

WORLDWIDE FEDERAL SUPPLY SCHEDULE



Contract No. GS-07F-5711P

Authorized

Professional Security/Facility Management Services Schedule Price List

Prices Shown Herein are Net (discount deducted)



4032 Linden Avenue ● Dayton, OH 45432

Phone (937) 252-9199 ● Fax (937) 258-3863 ● www.mtctechnologies.com

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!TM, a menu-driven database system. The INTERNET address for GSA Advantage!TM is: <http://www.fss.gsa.gov>.

Title: Professional Security/Facility Management Services (PSFMS)

FSC Group: 63 – Alarm and Signal Systems/Facility Management, Systems, Professional Security/Facility Management Services

Schedule: 84 – Total Solutions for Law Enforcement, Security, Facilities Management, Fire, Rescue, Clothing, Marine Craft, and Emergency/Disaster Response

Class: R414

Contract Number: GS-07F-5711P

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

Contract Period: 1 Mar 2005 - 28 Feb 2010

Contractor: MTC Technologies, Inc.
4032 Linden Avenue
Dayton, Ohio 45432-3006
Ph: (937) 252-9199
Fax: (937) 258-3863

Website: <http://www.mtctechnologies.com>

Business Size: Large

Original Catalog: 1 Apr 2004
Option I Catalog: 1 Mar 2005

**GSA/FSS
PROFESSIONAL SECURITY/FACILITY MANAGEMENT SERVICES**

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GSA/FSS
PROFESSIONAL SECURITY/FACILITY MANAGEMENT SERVICES

CUSTOMER INFORMATION

- | | |
|---|--|
| 1. Table of Awarded Special Item Numbers
SIN 246-52 Professional Security/Facility
Management Services | Pg. 5 |
| 2. Maximum Order: | \$200,000.00 |
| 3. Minimum Order: | \$100.00 |
| 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 Requirements Clause
(contact J. Michael Henson) |
| 12. F.O.B. Points: | FOB Destination |
| 13. Ordering Address: | MTC Technologies, Inc.
4032 Linden Avenue
Dayton, Ohio 45432-3006 |
| 14. Payment Address: | MTC Technologies, Inc.
C/O National City Bank
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. Not Applicable**
- 19. Not Applicable**
- 20. Not Applicable**
- 20a. Not Applicable**
- 21. Not Applicable**
- 22. Not Applicable**
- 23. Not Applicable**
- 24. Year 2000 (Y2K) Compliant:** MTC is Y2K compliant
- 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
- 27. MTC Website:** <http://www.mtctechnologies.com>

GSA/FSS PROFESSIONAL SECURITY/FACILITY MANAGEMENT SERVICES

SERVICES

MTC Technologies, Inc. (MTC), a publicly traded corporation headquartered in Dayton, Ohio, has over 20 years experience in security, financial, engineering, and technical 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 2500 employees at locations worldwide, our customer base includes DoD, NASA, other federal, state, and local agencies, and commercial industry. Visit our corporate website, www.mtctechnologies.com, for a broad overview of **MTC** and our affiliates.

MTC provides Professional Security/Facility Management Services (PSFMS) 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.

MTC supports the development, acquisition, and deployment of complex systems for the military and commercial markets. We have extensive security management capabilities and expertise. We understand professional security support is essential to mission achievement and is critical to realizing National Security goals.

We offer a wide array of professional security 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.

Examples of our security support include

- Definition and analysis of system security requirements
- Special studies and analysis of security issues
- Threat analysis
- Advisory & Assistance Services (A&AS) support
- Administrative security support
- Special Access Program and Sensitive Compartmented Information facility management and document control
- Personnel security management
- Education and training

