. As a member of the project team, generally performs work toward defined project objectives under the general direction of more senior personnel. Project tasks objectives are defined in broad terms and latitude in technical approach is expected. Has some independence for unreviewed action or decision. May provide technical or project guidance to other employees on portion of project effort. May also work independently, with responsibility for analysis of problems requiring application of a knowledge base of the area of specialization. Accomplishes data gathering and analysis in assigned area of responsibility (i.e., logistics, manufacturing, cost, etc.). Presents plans, recommendations, analyses, and other advice within a broad functional area to

customers, and all employee levels within the project. Prepares studies, plans, and analyses in support of the delivery order.

Minimum Education

Bachelor's degree in appropriate discipline, or 8 years experience with some college and/or technical training required. Certification by Professional Society may be substituted for Bachelor's degree.

5. Data Entry Technician

Minimum/General Experience

Individual shall have documented training and work experience equivalent to one (1) year with an automated system. Basic knowledge of the use, operation, and capabilities of an automated office system is essential. This knowledge must encompass data entry, report and chart generation, and data base maintenance. Individual must know how to use and operate peripherals such as terminals and printers and any other devices in use on the system to which he or she will be initially assigned.

Functional Responsibility

The individual provides support using an automated system, which encompasses data entry, report and chart generation, data base maintenance, and peripherals such as terminals and printers.

Minimum Education

The Individual shall have a high school diploma.

6. Acquisition Management Specialist

Minimum/General Experience

The individual shall have two (2) years experience in the disciplines of acquisition and budget process, program management, and program management system support. This experience includes financial management, planning, scheduling, estimating, budgeting, analyzing, forecasting, and conducting program management reviews.

Functional Responsibility

The individual conducts program management reviews, and provides financial management, planning, scheduling, estimating, budgeting, analyzing, and forecasting support. Has some independence for unreviewed action or decision. May provide technical or project guidance to other employees on portion of project effort. May also work independently, with responsibility for analysis of problems requiring application of a knowledge base of the area of specialization. Accomplishes data gathering and analysis in assigned area of responsibility (i.e., logistics, manufacturing, cost, etc.). Presents plans, recommendations, analyses, and other advice within a broad functional area to customers, and all employee levels within the project.

Minimum Education

A Bachelor's degree from an accredited university in a business, management, economics, engineering, or related technical discipline is required.

7. Senior Acquisition Management Specialist

Minimum/General Experience

The individual shall have six (6) years experience in the disciplines of acquisition and budget process, program management, and program management system support. This experience includes financial management, planning, scheduling, estimating, budgeting, analyzing, forecasting, and conducting program management reviews.

Functional Responsibility

The individual conducts program management reviews, and provides financial management, planning, scheduling, estimating, budgeting, analyzing, and forecasting support. Develops analytical and computational techniques, and methodologies for problem solution. Assigned as group leader on some projects with full responsibility for technical and project direction of work group. May also work independently, or as part of team, with responsibility for analysis of problems requiring application of a broad spectrum of the knowledge base of the area of specialization. Accomplishes data gathering and analysis in assigned area of responsibility (i.e., logistics, manufacturing, cost, etc.). Prepares studies, plans, and analyses in the delivery order.

Minimum Education

A Bachelor's degree from an accredited university in a business, management, economics, engineering, or related technical discipline is required.

8. Specialized ADP Specialist

Minimum/General Experience

This individual shall have ten (10) years of progressive experience in the field of expertise required by a task order.

Functional Responsibility

The individual provides technical and/or functional guidance reflecting detailed, expert knowledge of a specific area or function and performs elaborate analyses and studies reporting both orally and in writing to the contractor management and government representatives. Performs work under broad direction concerning general project goals. Generally operates with wide latitude for unreviewed action or decision. Advises/assists employees in their activities in supporting customer delivery order requirements. Ensures that facilities, training, and supplies are available for all employees under his/her responsibility. Leads/directs in-depth research in support of studies and analyses.

Minimum Education

This individual shall have a high school diploma.

9. Senior Specialized ADP Specialist

Minimum/General Experience

This individual shall have ten (10) years of progressive experience in the field of expertise required by a task order. This individual shall serve as a senior technical expert in areas relevant to the project. Shall

produce/review substantive and/or complex technical documentation reflecting detailed knowledge of technical areas. Documentation subjects shall include but are not limited to systems design, system architecture, feasibility studies, and system specifications. Individual shall interface with government management personnel and report both orally and in writing to the contractor management and government representatives.

Functional Responsibility

This individual shall serve as a senior technical expert in areas which include, but are not limited to, systems design, system architecture, feasibility studies, and system specifications. Performs work under broad direction concerning matters within his/her field of specialization. Generally works independently, or as part of team, with responsibility for analysis of problems requiring extremely high levels of technical experience and expertise. Generally assigned to tasks which are at the edge of the state of the art or involve significant complexity. May direct engineers and other support personnel on a task basis. Prepares studies, plans, and analyses in support of the delivery order. Presents and discusses specific approaches to meeting customer needs.

Minimum Education

A Bachelor's degree from an accredited university in a management, engineering, computers, business, or related technical discipline is required.

10. Acquisition Specialist I

Minimum/General Experience

Two (2) years working experience in a technical or administrative discipline relating to the delivery order. Working knowledge and/or familiarity with the systems acquisition process, including pertinent Military Standards. Working knowledge and/or familiarity with the contract holder's internal administrative system including the word processing, spreadsheet, and database systems used to support the delivery order.

Functional Responsibility

The individual provides acquisition support for the systems acquisition process. The individual works with the contract holder's internal administrative system including the word processing, spreadsheet, and database systems used to support the DELIVERY ORDER. As a member of the project team, generally performs work toward defined project objectives under the general direction of more senior personnel. Project tasks objectives are defined in broad terms and latitude in technical approach is expected. Has some independence for unreviewed action or decision. May provide technical or project guidance to other employees on portion of project effort. May also work independently, with responsibility for analysis of problems requiring application of a knowledge base of the area of specialization. Accomplishes data gathering and analysis in assigned area of responsibility (i.e., acquisition security, logistics, manufacturing, cost, etc.). Presents plans, recommendations, analyses, and other advice within a broad functional area to customers, and all employee levels within the project.

Minimum Education

High School Diploma or equivalent.

11. Acquisition Specialist II

Minimum/General Experience

Eight (8) years working experience in a technical, administrative, or program management discipline relating to the delivery order. Working knowledge and/or familiarity with the systems acquisition process, including pertinent Military Standards.

Functional Responsibility

The individual provides acquisition support for the systems acquisition process. The individual provides technical, administrative, (including acquisition security) or program management support for disciplines related to the delivery order. Performs work under broad direction concerning project goals. Generally assigned as team leader on complex tasks or those which will require significant interaction of various technical disciplines. May also work independently, or as part of team, with responsibility for analysis of problems requiring extremely high levels of technical or managerial experience and expertise. Prepares studies, plans, and analyses in support of the delivery order. May conduct in-depth research in support of studies and analyses.

Minimum Education

Bachelor's degree in an appropriate technical or business discipline is required,

12. Acquisition Specialist III

Minimum/General Experience

Fifteen (15) years of working experience in project/program management engineering, business analysis, financial analysis, systems functional analysis, quality management, database development, organizational strategic planning, or data administration/ standardization, or other technical, administrative or program management disciplines related to the delivery order.

Functional Responsibility

The individual provides acquisition support and advice for project/program management, engineering, business analysis, financial analysis, systems functional analysis, quality management, database development, organizational strategic planning, data administration/standardization, or other technical, administrative or program management disciplines related to the delivery order. Performs work under broad direction concerning general project goals. Generally assigned as team leader on complex tasks or those which will require significant interaction of various technical disciplines. May also work independently, or as part of team, with responsibility for analysis of problems requiring extremely high levels of engineering experience and expertise. Prepares studies, plans, and analyses in support of the delivery order. May conduct in-depth research in support of studies and analyses.

Minimum Education

Bachelor's degree and Master's degree in an appropriate technical or business discipline is required. An additional five (5) years of experience in systems engineering or systems acquisition management may be substituted for a Master's degree.

13. Acquisition Specialist IV

Minimum/General Experience

Twenty (20) years of working experience in project/program management, systems engineering, business analysis, financial analysis, systems functional analysis, quality management, database development, organizational planning, data administration/ standardization, or other technical, administrative or program management disciplines related to the delivery order. Specific experience in a minimum of one of the following areas is required:

Evaluating, developing, and improving information architectures using BR/BPI methods and modeling techniques. Developing 'as-is' and 'to-be' case models and performing cases analysis using the either government-approved modeling techniques and/or COTS object oriented technology. Formal advanced training in modeling and simulation is required.

Facilitation, team building, and long-range project planning, and/or hands-on facilitation and technography, experienced in using COTS groupware in a workshop environment (i.e., includes at least 15 "workshop days"). Formal facilitator and GroupWare training is required.

Data modeling techniques, data standardization, relational database design and management systems, data dictionaries, and/or data quality management methodologies and formal advanced training in FIPS Pub 184 methodology is required.

Functional Responsibility

The individual provides expert advice and support in the areas of engineering, business analysis, systems functional analysis, quality management, database development, organizational strategic planning, data administration/standardization, or other technical, administrative or program management disciplines related to the delivery order. Performs work under broad direction concerning general project goals. Generally assigned as team leader on complex tasks or those which will require significant interaction of various technical disciplines. May also work independently, or as part of team, with responsibility for analysis of problems requiring extremely high levels of engineering experience and expertise. Prepares studies, plans, and analyses in support of the delivery order.

Minimum Education

A Bachelor's and Master's degree in an appropriate technical or business discipline is required. An additional five (5) years of experience in systems engineering or systems acquisition management may be substituted for a Master's degree.

14. Financial Management Specialist I

Minimum/General Experience

Two (2) years working experience in financial management (cost, budget, audits, accounting, schedule analysis, etc.). Extensive working knowledge and/or familiarity with program planning, integration, scheduling (critical path, float calculation, and integrated master schedule analysis), budget planning and formulation, and cost analysis. Must have a working knowledge and/or familiarity with the automated cost reporting and scheduling hardware and software used to support the delivery order.

Functional Responsibility

The individual provides financial support for program planning, scheduling (critical path, float calculation, and integrated master schedule analysis); budget planning and formulation (including financial accounting/contract reconciliation); and cost analysis and documentation responsibilities. The individual uses the automated cost reporting and scheduling hardware and software used to support the delivery order. As a member of the project team, generally performs work toward defined project objectives under the general direction of more senior personnel. Project tasks objectives are defined in broad terms and latitude in technical approach is expected. Has some independence for unreviewed action or decision. May provide technical or project guidance to other employees on portion of project effort. May also work independently, with responsibility for analysis of problems requiring application of a knowledge base of the area of specialization. Accomplishes data gathering and analysis in assigned area of responsibility (i.e., logistics, manufacturing, cost, etc.). Presents plans, recommendations, analyses and other advice within a broad functional area to customers, and all employee levels within the project. Prepares studies, plans, and analyses in support of the delivery order.

Minimum Education

Bachelor's degree in business administration, management, accounting, finance, public administration, operations research, economics, math, or other delivery order related disciplines is required.