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

Typical Professional Security/Facility Management Services	
System Security Requirements Definition	Program Analysis
System Security Requirements Analysis	Risk Management
Special Studies Of Security Issues	Technical Analysis
Analysis Of Security Issues	Document Control
A&AS Support	Personnel Security Management
Threat Analysis	Strategic Planning
Administrative Security Support	Source Selection Support
Special Access Program Facility (SAPF) Management	Sensitive Compartmented Information Facility (SCIF) Management
Identification Of Countermeasures, Costs, and/or Tradeoffs	Security Related Education And Training
Identification Of Critical Assets And Information	Assessment Of Risk And Determining Priorities For Asset Protection
Identification Of Threats	Security Classification Guide Development
Assessment Of Intent, Capability, And Motive Of Threat	Impact Of Loss, Damage, Or Compromise Of Critical Assets
Program Security Guides & Directives Development	Internal And External Program Operating Procedure Development
Program Protection Planning	Identification Of Security Vulnerabilities

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

1. SIN 246-52 – Professional Security/Facility Management Services

Examples of Professional Security/Facility Management Services includes but is not limited to: integrated system security planning; operational (OPSEC) security planning; develop, implement, maintain, and revise security policies; provide technical and non-technical security support; electronic & facility security planning; program & facility risk management assessment; threat analysis & assessment; visitor control; document control; secure communications management; security awareness & training; personnel security; special program security management; and program test security support.

**PROFESSIONAL SECURITY/FACILITY
MANAGEMENT SERVICES
SCHEDULE PRICELIST**

MTC Technologies, Inc.	
BASIC PERIOD	
SIN 246-52	
HOURLY LABOR RATES EFFECTIVE 04/01/04 - 02/28/05	
LABOR CATEGORY	HOURLY RATE
Project Leader	\$171.62
Engineer I	\$103.90
Engineer II	\$110.40
Engineer III	\$137.30
Engineer IV	\$150.29
Technical Specialist I	\$107.61
Technical Specialist II	\$110.40
Technical Specialist III	\$137.30
Technical Specialist IV	\$178.12
Analyst I	\$64.01
Analyst II	\$77.00
Analyst III	\$92.77
Analyst IV	\$118.75
Analyst V	\$140.08
Technician I	\$32.26
Technician II	\$47.90
Technician III	\$58.65
Secretary	\$35.19
Word Processor	\$31.28

Note 1: All Labor Categories include the 0.75% Industrial Funding Fee

Note 2: Travel including G&A is proposed and subsequently reimbursed IAW Joint Federal Travel Regulation

**PROFESSIONAL SECURITY/FACILITY
MANAGEMENT SERVICES
SCHEDULE PRICELIST**

MTC Technologies, Inc.

OPTION PERIOD I

SIN 246-52

		HOURLY LABOR RATES				
		Year 1	Year 2	Year 3	Year 4	Year 5
		3/1/05 – 2/28/06	3/1/06 – 2/28/07	3/1/07 – 2/28/08	3/1/08 – 2/28/09	3/1/09 – 2/28/10
Labor Category		RATE	RATE	RATE	RATE	RATE
1	Project Leader	178.48	185.62	193.05	200.77	208.80
2	Engineer I	108.06	112.38	116.87	121.55	126.41
3	Engineer II	114.82	119.41	124.18	129.15	134.32
4	Engineer III	142.79	148.50	154.44	160.62	167.05
5	Engineer IV	156.30	162.55	169.06	175.82	182.85
6	Technical Specialist I	111.91	116.39	121.05	125.89	130.92
7	Technical Specialist II	114.82	119.41	124.18	129.15	134.32
8	Technical Specialist III	142.79	148.50	154.44	160.62	167.05
9	Technical Specialist IV	185.24	192.65	200.36	208.38	216.71
10	Analyst I	66.57	69.23	72.00	74.88	77.88
11	Analyst II	80.08	83.28	86.61	90.08	93.68
12	Analyst III	96.48	100.34	104.35	108.53	112.87
13	Analyst IV	123.50	128.44	133.58	138.92	144.48
14	Analyst V	145.68	151.51	157.57	163.87	170.43
15	Technician I	33.55	34.89	36.29	37.74	39.25
16	Technician II	49.82	51.81	53.88	56.04	58.28
17	Technician III	61.00	63.44	65.97	68.61	71.36
18	Secretary	36.60	38.06	39.58	41.17	42.81
19	Word Processor	32.53	33.83	35.19	36.59	38.06

Note 1: All Labor Categories include the 0.75% Industrial Funding Fee

Note 2: Travel including G&A is proposed and subsequently reimbursed IAW Joint Federal Travel Regulation

**PROFESSIONAL SECURITY/FACILITY
MANAGEMENT SERVICES
SCHEDULE PRICELIST**

MTC Technologies, Inc.

OPTION PERIOD II

SIN 246-52

		HOURLY LABOR RATES				
		Year 1	Year 2	Year 3	Year 4	Year 5
		3/1/10 – 2/28/11	3/1/11 – 2/29/12	3/1/12 – 2/28/13	3/1/13 – 2/28/14	3/1/14 – 2/28/15
Labor Category		RATE	RATE	RATE	RATE	RATE
1	Project Leader	217.15	225.84	234.87	244.27	254.04
2	Engineer I	131.47	136.73	142.19	147.88	153.80
3	Engineer II	139.69	145.28	151.09	157.13	163.42
4	Engineer III	173.73	180.68	187.90	195.42	203.24
5	Engineer IV	190.16	197.77	205.68	213.91	222.47
6	Technical Specialist I	136.16	141.61	147.27	153.16	159.29
7	Technical Specialist II	139.69	145.28	151.09	157.13	163.42
8	Technical Specialist III	173.73	180.68	187.90	195.42	203.24
9	Technical Specialist IV	225.38	234.39	243.77	253.52	263.66
10	Analyst I	80.99	84.23	87.60	91.11	94.75
11	Analyst II	97.43	101.33	105.38	109.60	113.98
12	Analyst III	117.38	122.08	126.96	132.04	137.32
13	Analyst IV	150.26	156.27	162.52	169.02	175.78
14	Analyst V	177.25	184.34	191.71	199.38	207.35
15	Technician I	40.82	42.45	44.15	45.92	47.75
16	Technician II	60.61	63.03	65.55	68.18	70.90
17	Technician III	74.21	77.18	80.27	83.48	86.82
18	Secretary	44.53	46.31	48.16	50.09	52.09
19	Word Processor	39.58	41.16	42.81	44.52	46.30

Note 1: All Labor Categories include the 0.75% Industrial Funding Fee

Note 2: Travel including G&A is proposed and subsequently reimbursed IAW Joint Federal Travel Regulation

PROFESSIONAL SECURITY/FACILITY MANAGEMENT SERVICES SCHEDULE PRICELIST

MTC Technologies, Inc.

OPTION PERIOD III

SIN 246-52

		HOURLY LABOR RATES				
		Year 1	Year 2	Year 3	Year 4	Year 5
		3/1/15 – 2/29/16	3/1/16 – 2/28/17	3/1/17 – 2/28/18	3/1/18 – 2/28/19	3/1/19 – 2/29/20
Labor Category		RATE	RATE	RATE	RATE	RATE
1	Project Leader	264.20	274.77	285.76	297.19	309.08
2	Engineer I	159.95	166.35	173.00	179.92	187.12
3	Engineer II	169.96	176.75	183.82	191.18	198.82
4	Engineer III	211.37	219.82	228.61	237.76	247.27
5	Engineer IV	231.36	240.62	250.24	260.25	270.66
6	Technical Specialist I	165.66	172.29	179.18	186.35	193.80
7	Technical Specialist II	169.96	176.75	183.82	191.18	198.82
8	Technical Specialist III	211.37	219.82	228.61	237.76	247.27
9	Technical Specialist IV	274.21	285.18	296.58	308.45	320.78
10	Analyst I	98.54	102.48	106.58	110.84	115.28
11	Analyst II	118.54	123.28	128.21	133.34	138.67
12	Analyst III	142.82	148.53	154.47	160.65	167.07
13	Analyst IV	182.81	190.12	197.73	205.64	213.86
14	Analyst V	215.65	224.27	233.24	242.57	252.28
15	Technician I	49.66	51.65	53.72	55.86	58.10
16	Technician II	73.74	76.69	79.76	82.95	86.27
17	Technician III	90.29	93.90	97.66	101.56	105.63
18	Secretary	54.17	56.34	58.59	60.94	63.38
19	Word Processor	48.15	50.08	52.08	54.17	56.33