15. Financial Management Specialist II

Minimum/General Experience

Six (6) years working experience in financial management (cost, budget, audits, schedule, etc.). Extensive working knowledge and/or familiarity with program planning, scheduling (critical path, float calculation, and integrated master schedule analysis); budget planning and formulation; and cost analysis. Working knowledge and/or familiarity with the automated cost reporting and scheduling hardware and software used to support the delivery order.

Functional Responsibility

The individual provides financial support for program planning, scheduling (critical path, float calculation, and integrated master schedule analysis); budget planning and formulation (PPBS); and cost analysis and documentation responsibilities. The individual uses the automated cost reporting and scheduling hardware and software used to support the delivery order. Performs work under broad direction concerning general project and business unit goals. Generally assigned as team leader on complex tasks or those which will require significant interaction of various technical disciplines. Provides administrative and technical direction to personnel assigned. May also work independently, or as part of team, with responsibility for analysis of problems requiring extremely high levels of technical or managerial experience and expertise. Prepares studies, plans, and analyses in support of the delivery order.

Minimum Education

Bachelor's and Master's degree in business administration, management, accounting, finance, public administration, operations research, economics, math, or other delivery order related discipline is required.

16. Graphics Specialist

Minimum/General Experience

This individual shall have one (1) year experience managing a graphics office, troubleshooting graphics hardware/software, training, and designing computer graphics, including business presentations and desktop publishing. The experience shall include ability to create formal and informal graphics such as charts, graphics, briefings, computer-room layouts, system architecture charts, billboard-sized displays for conferences, and multimedia presentations incorporating music/narration, 3D drawings and animation.

Functional Responsibility

The individual assists in the management of graphics support, troubleshoots graphics hardware/software, trains, and designs computer graphics, including business presentations and desktop publishing.

Minimum Education

An Associate's degree from an accredited university in commercial art, graphics art or related discipline is required.

17. Configuration Management Specialist

Minimum/General Experience

This individual shall have two (2) years working experience in hardware and/or software configuration management. This experience shall include developing and maintaining configuration management plans, and scheduling and documenting all configuration management reviews. This individual shall be capable of monitoring the configuration control process and ensuring that procedures comply with organizational specifications. This individual shall be highly knowledgeable of development techniques, change control processes, configuration audits and Government regulations, manuals, technical orders, standards, and industry publications related to configuration/data management required to perform the task.

Functional Responsibility

The individual provides configuration management, develops and maintains configuration management plans, and schedules and documents all configuration management reviews. As a member of the project team, generally performs work toward defined project objectives under the general direction of a more senior employee. Project tasks objectives are defined by senior employee, but latitude in technical approach is expected. Has some independence for unreviewed action or decision. May provide technical or project guidance to other employees on portion of project effort. May also work independently, with responsibility for analysis of problems requiring application of a knowledge base of the area of specialization. Accomplishes data gathering and analysis in assigned area of responsibility (i.e., logistics, manufacturing, cost, etc.). Presents plans, recommendations, analyses, and other advice within a broad functional area to his/her customers, and all employee levels within the project. Prepares studies, plans, and analyses in support of the delivery order.

Minimum Education

A Bachelor's degree from an accredited university in computer science, or related technical discipline is required.

18. Senior Configuration Management Specialist

Minimum/General Experience

This individual shall have six (6) years working experience in hardware and/or software configuration management. This experience shall include developing and maintaining configuration management plans, and scheduling and documenting all configuration management reviews. This individual shall be capable of monitoring the configuration control process and ensuring that procedures comply with organizational specifications. This individual shall be highly knowledgeable of development techniques, change control processes, configuration audits and Government regulations, manuals, technical orders, standards, and industry publications related to configuration/data management required to perform the task.

Functional Responsibility

This individual plans, monitors, and directs configuration management. This includes developing and maintaining configuration management plans, and scheduling and documenting all configuration management reviews. Performs work toward defined project objectives. Develops work plans and project internal controls. As a member of the project team, works within general supervisory guidelines and controls. Generally operates with appreciable latitude for unreviewed action or decision. Assigned as group leader on smaller projects with full responsibility for technical and project direction of work group. May also work independently, or as part of team, with responsibility for analysis of problems requiring application of a broad spectrum of the knowledge base of the area of engineering or technical specialization. Accomplishes data gathering and analysis in assigned area of responsibility. Prepares studies, plans, and analyses in support of the delivery order.

Minimum Education

A Bachelor's degree from an accredited university in computer science, or related technical discipline is required.

19. ADP Budget Analyst

Minimum/General Experience

This individual shall have two (2) years experience in procurement or business disciplines in the areas of budgeting, finance, statistical, and programming concepts; and comprehensive knowledge of financial, budgetary, statistical, and programming concepts, principles, policies, methodologies, and processes.

Functional Responsibility

The individual provides support for procurement/business disciplines in the areas of budgeting, finance, statistical, and programming concepts. As a member of the project team, generally performs work toward defined project objectives under the general direction of more senior personnel. Project tasks objectives are defined in broad terms and latitude in technical approach is expected. Has some independence for unreviewed action or decision. May provide technical or project guidance to other employees on portion of project effort. May also work independently, with responsibility for analysis of problems requiring application of a knowledge base of the area of specialization. Accomplishes data gathering and analysis in assigned area of responsibility (i.e., logistics, manufacturing, cost, etc.). Presents plans, recommendations, analyses, and other advice within a broad functional area to customers, and all employee levels within the project. Prepares studies, plans, and analyses in support of the delivery order.

Minimum Education

A Bachelor's degree from an accredited university in finance, accounting, or related discipline is required.

20. Senior ADP Budget Analyst

Minimum/General Experience

This individual shall have six (6) years experience in procurement or business disciplines in the areas of budgeting, finance, statistical, and programming concepts as they relate to acquisition planning and budgeting, and finance, budgeting, statistical, and programming concepts, principles, policies, methodologies, and processes.

Functional Responsibility

The individual plans, directs, and monitors all support for procurement/business disciplines in the areas of budgeting, finance, statistical, and programming concepts. Performs work toward defined project objectives. Develops work plans and project internal controls. As a senior member of the project team, works within general supervisory guidelines and controls. Generally operates with appreciable latitude for unreviewed action or decision. Assigned as group leader on some projects with full responsibility for technical and project direction of work group. May also work independently, or as part of team, with responsibility for analysis of problems requiring application of a broad spectrum of the knowledge base of the area of specialization. Accomplishes data gathering and analysis in assigned area of responsibility (i.e., logistics, manufacturing, cost, etc.). Prepares studies, plans, and analyses in support of the delivery order.

Minimum Education

A Bachelor's degree from an accredited university in finance, accounting, or related discipline is required.

21. Functional Area Analyst

Minimum/General Experience

This individual shall have a minimum of four (4) years system experience in the respective functional area of the task order and have served as an active participant in analyzing, defining, and documenting functional area systems requirements.

Functional Responsibility

The individual analyzes, defines, and documents functional area system requirements. As a member of the project team, generally performs work toward defined project objectives under the general direction of more senior personnel. Project tasks objectives are defined in broad terms and latitude in technical approach is expected. Has some independence for unreviewed action or decision. May provide technical or project guidance to other employees on portion of project effort. May also work independently, with responsibility for analysis of problems requiring application of a knowledge base of the area of specialization. Accomplishes data gathering and analysis in assigned area of responsibility (i.e., logistics, manufacturing, cost, etc.). Presents plans, recommendations, analyses, and other advice within a broad functional area to customers, site managers, and all employee levels within the project. Prepares studies, plans, and analyses in support of the delivery order.

Minimum Education

This individual shall be knowledgeable of functional area regulations, manuals, technical orders, and standards.

22. Information Systems Analyst I

Minimum/General Experience

Five (5) or more years experience in evaluating, developing and/or analyzing information systems (IS) or information technology (IT) applied to information architectures. This should include the use of client-server systems, distributed data bases, both wide-area and local-area communications.

Functional Responsibility

The individual evaluates, develops, and analyzes IS and IT systems, including client-server systems, distributed data bases, both wide-area and local-area communications. Performs work toward defined project objectives. Develops work plans and project internal controls. As a member of the project team, works within general supervisory guidelines and controls. Generally operates with appreciable latitude for unreviewed action or decision. Assigned as group leader on smaller projects with full responsibility for technical and project direction of work group. May also work independently, or as part of team, with responsibility for analysis of problems requiring application of a broad spectrum of the knowledge base of the area of engineering or technical specialization. Accomplishes data gathering and analysis in assigned area of responsibility. Prepares studies, plans, and analyses in support of the delivery order. May conduct in-depth research in support of studies and analyses.

Minimum Education

Bachelor's degree in a related technical discipline (i.e., information systems, computer science, business, or engineering) is required.

23. Information Systems Analyst II

Minimum/General Experience

Ten (10) or more years experience in evaluating, developing, and/or analyzing information systems (IS) or information technology (IT) applied to information architectures. This should include the use of client-server systems, distributed data bases, both wide-area and local-area communications.

Functional Responsibility

The individual evaluates, develops, and analyzes IS and IT systems, including client-server systems, distributed data bases, both wide-area and local-area communications. May lead process and data modeling and data standardization tasks in support of planning and analysis efforts. Performs work under broad direction concerning general project goals. Generally assigned as team leader on complex tasks or those which will require significant interaction of various technical disciplines. Provides administrative and technical direction to personnel assigned. May also work independently, or as part of team, with responsibility for analysis of problems requiring extremely high levels of engineering experience and expertise. Prepares studies, plans, and analyses in support of the delivery order. May conduct in-depth research in support of studies and analyses.

Minimum Education

Bachelor's degree and Master's degree in a related technical discipline (i.e., information systems, computer science, business, or engineering) is required. An additional five (5) years experience in systems engineering, information systems engineering or systems acquisition management may be substituted for a Master's degree.

24. Logistician I

Minimum/General Experience

Five (5) years general experience to include acquisition knowledge and experience in the development of support documentation to include as a minimum, elements such as support equipment, technical orders, spares, supply support and computer resources support, process of evolving and establishing maintenance/support concepts, and knowledge of user's requirements and processes. Experience must also include Two (2) years specialized experience in acquisition logistics to include acquisition experience in the procurement and management processes of Support Equipment, Technical Orders, Spares, and Computer Resources, as well as an understanding and knowledge of the logistics associated R&M functions.

Functional Responsibility

The individual provides logistics expertise for the development of support documentation. Reviews contractor/supplier documentation and monitors progress in the logistics discipline. Performs work toward defined project objectives. Develops work plans and project internal controls. As a senior member of the project team, works within general supervisory guidelines and controls. Generally operates with appreciable latitude for unreviewed action or decision. Assigned as group leader on some projects with full responsibility for technical and project direction of work group. May also work independently, or as part of team, with responsibility for analysis of problems requiring application of a broad spectrum of the knowledge base of the area of specialization. Accomplishes data gathering and analysis in assigned area of responsibility (i.e., logistics, manufacturing, cost, etc.). Prepares studies, plans, and analyses in support of the delivery order.

Minimum Education

Bachelor's degree or, an additional three (3) years general and two (2) years of specialized acquisition experience may be substituted for the degree.

25. Logistician II

Minimum/General Experience

Ten (10) years of general acquisition experience must include working knowledge of user's requirements and processes; and familiarity with other MAJCOM processes. Specialized experience must include supervisory or senior management level experience in the management of a complex acquisition logistics effort, and specialized or technical expertise in developing and reviewing documents (i.e. solicitation documents, logistics support plans, computer resources plans, etc.).

Functional Responsibility

The individual provides supervisory support for the management of logistics, and expert logistics advice for the development and reviewing of documentation. This includes developing documentation for RFPs. Also provides expert support for determining contractor program in the logistics discipline, including review of

plans and status of activities. Performs work under broad direction concerning general project and business unit goals. Generally assigned as team leader on complex tasks or those which will require significant interaction of various technical disciplines. Provides administrative and technical direction to personnel assigned. May also work independently, or as part of team, with responsibility for analysis of problems requiring extremely high levels of technical or managerial experience and expertise. Prepares studies, plans, and analyses in support of the delivery order.

Minimum Education

Bachelor's degree and Master's degree or, an additional five (5) years of specialized acquisition experience, or certification as a Certified Professional Logistician may be substituted for the Master's degree.

26. Project Control Manager

Minimum/General Experience

The PCM is the single individual named by the contractor to manage all Delivery order efforts under this contract. This person will be the primary point of contact for the Government in all technical/management matters pertaining to this contract. The PCM shall have ten (10) years of general experience in business administration and six (6) years of specialized experience supervising and managing government projects.

Functional Responsibility

The PCM manages all Delivery order efforts under the contract. Organizes, directs, and coordinates planning and output of all the contractor's contract support activities. Meets with government management personnel, contractor managers, and customer representatives. Formulates and reviews strategic plans and deliverable items, determines contract costs, and ensures conformance with standards. Assigns, schedules, and reviews work of subordinates. Explains policies, purpose and goals of the organization to subordinates. Provides project goals, strategies, and overall work plans. Normally is final level of approval for company on technical issues. Performs work under broad direction concerning general project goals. Generally operates with wide latitude for unreviewed action or decision. Full responsibility for all personnel assigned to project teams. Advises/assists employees in their activities in supporting customer requirements across all functions within his/her business unit. Ensures that facilities, training, and supplies are available for all employees under his/her responsibility. Responsible for preparation of studies, plans, and analyses in support of the delivery order. Leads/directs in-depth research in support of studies and analyses.

Minimum Education

A Bachelor's and a Master's degree from an accredited university is required.

27. Project Leader

Minimum/General Experience

The project leader is the individual named by the contractor to manage the contractor's efforts under the delivery order. The project leader shall have seven (7) years of systems analysis and development experience in program management, systems engineering, and technical assistance of large systems integration programs, five (5) years of which are specialized experience supervising personnel in multi-disciplined teams performing development tasks.

Functional Responsibility

The project leader provides the working level managerial support for the contract, and makes the day-to-day decisions for the project. Provides project goals, strategies, and overall work plans. Normally is final level of approval for company on technical issues. Performs work under broad direction concerning general project and business unit goals. Generally operates with wide latitude for unreviewed action or decision. Full responsibility for all personnel assigned to project teams. Advises/assists employees in their activities in supporting delivery order requirements. Ensures that facilities, training, and supplies are available for all employees under his/her responsibility. Responsible for preparation of studies, plans, and analyses in support of the delivery order. Leads/directs in-depth research in support of studies and analyses.

Minimum Education

A Bachelor's degree from an accredited university in computer science, information systems, engineering, business, or related technical discipline is required.

28. Quality Assurance Specialist

Minimum/General Experience

The individual shall have at least six (6) years experience in quality control/quality assurance management. This experience shall include implementing a program of reporting, tracking, and analyzing key metrics, monitoring quality procedures, and support for technical advisory and assistance services.

Functional Responsibility

The individual implements a program of reporting, tracking, and analyzing key software metrics; monitors quality procedures; and provides support for technical advisory and assistance services. Performs work toward defined project objectives. Develops work plans and project internal controls. As a member of the project team, works within general supervisory guidelines and controls. Generally operates with appreciable latitude for unreviewed action or decision. Assigned as group leader on smaller projects with full responsibility for technical and project direction of work group. May also work independently, or as part of team, with responsibility for analysis of problems requiring application of a broad spectrum of the knowledge base of the area of engineering or technical specialization. Accomplishes data gathering and analysis in assigned area of responsibility. Prepares studies, plans, and analyses in support of the delivery order.

Minimum Education

The individual shall have a high school diploma plus the required experience.

29. ADP Test and Evaluation Specialist

Minimum/General Experience

Individual shall have four (4) years experience in the test and evaluation of hardware and/or software development. This experience shall include developing and documenting test plans and procedures, conducting testing, and evaluating and documenting results.

Functional Responsibility

This individual provides test and evaluation of hardware and/or software development. This includes developing and documenting test plans and procedures, conducting testing, and evaluating and documenting results. As a member of the project team, generally performs work toward defined project objectives under the general direction of more senior personnel. Project tasks objectives are defined in broad terms and latitude in technical approach is expected. Has some independence for unreviewed action or decision. May provide technical or project guidance to other employees on portion of project effort. May also work independently, with responsibility for analysis of problems requiring application of a knowledge base of the area of specialization. Accomplishes data gathering and analysis in assigned area of responsibility (i.e., logistics, manufacturing, cost, etc.). Presents plans, recommendations, analyses, and other advice within a broad functional area to customers, site managers, and all employee levels within the project. Prepares studies, plans, and analyses in support of the delivery order.

Minimum Education

Individual shall be highly knowledgeable in standards/regulations governing hardware and/or software acceptance test and evaluation.

30. ADP Instructor

Minimum/General Experience

This individual shall have at least five (5) years experience in developing and providing end-user training on computer hardware and applications software.

Functional Responsibility

The individual develops and provides end-user training on computer hardware and applications software. Performs work toward defined project objectives. Develops work plans and project internal controls. As a senior member of the project team, works within general supervisory guidelines and controls. Generally operates with appreciable latitude for unreviewed action or decision. Assigned as group leader on some projects with full responsibility for technical and project direction of work group. May also work independently, or as part of team, with responsibility for analysis of problems requiring application of a broad spectrum of the knowledge base of the area of specialization. Accomplishes data gathering and analysis in assigned area of responsibility (i.e., logistics, manufacturing, cost, etc.). Prepares studies, plans, and analyses in support of the delivery order.

Minimum Education

A Bachelor's degree in any field may substitute for two (2) years experience.

31. ADP Technical Writer/Editor

Minimum/General Experience

This individual shall have five (5) years general experience in the field of technical writing/editing with at least two (2) years of specialized experience in planning, developing, maintaining, rewriting, and producing computer software related documentation including tailoring style and readability to user requirements.

Functional Responsibility

The individual provides technical writing/editing in the planning, developing, maintaining, rewriting, and producing of computer software related documentation. Performs work toward defined project objectives. Develops work plans and project internal controls. As a member of the project team, works within general supervisory guidelines and controls. Generally operates with appreciable latitude for unreviewed action or decision. Assigned as group leader on smaller projects with full responsibility for technical and project direction of work group. May also work independently, or as part of team, with responsibility for analysis of problems requiring application of a broad spectrum of the knowledge base of the area of engineering or technical specialization. Accomplishes data gathering and analysis in assigned area of responsibility. Prepares studies, plans, and analyses in support of the delivery order.

Minimum Education

A Bachelor's degree from an accredited university is required.

32. Junior ADP Technical Writer

Minimum/General Experience

This individual shall have two (2) years experience developing, editing, and producing technical and graphic documentation for computer systems. Reviews and edits written and graphic technical materials, including system configuration documentation, studies, reports and other presentation graphics. This individual shall ensure compliance with standards of style and format, good usage of English, and overall structure and organization of material.

Functional Responsibility

The individual develops, edits, and produces technical and graphic documentation for computer systems. Performs work toward defined project objectives under the specific direction of more senior personnel, generally as a member of a project team. Work efforts are defined by senior personnel, and regular progress reviews are accomplished. May provide some technical or project input to other employees on portion of project effort. May also work independently, with responsibility for analysis of problems requiring application of a knowledge base of the area of specialization. Is not responsible for the work of others. Accomplishes data gathering and preliminary analysis in assigned area of responsibility (i.e., logistics, manufacturing, cost, etc.). Presents plans, recommendations, analyses, and other advice within a broad functional area to his/her customers after coordination supervisor. Prepares documentation in support of internal and external customers under the supervision of a senior employee.

Minimum Education

A high school diploma is required.

33. Engineer

Minimum/General Experience

The individual must collect, analyze, and interpret data in order to solve problems requiring a professional level of engineering or technical knowledge in a specific discipline and/or program (as required by the delivery order). The individual must have an entry level knowledge in the particular field of technical specialization or learning, acquired by a prolonged course of specialized intellectual instruction and study.

Functional Responsibility

The individual collects, analyzes, and interprets data in order to solve problems requiring a professional level of engineering or technical knowledge in a specific discipline relevant to the delivery order. Performs work toward defined project objectives under the specific direction of a more senior employee, generally as a member of a project team. Work efforts are defined by senior employee, and regular progress reviews are accomplished. Generally assigned to defined portions of tasks. May provide technical or project guidance to other employees on portion of project effort. May also work independently, with responsibility for analysis of problems requiring application of a knowledge base of the area of engineering or technical specialization. Is not responsible for the work of others. Accomplishes data gathering and preliminary analysis in assigned area of responsibility. Presents plans, recommendations, analyses, and other advice within a broad functional area to customers, task manager, and all employee levels within the project. Prepares documentation in support of internal and external customers under the supervision of a senior employee.

Minimum Education

The individual shall have a Bachelor's degree in an appropriate engineering or scientific discipline, or an Associate's degree with three years experience, or four years experience with some college. Certification by a Professional Society or Professional Engineer's License may be substituted for the Bachelor's degree.

34. Business Engineer

Minimum/General Experience

This individual shall have at least four (4) years experience as a business engineer.

Functional Responsibility

This individual provides business analysis methodology and business case analysis to conduct business process modernization projects. Applies, as appropriate, activity and data modeling, transaction flow analysis, internal control and risk analysis, activity cost-based analysis, economic and investment analysis, and modern business methods and performance measurement techniques. Develops and applies organization-wide information models for use in designing and building integrated, shared software, and database management systems. Constructs sound, logical business improvement opportunities. Performs work toward defined project objectives. Develops work plans and project internal controls. As a member of the project team, works within general supervisory guidelines and controls. Generally operates with appreciable latitude for unreviewed action or decision. Assigned as group leader on smaller projects with full responsibility for technical and project direction of work group. May also work independently, or as part of team, with responsibility for analysis of problems requiring application of a broad spectrum of the knowledge base of the area of engineering or technical specialization. Accomplishes data gathering and analysis in assigned area of responsibility. Prepares studies, plans, and analyses in support of the delivery order. May conduct in-depth research in support of studies and analyses.

Minimum Education

Shall have a Bachelor's degree from an accredited university in computer science, information systems, engineering, business, or related technical discipline.