Note 1: All Labor Categories include the 0.75% Industrial Funding Fee

Note 2: Travel including G&A is proposed and subsequently reimbursed IAW Joint Federal Travel Regulation

GSA/FSS
PROFESSIONAL SECURITY/FACILITY MANAGEMENT SERVICES
LABOR CATEGORY DESCRIPTIONS

The following labor category descriptions identify the primary types of Professional Security Management Services offered under Special Item No. 246-52

Personnel Qualifications

The following paragraphs establish required qualifications for the corresponding labor categories. Each labor category write-up contains a narrative description of the most prevalent and typical aspects of the duties and responsibilities of each category. Please note that these are not all inclusive listings. *Specific customer needs may vary and task order requirements are stated accordingly.* Registration as a Professional Engineer within the State of principal execution of the task order, in the particular specialty, is considered equivalent to a Bachelor's degree. Equivalents to 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.

MATRIX OF DUTIES TO LABOR CATEGORIES

NOTE: Not all-inclusive depending on the technical requirements of the duties to be performed.

Duty	Project Leader	Engineer	Tech Spec	Analyst	Technician	Secretary	Word Processor
System Security Requirements Definition	X	X	X	X	X		
Program Analysis	X	X	X	X			
System Security Requirements Analysis	X	X	X	X			
Risk Management	X	X	X	X			
Special Studies Of Security Issues	X	X	X	X	X		
Technical Analysis	X	X	X	X			
Analysis Of Security Issues	X	X	X	X			
Document Control				X	X	X	X
A&AS Support	X	X	X	X	X	X	X
Personnel Security Management				X	X	X	X
Threat Analysis	X	X	X	X			
Strategic Planning	X	X	X	X			
Administrative Security Support				X	X	X	X
Source Selection Support	X	X	X	X	X	X	X
Special Access Program Facility (SAPF) Management	X		X	X	X	X	
Sensitive Compartmented Information Facility (SCIF) Management	X		X	X	X	X	
Identification Of Countermeasures, Costs, and/or Tradeoffs	X	X	X	X	X		
Security Related Education And Training	X	X	X	X	X	X	X
Identification Of Critical Assets And Information	X	X	X	X			
Assessment Of Risk And Determining Priorities For Asset Protection	X	X	X	X			
Identification of Threats	X	X	X	X	X		
Security Classification Guide Development	X	X	X	X	X	X	X
Assessment of Intent, Capability, and Motive of Threat	X	X	X	X			
Impact of Loss, Damage, or Compromise of Critical Assets	X	X	X	X	X		
Program Security Guides & Directives Development	X	X	X	X	X	X	X
Internal and External Program Operating Procedure Development	X			X	X	X	X
Program Protection Planning	X	X	X	X	X		
Identification of Security Vulnerabilities	X	X	X	X	X		

1. PROJECT LEADER

General Experience

Multi-disciplinary security professional, leading a team of security professionals to achieve requirements levied by the government in a SOW or performance based work statement. This individual provides leadership and technical expertise to all security disciplines supported. See table for matrix of duties to labor categories.

Functional Responsibility

Leads multi-disciplinary tasks or those which are the highest priority to the customer. Has capability to provide task direction across broad areas of responsibility. Normally conceives, plans and executes a wide variety of important projects requiring exploration of subject areas, definition of problems and development of novel, cost-effective approaches for resolution. Approves and releases preliminary and final reports. Maintains contact with a broad spectrum of customer personnel related to project goals, performance and strategies. Develops and approves project estimates and commits company resources to ensure accomplishment. Generally operates with wide latitude for unreviewed action or decision. Full responsibility for all personnel assigned to project teams. Exercises supervisory responsibility over senior company personnel engaged in broad range of task performance. Generally deals with senior personnel within customer organization. Often Initiates contacts with customers to refine customer needs in response to changes in dynamic environments. Interfaces with senior personnel in DoD, services, and other contractor organizations. Provides direction to subordinates based on general policies and management guidance. Work is reviewed upon completion for adequacy in meeting objectives. Interprets and executes policies and procedures that typically affect subordinate organizational units. Recommends modifications to operating policies. Accomplishes results through lower level subordinate supervisors, associate managers, or exempt professional staff who exercise significant latitude and independence in assignments. Functions as an advisor to a unit regarding tasks, projects, and operations. Ensures that projects are completed on schedule and within budget. Frequent contacts with internal personnel and outside customers and industry. Conducts briefings and participates in technical meetings for internal and external representatives concerning specific operations.