35. Senior Business Engineer

Minimum/General Experience

This individual shall have at least eight (8) years experience as a business engineer, or other delivery order related discipline. This individual shall be capable of using business analysis tools such as IDEF to conduct business process modernization projects. Shall be capable of applying, as appropriate, activity and data modeling, transaction flow analysis, internal control and risk analysis, activity cost-based analysis, economic and investment analysis, and modern business methods and performance measurement techniques. Shall be capable of developing and applying organization-wide information models for use in designing and building integrated, shared software, and database management systems. Shall be capable of constructing sound, logical business improvement opportunities.

Functional Responsibility

The individual provides business engineering support. Performs work under broad direction concerning general project and business unit goals. Generally assigned as team leader on complex tasks or those which will require significant interaction of various technical disciplines. Provides administrative and technical direction to personnel assigned. May also work independently, or as part of team, with responsibility for analysis of problems requiring extremely high levels of engineering experience and expertise. Prepares studies, plans, and analyses in support of DELIVERY ORDER.

Minimum Education

A Master's degree from an accredited university in computer science, information systems, engineering, business or related technical discipline is required.

36. Communications Engineer/Specialist I

Minimum/General Experience

Two (2) years working experience in a technical or scientific field relating to specific communications applications. A working knowledge and/or familiarity with the systems acquisition process and methodologies for the accomplishment of special studies and advanced planning; operational communications systems and ongoing/projected improvements; specific frequency threats and threat assessments, modeling, and simulations; system performance prediction methodology and propagation theory; stressed environments (noise jamming, nuclear perturbation); signal processing algorithms, message protocols, mission planning scenarios, and transmit/receive parameterization database requirements; and COMSEC cryptologic key management, manipulation, and interfacing.

Functional Responsibility

The individual provides support for special studies and advanced planning; operational communications systems, and ongoing/projected improvements; specific frequency threats and threat assessments, modeling and simulations, system performance prediction methodology and propagation theory; stressed environments (noise jamming, nuclear perturbation); signal processing algorithms, message protocols, mission planning scenarios, and transmit/receive parameterization database requirements; and COMSEC cryptologic key management, manipulation and interfacing. Performs work toward defined project objectives. Develops work plans and project internal controls. As a member of the project team, works within general supervisory guidelines and controls. Generally operates with appreciable latitude for unreviewed action or decision. Assigned as group leader on smaller projects with full responsibility for technical and project direction of

work group. May also work independently, or as part of team, with responsibility for analysis of problems requiring application of a broad spectrum of the knowledge base of the area of engineering or technical specialization. Accomplishes data gathering and analysis in assigned area of responsibility. Prepares studies, plans, and analyses in support of the delivery order. May conduct in-depth research in support of studies and analyses.

Minimum Education

Bachelor's degree in a technical or scientific field relating to the delivery order. Acceptable substitute for the Bachelor's degree is an additional three (3) years of related experience and an Associate's degree in a technical or scientific field relating to the delivery order.

37. Communications Engineer/Specialist II

Minimum/General Experience

Four (4) years working experience in a technical discipline relating to the delivery order. A working knowledge and/or familiarity with the systems acquisition process including pertinent Military Standards and Specifications; frequency propagation theory, signal acquisition and tracking, atmospheric noise; transverse magnetic and transverse electric polarization and time diversity combining; jamming and nuclear perturbations; digital modulation and spread spectrum techniques; and state-of-the-art analog-to-digital conversion technology and applications; microwave and troposcatter radio engineering, operation and theory; and microwave radio transmission monitoring systems.

Functional Responsibility

The individual provides engineering support for the frequency propagation theory, signal acquisition and tracking, atmospheric noise; transverse magnetic and transverse electric polarization and time diversity combining; jamming and nuclear perturbations; digital modulation and spread spectrum techniques; and state-of-the-art analog-to-digital conversion technology and applications; microwave and troposcatter radio engineering, operation and theory; and microwave radio transmission monitoring systems. Performs work under broad direction concerning general project goals. Progress reviews generally focus on attainment of goals and quality of output product. Generally assigned as team leader on complex tasks or those which will require significant interaction of various technical disciplines. Provides administrative and technical direction to personnel assigned. May also work independently, or as part of team, with responsibility for analysis of problems requiring extremely high levels of engineering experience and expertise. Prepares studies, plans, and analyses in support of the delivery order.

Minimum Education

Bachelor's degree in an engineering discipline.

38. Communications Engineer/Specialist III

Minimum/General Experience

Six (6) years working experience in a technical discipline relating to the delivery order. A working knowledge and/or familiarity with the systems acquisition process including pertinent Military Standards and Specifications; frequency propagation theory, radio engineering design, system interface requirements and control; processing gain enhancements to specific frequencies; Survivability and Vulnerability (S/V) requirements; functional security requirements specifications and theory of compliance with TEMPEST and

COMSEC engineering, custom integrated circuits and cell logic; nuclear hardness and assurance engineering; and strategic communications interoperability requirements.

Functional Responsibility

The individual plans, directs, and monitors engineering support for frequency propagation theory, radio engineering design, system interface requirements and control; processing gain enhancements to specific frequencies; Survivability and Vulnerability (S/V) requirements; functional security requirements specifications and theory of compliance with TEMPEST and COMSEC engineering, custom integrated circuits and cell logic; nuclear hardness and assurance engineering; and strategic communications interoperability requirements. Performs work under broad direction concerning general project goals. Generally assigned as team leader on complex tasks or those which will require significant interaction of various technical disciplines. Provides administrative and technical direction to personnel assigned. May also work independently, or as part of team, with responsibility for analysis of problems requiring extremely high levels of engineering experience and expertise. Prepares studies, plans, and analyses in support of customers.

Minimum Education

Bachelor's degree and Master's degree in an engineering discipline. Acceptable substitute for the Master's degree is an additional two (2) years of related specialized experience.

39. Computer Systems Engineer/Analyst I

Minimum/General Experience

Two (2) years programming experience. Working knowledge and/or familiarity with the higher order language specified by the delivery order to develop the required software.

Functional Responsibility

The individual develops the required software using the higher order language specified by the delivery order. As a member of the project team, generally performs work toward defined project objectives under the general direction of a more senior employee. Project tasks objectives are defined by senior employee, but latitude in technical approach is expected. Regular progress reviews are expected. Has some independence for unreviewed action or decision. May provide technical or project guidance to other employees on portion of project effort. May also work independently, with responsibility for analysis of problems requiring application of a knowledge base of the area of specialization. Accomplishes data gathering and analysis in assigned area of responsibility (i.e., logistics, manufacturing, cost, etc.). Presents plans, recommendations, analyses, and other advice within a broad functional area to customers, site managers, and all employee levels within the project. Prepares studies, plans, and analyses in support of the delivery order. May conduct in-depth research in support of studies and analyses. Generally deals with working level personnel within the customer organization.

Minimum Education

Bachelor's degree in computer science, software engineering, mathematics, engineering, or related computer system discipline. Acceptable degree substitute: any two (2) or four (4) year degree from an accredited institution, plus, an additional two (2) years experience.

40. Computer Systems Engineer/Analyst II

Minimum/General Experience

Three (3) years work experience as a computer systems hardware and software analyst, and/or the Software Quality Assurance (SQA) discipline. Working knowledge and/or familiarity with the higher order programming language specified in the delivery order to develop the required software.

Functional Responsibility

The individual develops the required software using the higher order language specified by the delivery order. The individual provides Software Quality Assurance (SQA) for computer systems hardware and software. Performs work toward defined project objectives. Develops work plans and project internal controls. As a member of the project team, works within general supervisory guidelines and controls. Generally operates with appreciable latitude for unreviewed action or decision. Assigned as group leader on smaller projects with full responsibility for technical and project direction of work group. May also work independently, or as part of team, with responsibility for analysis of problems requiring application of a broad spectrum of the knowledge base of the area of engineering or technical specialization. Accomplishes data gathering and analysis in assigned area of responsibility. Prepares studies, plans, and analyses in support of the delivery order. May conduct in-depth research in support of studies and analyses.

Minimum Education

Bachelor's degree in computer science, software engineering, mathematics, engineering, or related computer system discipline.

41. Computer Systems Engineer/Analyst III

Minimum/General Experience

Six (6) years work experience as a computer systems hardware and software analyst, and/or the Software Quality Assurance (SQA) discipline. When SQA experience is applicable, it will include SQA planning, implementation of procedures, program manning and performance, and/or management of SQA reviews. Working knowledge and/or familiarity with the higher order programming language specified in the delivery order to develop the required software.

Functional Responsibility

The individual plans, directs, and monitors development of the required software using the higher order language specified by the delivery order. The individual monitors Software Quality Assurance (SQA) for computer systems hardware and software. Performs work under broad direction concerning general project unit goals. Progress reviews generally focus on attainment of goals and quality of output product. Generally assigned as team leader on complex tasks or those which will require significant interaction of various technical disciplines. Provides administrative and technical direction to personnel assigned. May also work independently, or as part of team, with responsibility for analysis of problems requiring extremely high levels of engineering experience and expertise. Prepares studies, plans, and analyses in support of the delivery order.

Minimum Education

Bachelor's degree and Master's Degree in computer science, software engineering, mathematics, engineering, or related computer system discipline. An additional five (5) years experience in systems engineering or information systems engineering may be substituted for a Master's degree. Acceptable substitute degrees in engineering or physics can be used in lieu of computer science degrees.

42. Specialty Engineer I

Minimum/General Experience

Three (3) years working experience in the design of systems safety engineering, human factors engineering, civil engineering, industrial engineering, reliability & maintainability (R&M), or electromagnetic compatibility (EMC) into systems.

Functional Responsibility

The individual provides systems design for safety engineering, human factors engineering, civil engineering, industrial engineering, reliability & maintainability (R&M), or electromagnetic compatibility (EMC). Performs work toward defined project objectives. Develops work plans and project internal controls. As a member of the project team, works within general supervisory guidelines and controls. Generally operates with appreciable latitude for unreviewed action or decision. Assigned as group leader on smaller projects with full responsibility for technical and project direction of work group. May also work independently, or as part of team, with responsibility for analysis of problems requiring application of a broad spectrum of the knowledge base of the area of engineering or technical specialization. Accomplishes data gathering and analysis in assigned area of responsibility. Prepares studies, plans, and analyses in support of the delivery order. May conduct in-depth research in support of studies and analyses.

Minimum Education

Bachelor's degree in engineering. Acceptable substitute degrees in computer science, math, or physics can be used in lieu of engineering degrees.

43. Specialty Engineer II

Minimum/General Experience

Eight (8) years working experience in the design of systems safety engineering, human factors engineering, civil engineering, industrial engineering, reliability & maintainability (R&M), or electromagnetic compatibility (EMC) into systems.

Functional Responsibility

The individual provides systems design for safety engineering, human factors engineering, civil engineering, industrial engineering, reliability & maintainability (R&M), or electromagnetic compatibility (EMC). Prepares analyses as required in support of the delivery order. Performs work under broad direction concerning general project goals. Generally assigned as team leader on complex tasks or those which will require significant interaction of various technical disciplines. Provides administrative and technical direction to personnel assigned. May also work independently, or as part of team, with responsibility for analysis of problems requiring extremely high levels of engineering experience and expertise. May conduct in-depth

research in support of studies and analyses. Initiates customer contacts to present and discuss specific approaches to meeting customer needs.