Minimum Education/Experience

Masters Degree and ten (10) years experience, Bachelors Degree and fifteen (15) years experience, or over twenty (20) years experience. Certification by a Professional Society or a Professional Engineer's License may be substituted for Bachelors and Masters Degrees, respectively.

2. ENGINEER I

General Experience

Security engineering tasks include: Systems Security Engineering (SSE); design of electronic security (alarms), access control, and Closed Circuit Television (CCTV) systems; design of technical security plans; risk and vulnerability design and engineering; physical security engineering; engineering and secure design of automated information systems supporting Sensitive Compartmented Information Facility (SCIF) and Special Access Program Facility (SAPF) networks; and mitigation of security related vulnerabilities and risks. See table for matrix of duties to labor categories.

Functional Responsibility

Generally performs routine engineering work on broader tasks assigned to an experienced engineer. Performs activities concerned with translation of customer requirements into product requirements used to design, develop, fabricate, test, and produce equipment, subsystems, and/or systems. Evaluates proposals or modifications for design feasibility and system compatibility. Develops or reviews specifications that establish product performance requirements. Conducts and supports trade-off studies with respect to engineering performance, effectiveness, cost, producibility, supportability, and risk. Conducts and supports evaluation of system test plans, and corresponding development costs. Assesses results of analyses and tests to determine compliance with product requirements. Works in highly specialized technical areas typically involving the latest technology and high complexity. These specialty areas, also characterized by a limited availability of qualified experts, include, but are not limited to, engineering disciplines such as software, computer resources, signal intelligence (SIGINT), low observables, radar, and engine and aircraft structural dynamics. Uses standards, techniques and procedures prescribed by supervisor. Carries out a series of engineering operations with limited exercise of judgment on details. Assists in preparing preliminary and draft final reports. May work alone, or as part of team, with responsibility for analysis of problems requiring high levels of engineering expertise. Generally deals with working level personnel within customer organization. Performs engineering planning, performance management, capacity planning, testing and validation, benchmarking. Develops and staffs engineering management plans. Supports project Engineers, as required. Analyzes and develops technical documentation detailing system performance.

Minimum Education/Experience

Bachelors Degree in appropriate engineering or scientific discipline or two (2) to four (4) years experience in engineering positions with some college. Certification by a Professional Society or a Professional Engineer's License may be substituted for Bachelors Degree.

3. ENGINEER II

General Experience

Security engineering tasks include: Systems Security Engineering (SSE); design of electronic security (alarms), access control, and Closed Circuit Television (CCTV) systems; design of technical security plans; risk and vulnerability design and engineering; physical security engineering; engineering and secure design of automated information systems supporting Sensitive Compartmented Information Facility (SCIF) and Special Access Program Facility (SAPF) networks; and mitigation of security related vulnerabilities and risks. See table for matrix of duties to labor categories.

Functional Responsibility

Accomplishes engineering assignments of a relatively broad nature while exercising considerable judgment and originality. Develops objectives for specific elements of projects. Selects and applies standard engineering techniques and procedures to new situations. Independently evaluates, selects, and applies standard engineering or scientific techniques, procedures, and criteria, using judgment in making minor adaptations and modifications. Assignments have clear and specified objectives and require the investigation of a limited number of variables. Performance at this level requires developmental experience in a professional position. Receives instructions on specific assignment objectives, complex features, and possible solutions. Assistance is furnished on unusual problems and work is reviewed for application of sound professional judgment. Performs work which involves conventional types of plans, investigations, surveys, structures, or equipment with relatively few complex features for which there are precedents. Tasks usually include one or more of the following: equipment design and development, test, preparation of specifications, process study, research investigations, report preparation, and other activities of limited scope. Generates preliminary and draft final reports. Assists in the development of project estimates. Able to apply existing subject area knowledge base to project efforts. Generally assigned to tasks that are somewhat complex or defined portions of complex tasks. May work alone, or as part of team, with responsibility for analysis of problems requiring high levels of engineering expertise. Generally deals with working level and mid-level personnel within customer organization. Serves as required to provide technical representation to solution and customer focused integrated product teams, and may provide inputs to integrated master plans and integrated master schedules.

Minimum Education/Experience

Masters Degree, Bachelors Degree in appropriate engineering or scientific discipline and two (2) years experience or five (5) to eight (8) years experience in engineering positions with some college. Certification by a Professional Society or a Professional Engineer's License may be substituted for Bachelors and Masters Degrees, respectively.

4. ENGINEER III

General Experience

Security engineering tasks include: Systems Security Engineering (SSE); design of electronic security (alarms), access control, and Closed Circuit Television (CCTV) systems; design of technical security plans; risk and vulnerability design and engineering; physical security engineering; engineering and secure design of automated information systems supporting Sensitive Compartmented Information Facility (SCIF) and Special Access Program Facility (SAPF) networks; and mitigation of security related vulnerabilities and risks. See table for matrix of duties to labor categories.

Functional Responsibility

Assigned to complex tasks which require application of a broad spectrum of the knowledge base of the area of specialization. Often serves as group leader on small projects with full responsibility for technical and project direction of work group. Works toward defined project objectives. Develops work plans and project internal controls. Defines task objectives and supporting schedules. Generates preliminary and final reports. Develops major portions of project estimates. Presents findings on tasks to customer personnel. Develops project estimates. Generally deals with mid-level and senior personnel within customer organization. Initiates customer contacts to present and discuss specific approaches to meeting customer needs. Operates with appreciable latitude for unreviewed action or decision. Performs activities concerned with translation of customer requirements into product requirements used to design, develop, fabricate, test, and produce equipment, subsystems, and/or systems. Evaluates proposals or modifications for design feasibility and system compatibility. Develops or reviews specifications that establish product performance requirements. Conducts and supports trade-off studies with respect to engineering performance, effectiveness, cost, producibility, supportability, and risk. Conducts and supports evaluation of integrated product development plans, system test plans, and corresponding development costs. Assesses results of analyses and tests to determine compliance with product requirements. Serves as required to provide technical representation to solution and customer focused integrated product teams, and may provide inputs to integrated master plans and integrated master schedules.

Minimum Education/Experience

Masters Degree and two (2) years experience, Bachelors Degree in appropriate engineering or scientific discipline and six (6) years experience or over ten (10) years experience in engineering positions with some college. Certification by a Professional Society or a Professional Engineer's License may be substituted for Bachelors and Masters Degrees, respectively.

5. ENGINEER IV

General Experience

Security engineering tasks include: Systems Security Engineering (SSE); design of electronic security (alarms), access control, and Closed Circuit Television (CCTV) systems; design of technical security plans; risk and vulnerability design and engineering; physical security engineering; engineering and secure design of automated information systems supporting Sensitive Compartmented Information Facility (SCIF) and Special Access Program Facility (SAPF) networks; and mitigation of security related vulnerabilities and risks. See table for matrix of duties to labor categories.