Minimum Education

Bachelor's degree in engineering. Acceptable substitute degrees in computer science, math, or physics can be used in lieu of engineering degrees.

44. Specialty Engineer III

Minimum/General Experience

Fifteen (15) years working experience in the design of systems safety engineering, human factors engineering, civil engineering, industrial engineering, reliability & maintainability (R&M), or electromagnetic compatibility (EMC) into systems.

Functional Responsibility

The individual plans, directs, and monitors others responsible for systems design for safety engineering, human factors engineering, civil engineering, industrial engineering, reliability & maintainability (R&M), or electromagnetic compatibility (EMC). Provides project goals, strategies, and overall work plans. Normally is final level of approval for company on technical issues. Performs work under broad direction concerning general project goals. Full responsibility for all personnel assigned to project teams. Exercises supervisory responsibility over senior company personnel engaged in broad range of task performance. Advises/assists employees in their activities in supporting customer requirements across all functions. Ensures that facilities, training, and supplies are available for all employees under his/her responsibility. Responsible for preparation of studies, plans, and analyses in support of internal and external customers. Leads/directs in-depth research in support of studies and analyses. Often initiates and/or participates in customer contacts to refine customer needs in response to changes in dynamic environments. Generally deals with senior and executive level personnel within the customer organization.

Minimum Education

Bachelor's degree and Master's degree in a related technical discipline (i.e., information systems, computer science, or engineering) is required. An additional five (5) years experience in systems engineering, information systems engineering, or systems acquisition management may be substituted for a Master's degree. Acceptable substitute degrees in computer science, math, or physics can be used in lieu of engineering degrees.

45. Scientific/Engineering Professional I

Minimum/General Experience

Five (5) years work experience in a scientific field related to the DELIVERY ORDER. Full working knowledge and/or familiarity with technical or scientific field.

Functional Responsibility

The individual performs analyses and studies in a technical field as required by the Delivery order (DELIVERY ORDER). Prepares reports under the supervision of more experienced personnel. Performs work toward defined project objectives. Develops work plans and project internal controls. As a member of MTC Technologies, Inc.

the project team, works within general supervisory guidelines and controls. Generally operates with appreciable latitude for unreviewed action or decision. Assigned as group leader on smaller projects with full responsibility for technical and project direction of work group. May also work independently, or as part of team, with responsibility for analysis of problems requiring application of a broad spectrum of the knowledge base of the area of engineering or technical specialization. Accomplishes data gathering and analysis in assigned area of responsibility. Prepares studies, plans, and analyses in support of customers.

Minimum Education

Bachelor's degree in a technical or scientific field related to the delivery order.

46. Scientific/Engineering Professional II

Minimum/General Experience

Ten (10) years work experience in a scientific or engineering field related to the delivery order. Full working knowledge and/or familiarity with technical or scientific field. An acknowledged expert in the technical or scientific field of the delivery order.

Functional Responsibility

The individual plans and performs analyses and studies in a technical field as required by the Delivery order (DELIVERY ORDER). Prepares and delivers reports to the customer. Performs work under broad direction concerning general project and business unit goals. Generally assigned as team leader on complex tasks or those which will require significant interaction of various technical disciplines. Provides administrative and technical direction to personnel assigned. May also work independently, or as part of team, with responsibility for analysis of problems requiring extremely high levels of engineering experience and expertise. Prepares studies, plans, and analyses in support of the delivery order.

Minimum Education

Bachelor's and Master's degree in a technical or scientific field related to the delivery order.

47. Scientific/Engineering Professional III

Minimum/General Experience

Fifteen (15) years work experience in a scientific or engineering field related to the delivery order. Full working knowledge and/or familiarity with technical or scientific field. An acknowledged expert in the technical or scientific field of the delivery order.

Functional Responsibility

The individual plans, directs, and monitors analyses and studies in a technical field as required by the Delivery order (DELIVERY ORDER). Prepares, reviews, and delivers reports providing expert advice to the customer. Performs work under broad direction concerning matters within his/her field of specialization. Generally works independently, or as part of team, with responsibility for analysis of problems requiring extremely high levels of technical experience and expertise. Generally assigned to tasks which are at the edge of the state of the art or involve significant complexity. May direct engineers and other support personnel on a task basis. Prepares studies, plans, and analyses in support of delivery order. May conduct in-depth

research in support of studies and analyses. Presents and discusses specific approaches to meeting customer needs.

Minimum Education

Bachelor's and Master's degree in a technical or scientific field related to the delivery order.

48. Systems Engineer

Minimum/General Experience

This individual shall have four (4) years experience working in software engineering, systems engineering, information system architecture definition, computer system architecture information, and networking/telecommunications processing. Working knowledge/familiarity with pertinent military standards and the systems acquisition process is required.

Functional Responsibility

The individual provides support for software engineering, systems engineering, information system architecture definition, computer system architecture information, and networking /telecommunications processing. Performs work toward defined project objectives. Develops work plans and project internal controls. As a member of the project team, works within general supervisory guidelines and controls. Generally operates with appreciable latitude for unreviewed action or decision. Assigned as group leader on smaller projects with full responsibility for technical and project direction of work group. May also work independently, or as part of team, with responsibility for analysis of problems requiring application of a broad spectrum of the knowledge base of the area of engineering or technical specialization. Accomplishes data gathering and analysis in assigned area of responsibility. Prepares studies, plans, and analyses in support of the delivery order.

Minimum Education

A Bachelor's degree from an accredited university in computer science, or related technical discipline is required.

49. Senior Systems Engineer (Mgr.)

Minimum/General Experience

This individual shall have six (6) years experience working in software engineering, information system architecture definition, computer system architecture information, systems engineering, or networking/telecommunications processing. Working knowledge/familiarity with pertinent military standards and the systems acquisition process is required.

Functional Responsibility

The individual plans, directs, and monitors software engineering, systems engineering, information system architecture definition, computer system architecture information, and networking/telecommunications processing. Performs work toward defined project objectives. Develops work plans and project internal controls. As a member of the project team, works within general supervisory guidelines and controls. Generally operates with appreciable latitude for unreviewed action or decision. Assigned as group leader on smaller projects with full responsibility for technical and project direction of work group. May also work

independently, or as part of team, with responsibility for analysis of problems requiring application of a broad spectrum of the knowledge base of the area of engineering or technical specialization. Accomplishes data gathering and analysis in assigned area of responsibility. Prepares studies, plans, and analyses in support of the delivery order.

Minimum Education

A Bachelor's degree from an accredited university in computer science, or related technical discipline is required.

50. Cost Analyst

Minimum/General Experience

This individual shall have two (2) years experience in cost estimating and financial management disciplines. The experience shall include activities which occur during the total acquisition life cycle, statistical techniques, applied mathematics, and economics to conduct analytical studies involving complex technical parameters, logistics requirements, schedules constraints and similar cost-influencing factors, accounting, procurement, and business disciplines to enable evaluating or using contractor or Government budget and financial systems, procurement specifications and contractual obligations to the extent they affect cost, engineering discipline in sufficient detail to allow effective interchange of information, systems development and acquisition processes, including the role of industry and government organizations, government and industry cost data sources and cost data utilization, and automated cost estimating tools. A comprehensive knowledge of cost estimating functions is required.

Functional Responsibility

This individual provides cost estimating and financial management support, including all activities which occur during the life cycle of a program. As a member of the project team, generally performs work toward defined project objectives under the general direction of more senior personnel. Project tasks objectives are defined in broad terms and latitude in technical approach is expected. Has some independence for unreviewed action or decision. May provide technical or project guidance to other employees on portion of project effort. May also work independently, with responsibility for analysis of problems requiring application of a knowledge base of the area of specialization. Accomplishes data gathering and analysis in assigned area of responsibility (i.e., logistics, manufacturing, cost, etc.). Presents plans, recommendations, analyses, and other advice within a broad functional area to customers, site managers, and all employee levels within the project. Prepares studies, plans, and analyses in support of the delivery order.

Minimum Education

A Bachelor's degree from an accredited university in finance, accounting, business, or related discipline is required.

51. Senior Cost Analyst

Minimum/General Experience

This individual shall have six (6) years experience in cost estimating and financial management disciplines. The experience shall include a comprehensive knowledge of cost estimating, acquisition program office functions, and cost estimating tools. The individual must have an understanding of the intricacies of cost analysis methods used in complex estimating assignments sufficient to conduct analytical studies involving

complex technical parameters, logistics requirements, schedule constraints and similar cost influencing factors, and a knowledge of the cost estimating environment including industry and particularly government cost analysis organizations, data sources, and cost data utilization.

Functional Responsibility

The individual plans, directs, and monitors all cost estimating and financial management activities. Performs work toward defined project objectives. Develops work plans and project internal controls. As a senior member of the project team, works within general supervisory guidelines and controls. Generally operates with appreciable latitude for unreviewed action or decision. Assigned as group leader on some projects with full responsibility for technical and project direction of work group. May also work independently, or as part of team, with responsibility for analysis of problems requiring application of a broad spectrum of the knowledge base of the area of specialization. Accomplishes data gathering and analysis in assigned area of responsibility (i.e., logistics, manufacturing, cost, etc.). Prepares studies, plans, and analyses in support of the delivery order.

Minimum Education

A Bachelor's degree from an accredited university in finance, accounting, or related discipline is required.

52. Program Analyst

Minimum/General Experience

Individual shall have four (4) years experience as a program/control analyst. This experience shall include developing cost performance reports, critical path computations, and distributing budget to the work breakdown structure. Individual shall have a working knowledge of scheduling techniques, Cost/Schedule Control Systems Criteria and its elements, and budget terms and process. This individual shall have a working knowledge of functions of a government program office, applicable policies and procedures essential to manage a program through the acquisition process, procurement, and business disciplines to enable the evaluation of contractor and government management data, systems, specifications, and contractual documentation, and automated program management techniques.

Functional Responsibility

The individual provides cost performance reports, critical path computations, and distributes budget to the work breakdown structure. Performs work toward defined project objectives. Develops work plans and project internal controls. As a senior member of the project team, works within general supervisory guidelines and controls. Generally operates with appreciable latitude for unreviewed action or decision. Assigned as group leader on some projects with full responsibility for technical and project direction of work group. May also work independently, or as part of team, with responsibility for analysis of problems requiring application of a broad spectrum of the knowledge base of the area of specialization. Accomplishes data gathering and analysis in assigned area of responsibility (i.e., logistics, manufacturing, cost, etc.). Prepares studies, plans, and analyses in support of internal and external customers. Often initiates new contacts to obtain data required for task accomplishment or to identify new business opportunities.

Minimum Education

A Bachelor's degree in business, management, finance, or mathematics is required.

53. Senior Functional Area Analyst

Minimum/General Experience

The individual shall have ten (10) years general experience within the general functional area, including four (4) years specialized experience directly related to the particular task order functional area. This individual shall have at least three (3) years experience supervising analyst personnel in analyzing, defining, and documenting functional area system requirements.