Functional Responsibility

Generally assigned as team leader on complex tasks requiring significant interaction of various technical disciplines. Develops overall project goals and project team structure for significant tasks. Has full technical responsibility for interpreting, organizing, executing and coordinating aspects within broad objectives and limits. Approves preliminary and final reports. Develops project estimates. Progress reviews generally focus on attainment of goals and quality of output product. May work alone, or as part of team, with responsibility for analysis of problems requiring extremely high levels of engineering expertise. Generally deals with mid-level and senior personnel within customer organization. Initiates customer contacts to present and discuss specific approaches to meeting customer needs. Provides administrative and technical direction to personnel within the technical area. Provides solutions to highly unusual and extremely difficult and/or broad scientific, engineering, technical, and management problems, requiring a high level of technical ability. Directs the technical activities of large groups of lower level personnel. Provides analytical/informational briefings and reports to upper management levels. Has interdisciplinary knowledge of two or more of the following areas: engineering, physical sciences, computer science, economics, human behavior, and life cycle analyses. Expert in a specific discipline and knowledgeable in the business environment. Works with personnel at the highest level of an organization's management. Represents the organization in interfacing with customers. Plans and performs engineering research, design development, manufacturing initiatives, system implementation and deployment, and other assignments in conformance with design, engineering and customer specifications. Serves as required to provide technical representation to solution and customer focused integrated product teams, and may provide inputs to integrated master plans and integrated master schedules.

Minimum Education/Experience

Masters Degree and five (5) years experience, Bachelors Degree in appropriate engineering or scientific discipline and ten (10) years experience or over twenty (20) years experience in engineering positions with some college. Certification by a Professional Society or Professional Engineer's License may be substituted for Bachelors and Masters Degrees, respectively.

6. TECHNICAL SPECIALIST I

General Experience

The Technical Specialist provides support in any of the security disciplines. Persons in this category have specific expertise or training in one or more security disciplines. Tasks include: security program management; security program development; technical design of security systems and programs; risk and vulnerability mitigation; SCIF and SAPF facility management; physical security design; and mitigation of security related vulnerabilities and risks. See table for matrix of duties to labor categories.

Functional Responsibility

Performs work under general direction concerning matters within his/her field of specialization. Assists in collecting and organizing information required for preparation of user s manuals, training materials, installation guides, proposal and other reports and deliverables. 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. Presents and discusses specific approaches to meeting customer needs. Generally deals with mid level personnel or other recognized technical experts within the customer organization. Serves as required to provide technical representation to solution and customer focused integrated product teams, and may provide inputs to integrated master plans and integrated master schedules.

Minimum Education/Experience

Masters Degree in an appropriate discipline or Bachelors Degree with two (2) years experience in the field of specialization. In some cases, employee may not have a college degree but have significant experience of four (4) years or more.

7. TECHNICAL SPECIALIST II

General Experience

The Technical Specialist provides support in any of the security disciplines. Persons in this category have specific expertise or training in one or more security disciplines. Tasks include: security program management; security program development; technical design of security systems and programs; risk and vulnerability mitigation; SCIF and SAPF facility management; physical security design; and mitigation of security related vulnerabilities and risks. See table for matrix of duties to labor categories.

Functional Responsibility

Performs work under general direction concerning matters within his/her field of specialization. Supports configuration management of hardware and software. Edits functions, system specifications, user's manuals, special reports, or any other customer deliverables and documents. Supports security planning and execution. 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 which are at the edge of the state of the art or involve significant complexity. 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. Presents and discusses specific approaches to meeting customer needs. Generally deals with mid level personnel or other recognized technical experts within the customer organization. Serves as required to provide technical representation to solution and customer focused integrated product teams, and may provide inputs to integrated master plans and integrated master schedules.

Minimum Education/Experience

Masters Degree in an appropriate discipline or Bachelors Degree with four (4) years experience in the field of specialization. In some cases, employee may not have a college degree but have significant experience of six (6) years or more.

8. TECHNICAL SPECIALIST III

General Experience

The Technical Specialist provides support in any of the security disciplines. Persons in this category have specific expertise or training in one or more security disciplines. Tasks include: security program management; security program development; technical design of security systems and programs; risk and vulnerability mitigation; SCIF and SAPF facility management; physical security design; and mitigation of security related vulnerabilities and risks. See table for matrix of duties to labor categories.