Functional Responsibility

The individual supervises analyst personnel in analyzing, defining, and documenting functional area system requirements. Performs work toward defined project objectives. Develops work plans and project internal controls. As a senior member of the project team, works within general supervisory guidelines and controls. Generally operates with appreciable latitude for unreviewed action or decision. Assigned as group leader on some projects with full responsibility for technical and project direction of work group. May also work independently, or as part of team, with responsibility for analysis of problems requiring application of a broad spectrum of the knowledge base of the area of specialization. Accomplishes data gathering and analysis in assigned area of responsibility (i.e., logistics, manufacturing, cost, etc.). Presents plans, recommendations, analyses, and other advice within a broad functional area to his/her customers, and all employee levels. Prepares studies, plans, and analyses in support of the delivery order.

Minimum Education

The individual shall be highly knowledgeable of current Government procedures, regulations, manuals, technical orders, standards, and industry publications which relate to the functional area specialty required to perform the task order. Areas indicative of functional specialization are Supply, Maintenance, Transportation, Civil Engineering, Contracting, Comptroller, Personnel, Medical Operations, and Communications.

54. Systems Analyst

Minimum/General Experience

This individual shall have two (2) years experience in the analysis and design of business applications of complex systems for large-scale computers, database management concepts, knowledge of current storage and retrieval methods, and use of programming languages. The experience shall include operating requirements in the areas of scheduling, status reporting, and preparation of documentation, preparation of program specifications including format and content of input/output data and functions to be performed by computer programs, preparation of operations, maintenance or user manuals and instruction pamphlets governing the modification and development of automated data systems, and review and analysis of automated data systems developments and modifications for schedule interaction problems and conflicts.

Functional Responsibility

The individual provides the analysis and design of business applications of complex systems for large-scale computers, and database management concepts. This includes current knowledge of storage and retrieval methods, and programming languages. As a member of the project team, generally performs work toward defined project objectives under the general direction of a more senior employee. Project tasks objectives are defined by senior employee, but latitude in technical approach is expected. Has some independence for unreviewed action or decision. May provide technical or project guidance to other employees on portion of project effort. May also work independently, with responsibility for analysis of problems requiring

application of a knowledge base of the area of specialization. Accomplishes data gathering and analysis in assigned area of responsibility (i.e., logistics, manufacturing, cost, etc.). Presents plans, recommendations, analyses, and other advice within a broad functional area to his/her customers, and all employee levels within the project. Prepares studies, plans and analyses in support of the delivery order.

Minimum Education

A Bachelor's degree from an accredited university in computer science, engineering, business, or related technical discipline is required.

55. Senior Systems Analyst

Minimum/General Experience

This individual shall have six (6) years experience in developing management information systems, including requirements analysis, specifications, designing code, testing and documentation, information systems development, and acquisition. The experience shall include operating documentation requirements in order to schedule, report status, and prepare the required level of documentation, preparation of program specifications including format and content of input/output data and functions to be performed by computer programs, preparation of manuals and pamphlets governing the modification and development of automated data systems, and highly knowledgeable of Government regulations, manuals, technical orders, standards, and industry publications related to the task.

Functional Responsibility

The individual plans, monitors, and directs the development of management information systems, including requirements analysis, specifications, designing code, testing and documentation, information systems development, and acquisition. Performs work toward defined project objectives. Develops work plans and project internal controls. As a member of the project team, works within general supervisory guidelines and controls. Generally operates with appreciable latitude for unreviewed action or decision. Assigned as group leader on smaller projects with full responsibility for technical and project direction of work group. May also work independently, or as part of team, with responsibility for analysis of problems requiring application of a broad spectrum of the knowledge base of the area of engineering or technical specialization. Accomplishes data gathering and analysis in assigned area of responsibility. Prepares studies, plans, and analyses in support of the delivery order.

Minimum Education

A Bachelor's degree from an accredited university in computer science, engineering, business, or related technical discipline is required.

56. Subject Matter Expert I

Minimum/General Experience

High level of technical competence and analytical skill. Significant level of knowledge in the particular field of specialization. Understands latest developments in his/her field of expertise. Familiar with new and innovative applications of state of the art knowledge. Demonstrated expertise in his/her field. Typical areas of technical or management specialization include: Engineering, Scientific Research, System Design, Systems Engineering, Systems Integration, Acquisition Management, Transportation, Homeland Defense, Security, Aerospace, Deployment, Field Support, Energy Resources, Process Improvement, Sustainment, Computer MTC Technologies, Inc.

Aided Design, Manufacturing, Information Technology, Communications, Custom Installations, Network Operations, Systems Analysis, Data Processing, Litigation Support, Environmental, Safety and Human Factors, Technical Documentation, Research & Development, Computer Resources, Hardware/Software Development and Management, Operations Research, Material Management, and Strategic Planning.

Functional Responsibility

Assigned to tasks that are somewhat complex and that may require application across a range of the knowledge base relating to his/her field of specialization. May serve as coordinator on a project with responsibility for technical, analytical, or project direction of the work group. Assists in the preparation of studies, plans, and analyses in support of internal and external customers. May participate in research efforts in support of studies and analyses. May have to present and discuss approaches to meeting customer needs. Generally deals with mid to senior level technical or management specialists within the customer organization. Areas of specialized functional expertise may include: Program Management, Project Integration, Finance, Accounting, Budgeting, Cost Estimating, Scheduling, Contracting, Procurement, Engineering, Test and Evaluation, Configuration & Data, Quality Assurance, Security, Logistics, Manpower and Personnel, Administration, Facilitation, and Training.

Minimum Education

Bachelors Degree in an appropriate discipline with five to eight (5-8) years experience in his/her field of specialization. May substitute five (5) years experience for a degree requirement. In some cases, employee or consultant may not have a college degree but instead will have significant experience of ten (10) years or more.

57. Subject Matter Expert II

Minimum/General Experience

Very high level of technical competence and analytical skill. Broad level of knowledge in the particular field of specialization. In-depth understanding of the latest developments in his/her field of expertise. Capable of understanding new and innovative applications of state of the art knowledge. Recognized expert in his/her field. Typical areas of technical or management specialization include: Engineering, Scientific Research, System Design, Systems Engineering, Systems Integration, Acquisition Management, Transportation, Homeland Defense, Security, Aerospace, Deployment, Field Support, Energy Resources, Process Improvement, Sustainment, Computer Aided Design, Manufacturing, Information Technology, Communications, Custom Installations, Network Operations, Systems Analysis, Data Processing, Litigation Support, Environmental, Safety and Human Factors, Technical Documentation, Research & Development, Computer Resources, Hardware/Software Development and Management, Operations Research, Material Management, and Strategic Planning.

Functional Responsibility

Assigned to complex tasks that may require application of a broad spectrum of the knowledge base relating to his/her field of specialization. May serve as leader on a program or project with responsibility for technical, analytical, or project direction of the work group. Assists in the preparation of studies, plans, and analyses in support of internal and external customers. May lead in-depth research in support of studies and analyses. May have to present and discuss approaches to meeting customer needs. Generally deals with senior level personnel or other technical or management specialists within the customer organization. Areas of specialized functional expertise may include: Program Management, Project Integration, Finance, Accounting, Budgeting, Cost Estimating, Scheduling, Contracting, Procurement, Engineering, Test and

Evaluation, Configuration & Data, Quality Assurance, Security, Logistics, Manpower and Personnel, Administration, Facilitation, and Training.

Minimum Education

Bachelors Degree in an appropriate discipline with ten (10) years experience in his/her field of specialization. May substitute five (5) years experience for a degree requirement. In some cases, employee or consultant may not have a college degree but instead will have significant experience of fifteen (15) years or more.

58. Subject Matter Expert III

Minimum/General Experience

Extremely high level of technical competence and analytical skill. Expert level knowledge in the particular area of specialization. Intense and diversified knowledge in the particular field of specialization with in-depth understanding of the latest developments in the field. Capable of developing new and innovative applications of state of the art knowledge. May be recognized as being preeminent in his/her field. Typical areas of technical or management specialization include: Engineering, Scientific Research, System Design, Systems Engineering, Systems Integration, Acquisition Management, Transportation, Homeland Defense, Security, Aerospace, Deployment, Field Support, Energy Resources, Process Improvement, Sustainment, Computer Aided Design, Manufacturing, Information Technology, Communications, Custom Installations, Network Operations, Systems Analysis, Data Processing, Litigation Support, Environmental, Safety and Human Factors, Technical Documentation, Research & Development, Computer Resources, Hardware/Software Development and Management, Operations Research, Material Management, and Strategic Planning.

Functional Responsibility

Performs work under broad direction concerning matters within his/her field of specialization. Progress reviews focus on status and quality of output product. Works under general direction, independently, or as part of team, with responsibility for analysis of problems that are at or near the state of the art or involve significant complexity. Leads or assists in the preparation of studies, plans, and analyses in support of internal and external customers. May conduct in-depth research in support of studies and analyses. May have to present and discuss specific approaches to meeting customer needs. Generally deals with executive level personnel or other recognized technical or management experts within the customer organization. Areas of specialized functional expertise may include: Program Management, Project Integration, Finance, Accounting, Budgeting, Cost Estimating, Scheduling, Contracting, Procurement, Engineering, Test and Evaluation, Configuration & Data, Quality Assurance, Security, Logistics, Manpower and Personnel, Administration, Facilitation, and Training.

Minimum Education

Masters Degree and Bachelors Degree in an appropriate discipline with ten (10) years experience in the field of specialization. May substitute five (5) years experience for each degree requirement. In some cases, employee or consultant may not have a college degree but instead will have significant experience of twenty (20) years or more.

B. FINANCIAL AND BUSINESS SOLUTIONS SERVICES **LABOR CATEGORY DESCRIPTIONS**

The following labor category descriptions identify the primary types of Financial and Business Solutions Services offered under SIN C R710.

1. Project Leader

The Project Leader (PLDR) has extensive experience and background in his or her area of specialization. Provides project goals and strategies, and overall work plans. Is normally the final level of approval for company and technical issues. Performs work under broad direction concerning general project and business unit goals. Interfaces directly with senior industry and government official on related topics. The PLDR develops new and innovative approaches to the accomplishment of task within his or her area of expertise including accounting, budgeting, planning, scheduling, cost estimating, program control and integration, business systems, etc. Generally operates with wide latitude when making business decisions affecting the operation of the project team. Creates, updates, and executes the business plans and processes for the organization. Actively participates in developing corporate strategy. Progress reviews generally focus on attainment of goals and quality of output as contained in the business plans. Totally responsible for all personnel assigned to project teams. Exercises supervisory responsibility and authority over senior company personnel engaged in a broad range of task performance. Exercises staffing authority. In addition, the PLDR advises and assists employees with their activities in supporting customer requirements across all functions within the business unit. Ensures that facilities, training, equipment, and supplies are available for all employees within the organization. Presents plans, recommendations, analyses, and other advice on behalf of the project team, MTC corporate officials, group presidents, vice presidents, site managers, and all employee levels. Also responsible for studies, plans and analyses in support of internal and external customers. Leads/directs in-depth research in support of studies and analyses. Often initiates and/or participates in customer contacts to refine customer needs in response to changes in dynamic business environments. Generally deals with senior and executive level personnel within the customer's organization. Attends staff meetings, conducts staff meetings, and completes employee evaluations as required. Represents the corporation at seminars, technical interchange meetings, and program/project reviews.

Minimum Education

The candidate should have a Bachelor's degree and 15 years experience; Master's degree and 10 years experience; or over 20 years experience with some college required. Master's degree preferred. Considered as a major source of information and guidance in his or her area of specialization.

2. Principal Financial Management Analyst

Principal Financial Management Analysts (PFMAs) has a thorough understanding of his or her area of specialization and are formally trained in financial management or a closely related field, e.g., business administration, management, economics. They have extensive knowledge of, and experience in, accounting, budgeting, planning, scheduling, business information systems, cost estimating, program control/integration, and/or financial management systems to include: formulating and implementing/executing budgets, strategic and operating plans, system reviews, and corrective action systems. PFMAs have demonstrated ability to develop overall project goals and implementation plans; team structure and resource requirements; and project estimates. Capable of developing new and innovative applications of leading edge technology to his or her area of expertise. Generally assigned tasks of significant complexity and challenge. Based on their proven experience, they have full technical responsibility for interpreting, organizing, executing, and coordinating MTC Technologies, Inc.

aspects of the assigned tasks within broad objectives and limits. They can be assigned as team leaders on complex tasks that require the significant interaction of various technical disciplines. PFMAs provide day-to-day administrative and technical direction to other personnel assigned to the task. They prepare, review, and/or present financial management and related plans, recommendations, analyses, and reports to satisfy customer needs. They plan, direct, and perform special studies and reviews designed to improve customer operations, and to resolve various operations issues. PFMAs develop, implement, and assess internal controls, budget formulation and execution processes; and other accounting, budgeting, planning, scheduling, cost estimating, program control/integration, and financial management operating processes. They develop, implement, and assess process-improvement and corrective-action plans, programs, procedures, and processes.

Minimum Education

Candidate should have a Bachelor's degree and 12 years experience; Master's degree and 7 years experience; or over 15 years experience with some college required. Considered to have in-depth knowledge and understanding in their area of expertise.

3. Senior Financial Management Analyst

Senior Financial Management Analysts (SFMAs) provides evaluation and analysis for significant projects or problems within a particular area of expertise. They have a relatively high level of analytical skills and experience in, accounting, budgeting, planning, scheduling, business information systems, cost estimating, program control/integration, and/or financial management systems to include: supporting the formulation and implementation/execution of budgets, strategic and operating plans, system reviews, and corrective action systems. SFMAs have demonstrated in-depth understanding to develop project goals and implementation plans; team structure and resource requirements; and project estimates and are generally well known within their area of expertise. Based on their proven ability, they assist with interpreting, organizing, executing, and coordinating aspects of the assigned tasks within broad objectives and limits. They are assigned as team leaders on complex tasks that require the interaction of various technical disciplines. SFMAs provide recommendations on a daily basis on administrative and technical issues to other personnel assigned to the task. They prepare, review, and advise the mid to senior level management staff on present financial management and related plans, recommendations, analyses, and reports to satisfy customer needs. They assist with planning, directing, and performing special studies and reviews designed to improve customer operations, and to resolve various operations issues. SFMAs assist with the development, implementation, and assessment of internal controls, budget formulation and execution processes; and other accounting, budgeting, planning, scheduling, cost estimating, program control/integration, and financial management operating processes. They advise and support in developing, implementing, and assessing process-improvement and corrective-action plans, programs, procedures, and processes. Often initiates new contacts to obtain the data required for task accomplishment or to identify new business opportunities.

Minimum Education

Candidate should have Bachelor's degree and 8 years experience; a Master's degree and 4 years experience; or over 10 years experience with some college. Generally recognized as well known in the financial management service career field.

4. Lead Financial Management Analyst

Lead Financial Management Analysts (LFMAs) generally performs work in financial management or a closely related field. They have basic analytical skills and experience in, accounting, budgeting, planning, scheduling, business information systems, cost estimating, program control/integration, and/or financial

management systems. LFMA's have a basic understanding to develop project goals and implementation plans; team structure and resource requirements; and project estimates. They may assist the project leader with interpreting, organizing, executing, and coordinating aspects of the assigned tasks within broad objectives and limits. Capable of developing new and innovative applications of state of the art knowledge and expertise. They may be assigned to project teams on tasks that require the interaction of various technical disciplines. LFMA's may present recommendations on administrative and technical issues to other personnel assigned to the project team. Unique and creative solutions may be required due to constraints or changes in the environment. They often support the preparation of reviews and advise the management staff on financial management and related plans, recommendations, and analyses. They support planning, directing, and performing of special studies and reviews designed to improve customer operations, and to resolve various operations issues. LFMA's may support the project leader during the development, implementation, and assessment of internal controls, budget formulation and execution processes; and other accounting, budgeting, planning, scheduling, cost estimating, program control/integration, and financial management operating processes. They may support the development, implementation, and assessment of process-improvement and corrective-action plans, programs, procedures, and processes. Represents the corporation as an active participant in technical and professional organizations.

Minimum Education

Candidate should have a Bachelor's degree and 4 years experience; a Master's degree; or over 6 years experience with some college required.

5. Financial Management Analyst

Financial Management Analysts (FMAs) have a basic understanding of financial management or a closely related field and often provides support across a broad spectrum of company projects. May provide internal consulting and project assistance that requires a significant level of technical expertise in the financial management area and may interface with other experts within industry and the government. They have familiarity and possess general analytical skills and experience in, accounting, budgeting, planning, scheduling and business information systems, in addition to some knowledge of basic cost estimating principles, program control/integration procedures, and/or financial management systems to include: supporting the formulation and implementation of budgets, operating plans, system reviews, and corrective action plans. FMAs may have the basic understanding and background to support the development of draft project goals and implementation plans; team structure and resource requirements; and summary-level project estimates. They may support the program manager with organizing, executing, and coordinating various aspects of the assigned tasks within broad objectives and limits. They may support team leaders on tasks that require the interaction of various technical disciplines with direct supervision. If called upon, the FMAs may provide general recommendations on administrative issues to other personnel assigned to the task. They support the management staff with the preparation of reviews, and may advise the appropriate team members on present financial management and related plans, recommendations, analyses, and reports. They may also assist with basic planning and support during special studies and reviews to improve customer operations. FMAs may support the management staff with developing, implementing, and assessing basic budget formulation and execution processes; and other general accounting and , budget processes. They may be called upon to provide routine support during the development, implementation, and assessment of process-improvement and corrective-action plans, programs, procedures, and processes.

Minimum Education

Candidate should have a Bachelor's degree; Associate's degree and 4 years experience; or over 5 years experience and some college required.

6. Associate Financial Management Analyst

The Associate Financial Management Analysts (AFMAs) generally provides assistance on broad task assignments relating to financial management and other professional disciplines within the organization. Routinely exercises discretion and independent judgement while performing duties in his or her area of specialization including: accounting, budgeting, planning, scheduling, business information systems, cost estimating, program control and integration, etc. Uses standards, techniques, and procedures prescribed by the supervisor and carries out a series of tasks using his or her discretion and/or technical judgement. The AFMAs works autonomously in preparing preliminary and draft final reports while maintaining contact with customer personnel related to defined tasks. Can assist with the development of project estimates. The AFMAs can perform work toward definite project objectives under general supervision and guidance, usually as a member of a project team. Work efforts are generally in direct support of management policies or general business operations and tracked by regular progress reviews. In addition, the AFMAs may work independently, with responsibility for analysis of problems requiring application of a knowledge base within his or her area of specialization. Accomplishes data gathering and preliminary analysis in their specialized area of responsibility (i.e., financial management, scheduling, program integration, etc.) The AFMAs may present plans, recommendations, and analyses within a functional area to his or her management as well as all employee levels within the project. Can prepare documentation in support of internal and external customers under general supervision and may work independently in support of special studies and analyses. Usually deals with personnel within the customer's organization and may be called upon to present information (i.e., briefings) on preliminary results. Expected to attend staff and group project meetings as required by the team leader or senior management. May be called upon to represent the corporation as an active participant in technical and business organizations.

Minimum Education

Candidate should have an Associates Degree and 2 years experience; or 4 years experience and some college required.

7. Subject Matter Expert I

Minimum/General Experience

High level of technical competence and analytical skill. Significant level of knowledge in the particular field of specialization. Understands latest developments in his/her field of expertise. Familiar with new and innovative applications of state of the art knowledge. Demonstrated expertise in his/her field. Typical areas of technical or management specialization include: Engineering, Scientific Research, System Design, Systems Engineering, Systems Integration, Acquisition Management, Transportation, Homeland Defense, Security, Aerospace, Deployment, Field Support, Energy Resources, Process Improvement, Sustainment, Computer Aided Design, Manufacturing, Information Technology, Communications, Custom Installations, Network Operations, Systems Analysis, Data Processing, Litigation Support, Environmental, Safety and Human Factors, Technical Documentation, Research & Development, Computer Resources, Hardware/Software Development and Management, Operations Research, Material Management, and Strategic Planning.

Functional Responsibility

Assigned to tasks that are somewhat complex and that may require application across a range of the knowledge base relating to his/her field of specialization. May serve as coordinator on a project with responsibility for technical, analytical, or project direction of the work group. Assists in the preparation of studies, plans, and analyses in support of internal and external customers. May participate in research efforts

in support of studies and analyses. May have to present and discuss approaches to meeting customer needs. Generally deals with mid to senior level technical or management specialists within the customer organization. Areas of specialized functional expertise may include: Program Management, Project Integration, Finance, Accounting, Budgeting, Cost Estimating, Scheduling, Contracting, Procurement, Engineering, Test and Evaluation, Configuration & Data, Quality Assurance, Security, Logistics, Manpower and Personnel, Administration, Facilitation, and Training.

Minimum Education

Bachelors Degree in an appropriate discipline with five to eight (5-8) years experience in his/her field of specialization. May substitute five (5) years experience for a degree requirement. In some cases, employee or consultant may not have a college degree but instead will have significant experience of ten (10) years or more.

8. Subject Matter Expert II

Minimum/General Experience

Very high level of technical competence and analytical skill. Broad level of knowledge in the particular field of specialization. In-depth understanding of the latest developments in his/her field of expertise. Capable of understanding new and innovative applications of state of the art knowledge. Recognized expert in his/her field. Typical areas of technical or management specialization include: Engineering, Scientific Research, System Design, Systems Engineering, Systems Integration, Acquisition Management, Transportation, Homeland Defense, Security, Aerospace, Deployment, Field Support, Energy Resources, Process Improvement, Sustainment, Computer Aided Design, Manufacturing, Information Technology, Communications, Custom Installations, Network Operations, Systems Analysis, Data Processing, Litigation Support, Environmental, Safety and Human Factors, Technical Documentation, Research & Development, Computer Resources, Hardware/Software Development and Management, Operations Research, Material Management, and Strategic Planning.

Functional Responsibility

Assigned to complex tasks that may require application of a broad spectrum of the knowledge base relating to his/her field of specialization. May serve as leader on a program or project with responsibility for technical, analytical, or project direction of the work group. Assists in the preparation of studies, plans, and analyses in support of internal and external customers. May lead in-depth research in support of studies and analyses. May have to present and discuss approaches to meeting customer needs. Generally deals with senior level personnel or other technical or management specialists within the customer organization. Areas of specialized functional expertise may include: Program Management, Project Integration, Finance, Accounting, Budgeting, Cost Estimating, Scheduling, Contracting, Procurement, Engineering, Test and Evaluation, Configuration & Data, Quality Assurance, Security, Logistics, Manpower and Personnel, Administration, Facilitation, and Training.

Minimum Education

Bachelors Degree in an appropriate discipline with ten (10) years experience in his/her field of specialization. May substitute five (5) years experience for a degree requirement. In some cases, employee or consultant may not have a college degree but instead will have significant experience of fifteen (15) years or more.

9. Subject Matter Expert III

Minimum/General Experience

Extremely high level of technical competence and analytical skill. Expert level knowledge in the particular area of specialization. Intense and diversified knowledge in the particular field of specialization with in-depth understanding of the latest developments in the field. Capable of developing new and innovative applications of state of the art knowledge. May be recognized as being preeminent in his/her field. Typical areas of technical or management specialization include: Engineering, Scientific Research, System Design, Systems Engineering, Systems Integration, Acquisition Management, Transportation, Homeland Defense, Security, Aerospace, Deployment, Field Support, Energy Resources, Process Improvement, Sustainment, Computer Aided Design, Manufacturing, Information Technology, Communications, Custom Installations, Network Operations, Systems Analysis, Data Processing, Litigation Support, Environmental, Safety and Human Factors, Technical Documentation, Research & Development, Computer Resources, Hardware/Software Development and Management, Operations Research, Material Management, and Strategic Planning.

Functional Responsibility

Performs work under broad direction concerning matters within his/her field of specialization. Progress reviews focus on status and quality of output product. Works under general direction, independently, or as part of team, with responsibility for analysis of problems that are at or near the state of the art or involve significant complexity. Leads or assists in the preparation of studies, plans, and analyses in support of internal and external customers. May conduct in-depth research in support of studies and analyses. May have to present and discuss specific approaches to meeting customer needs. Generally deals with executive level personnel or other recognized technical or management experts within the customer organization. Areas of specialized functional expertise may include: Program Management, Project Integration, Finance, Accounting, Budgeting, Cost Estimating, Scheduling, Contracting, Procurement, Engineering, Test and Evaluation, Configuration & Data, Quality Assurance, Security, Logistics, Manpower and Personnel, Administration, Facilitation, and Training.

Minimum Education

Masters Degree and Bachelors Degree in an appropriate discipline with ten (10) years experience in the field of specialization. May substitute five (5) years experience for each degree requirement. In some cases, employee or consultant may not have a college degree but instead will have significant experience of twenty (20) years or more.

**C. MANAGEMENT, ORGANIZATIONAL AND BUSINESS IMPROVEMENT
SERVICES LABOR CATEGORY DESCRIPTIONS**

**LABOR CATEGORY DESCRIPTIONS AND QUALIFICATIONS ARE NOT REQUIRED FOR SIN
C R499, MANAGEMENT, ORGANIZATIONAL, AND BUSINESS IMPROVEMENT SERVICES.**

5.0 Information For Ordering Offices

MTC provides the services needed to meet the requirements of the functions described in the **GSA/FSS MTC Corporate Catalog**. Specific tasks are described in relation to each SIN. Any non-professional services requested must be incidental to and in direct support of the proposed professional services.

1. Scope

a. The prices, terms and conditions stated under Special Item Numbers:

C D301	C D302	C D306	C D307	C D308
C D311	C D316	C D317	C D399	C R710
C R499				

apply exclusively to the Services within the scope of this Corporate Contract Schedule.

b. The Contractor shall provide services at the Contractor's facility and/or at the Government location, as agreed to by the Contractor and the ordering office.

2. Statistical Data

For Government Ordering Office Completion of Standard Form 279:

Block 9: G. Order/Modification Under Federal Schedule

Block 16: Contractor Establishment Code (DUNS): 12-252-5991

Block 30: Type Contractor - C. Large Business Small Business

Block 31: Woman-Owned Small Business - No

Block 34: RESERVED

Block 36: Contractor's Taxpayer Identification Number: (TIN) 31-1150875

3. Cage Code: 9J721

4. Ordering Procedures

Procedures for Services Priced on GSA Schedules at Hourly Rates:

FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SINs) within a Schedule. GSA has established special ordering procedures for services that are priced on Schedule at hourly rates. These special ordering procedures take precedence over the procedures in FAR 8.404.

The GSA has determined that the rates for services contained in the contractor's price list applicable to this schedule are fair and reasonable. However, the ordering office using this contract is responsible for MTC Technologies, Inc.

considering the level of effort and mix of labor proposed to perform the specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

When ordering services, ordering offices shall:

I. Prepare a Request for Quotes:

A. A performance-based statement of work that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.

B. A request for quotes should be prepared which includes the performance-based statement of work and requests the contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering office makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials quote may be requested. The firm-fixed price shall be based on the hourly rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any travel costs or other incidental costs related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor-hour and time-and-materials orders.

C. The request for quotes may request the contractors, if necessary or appropriate, to submit a project plan for performing the task and information on the contractor's experience and/or past performance performing similar tasks.

D. The request for quotes shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical acceptability of responses.

II. Transmit the Request for Quotes to Contractors:

A. Based upon an initial evaluation of catalogs and price lists, the ordering office should identify the contractors that appear to offer the best value (considering the scope of services offered, hourly rates and other factors such as contractors' locations, as appropriate).

B. The request for quotes should be provided to three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold. For proposed orders exceeding the maximum order threshold, the request for quotes should be provided to additional contractors that offer services that will meet the agency's needs. Ordering offices should strive to minimize the contractors' costs associated with responding to requests for quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, when possible.

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

After responses have been evaluated against the factors identified in the request for quotes, the order should be placed with the schedule contractor that represents the best value and results in the lowest overall cost

alternative (considering price, special qualifications, administrative costs, etc.) to meet the Government's needs.

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

When establishing BPAs ordering offices shall -

Inform contractors in the request for quotes (based on the agency's requirement) if a single BPA or multiple BPAs will be established, and indicate the basis that will be used for selecting the contractors to be awarded the BPAs.

A. Single BPA: Generally, a single BPA should be established when the ordering office can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value and results in the lowest overall cost alternative to meet the agency's needs should be awarded the BPA.

B. Multiple BPAs: When the ordering office determines multiple BPAs are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing the BPAs. When multiple BPAs are established, the authorized users must follow the procedures in II.B above, and then place the order with the Schedule contractor that represents the best value and results in the lowest overall cost alternative to meet the agency's needs.

IV. Review BPAs periodically. Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value (considering price, special qualifications, etc.) and results in the lowest overall cost alternative to meet the agency's needs.

V. The ordering office should give preference to small business concerns when two or more contractors can provide the services at the same firm-fixed price or ceiling price.

VI. When the ordering office's requirement involves both products as well as professional services, the ordering office should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the greatest value in terms of meeting the agency's total needs.

VII. The ordering office, at a minimum, should document orders by identifying the contractor the services were purchased from, the services purchased, and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For agency requirements in excess of the micro-purchase threshold, the order file should document the evaluation of Schedule contractors' quotes that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.

Procedures for Ordering Other Services Available on schedule at Fixed Prices for Specifically Defined Services or Tasks:

The ordering procedures set forth at FAR 8.404 should be used for those services based on fixed prices. The Contractor is advised that based on the specific task identified at the task order level, it may use Clause 552.238-76, Price Reduction, to provide a proposed fixed price to the agency to more accurately reflect the actual work required.

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

A. Orders Placed at or Below the Micro-purchase Threshold:

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

B. Orders Exceeding the Micro-purchase Threshold but not Exceeding the Maximum Order Threshold:

Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering offices should consider reasonably available information about the service offered under MAS contracts by using the "GSA Advantage!" on-line shopping service, or by reviewing the catalogs/pricelists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the agency's needs. In selecting the service representing the best value, the ordering office may consider— (I) special features of the service that are required in effective program performance and that are not provided by a comparable service; and (ii) past performance.

C. Orders Exceeding the Maximum Order Threshold

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

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

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

(iii) After price reductions have been sought, place the order with the Schedule Contractor that provides the best value and results in the lowest overall cost alternative. If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

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

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

(1) Blanket Purchase Agreements (BPAs)

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

(2) Price Reductions

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

(3) Small Business

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

(4) Documentation

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

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.

5. Order

- a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the

contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.

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

6. Invoices

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

7. Payments

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

8. Resumes

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

9. Incidental Support Costs

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

10. Approval of Subcontracts

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

11. Blanket Purchase Agreements (BPAs)

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

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

Federal Supply Schedule contracts contain BPA provisions to enable schedule users to maximize their administrative and purchasing savings. This feature permits schedule users to set up “accounts” with Schedule Contractors to fill recurring requirements. These accounts establish a period for the BPA and generally address issues such as the frequency of ordering and invoicing, authorized callers, discounts, delivery locations and times. Agencies may qualify for the best quantity/volume discounts available under the contract, based on the potential volume of business that may be generated through such an agreement, regardless of the size of the individual orders. In addition, agencies may be able to secure a discount higher than that available in the contract based on the aggregate volume of business possible under a BPA. Finally, Contractors may be open to a progressive type of discounting where the discount would increase once the sales accumulated under the BPA reach certain prescribed levels. Use of a BPA may be particularly useful with the new Maximum Order feature. See the Suggested Format, contained in this Schedule Pricelist, for customers to consider when using this purchasing tool.

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.

6.0 FEDERAL SUPPLY SCHEDULE BLANKET PURCHASE AGREEMENT/SIMPLIFIED ACQUISITION PROCEDURES

The use of Blanket Purchase Agreements under the Federal Supply Schedule Program have been permitted for a long time. Check Federal Acquisition Regulation (FAR) 13.203-1(f): "BPA's may also be established with Federal Supply Schedule contracts".

For BPA's, agencies are empowered and encouraged to seek further price reductions.

Teaming Arrangements may be incorporated into your BPA! Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with FAR 9.6.

SIMPLIFIED ACQUISITION PROCEDURES BLANKET PURCHASE AGREEMENTS

FAR 13.2 provides the following procedures for establishing a BPA under the Simplified Acquisition Procedures:

The Contracting Officer may use a BPA when there is:

- A need for a wide variety of items, but the exact items, quantities and delivery requirements are not known in advance.
- A need for commercial sources of supply for one or more offices that do not have purchase authority exists.
- To reduce the administrative burden of writing numerous purchase orders.
- Contracting Officers must contact Vendors to negotiate the terms and conditions of the BPA.

7.0 SAMPLE BEST VALUE PURCHASE AGREEMENT/BLANKET PURCHASE AGREEMENT

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act
_____(Agency)____ and _____(Contractor)_____ enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) _____.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the **Government that works better and costs less.**

Signatures

AGENCY

DATE

CONTRACTOR

DATE

BPA NUMBER _____

**(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT**

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

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

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

(2) Delivery:

DESTINATION	DELIVERY SCHEDULE/DATES
_____	_____
_____	_____

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

(4) This BPA does not obligate any funds.

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

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

OFFICE	POINT OF CONTACT
_____	_____
_____	_____

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

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

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

8.0 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 or 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.