Functional Responsibility

Performs work under general 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 which are at the edge of the state of the art or involve significant complexity. 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. Presents and discusses specific approaches to meeting customer needs. Generally deals with mid-level and senior personnel or other recognized technical experts within the customer organization. Serves as required to provide technical representation to solution and customer focused integrated product teams, and may provide inputs to integrated master plans and integrated master schedules.

Minimum Education/Experience

Masters Degree in an appropriate discipline or Bachelors Degree with six (6) years experience in the field of specialization. In some cases, employee may not have a college degree but have significant experience of eight (8) years or more.

9. TECHNICAL SPECIALIST IV

General Experience

The Technical Specialist provides support in any of the security disciplines. Persons in this category have specific expertise or training in one or more security disciplines. Tasks include: security program management; security program development; technical design of security systems and programs; risk and vulnerability mitigation; SCIF and SAPF facility management; physical security design; and mitigation of security related vulnerabilities and risks. See table for matrix of duties to labor categories.

Functional Responsibility

Performs special engineering planning and life cycle support and analysis functions relevant to systems acquisition planning, management and lifecycle support. Develops, reviews, coordinates, edits, analyzes, and interprets planning documents, engineering data, manuals, drawings, standards and specifications, other documentation, and supporting data and systems relative to their appropriate use and application. Reviews, evaluates, and interprets draft regulations, policy/procedure documents, and standards and specifications. Plans, coordinates, conducts and/or supports technical and program reviews, in-process reviews, data validation and verifications, and other meetings and prepares presentations and minutes as required. Gathers, verifies, and records data, and d populates and maintains program management, scheduling, and engineering databases and information systems to track progress, action items, program and engineering changes. May direct the activities of lower-level personnel, as required. 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 which are at the edge of the state of the art or involve significant complexity. 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. Presents and discusses specific approaches to meeting customer needs. Generally deals with senior level personnel or other recognized technical experts within the customer organization. Serves as required to provide technical representation to solution and customer focused integrated product teams, and may provide inputs to integrated master plans and integrated master schedules.

Minimum Education/Experience

Masters Degree in an appropriate discipline or Bachelors Degree with eight (8) years experience in the field of specialization. In some cases, employee may not have a college degree but have significant experience of ten (10) years or more.

10. ANALYST I

General Experience

Security analysts fulfill a myriad of security support functions, technical support; and program management to any one of the security disciplines. Sample duties include, but are not limited to: Security related A&AS and SETA support; treat analysis; program analysis; systems security design analysis; security program management; vulnerability assessments & analysis; SAPF/SCIF facility management; physical security analysis; security process and procedure analysis/design; and mitigation of security related vulnerabilities and risks. See table for matrix of duties to labor categories.

Functional Responsibility

Generally performs routine work on broader tasks assigned to an experienced analyst or engineer. Uses standards, techniques and procedures prescribed by supervisor. Assigned to non-complex tasks or specifically defined portions of complex tasks. Carries out a series of tasks with limited exercise of judgment on details. Assists in preparing preliminary and final reports. Generally deals with working level personnel within customer organization. Assists in the development of project estimates. Typical areas of specialization include: acquisition management, resource management, logistics, manufacturing, configuration management, data management, and test and evaluation. Supports engineering design and prototype development for products and processes through fabricating, assembling, and testing electrical, mechanical, and software systems, subsystems and components using technical documentation ranging from draft engineering sketches and procedures to formal design packages and manuals. Supports experiments, including laboratory and field testing through set up, operation and maintenance of systems, subsystem and components and their test and support equipment. Performs troubleshooting and repair as required. Gathers data and provides inputs to engineering reports and technical analyses as required. Generally works under supervision of engineers and project managers. Higher level technicians may supervise lower level technicians and assigned staff. May perform other duties as required. Serves as required to provide representation to solution and customer focused integrated product teams, and may provide inputs to integrated master plans and integrated master schedules.

Minimum Education/Experience

Bachelors Degree in appropriate discipline or one (1) year experience with some college. Certification by a Professional Society may be substituted for Bachelors Degree.

11. ANALYST II

General Experience

Security analysts fulfill a myriad of security support functions, technical support; and program management to any one of the security disciplines. Sample duties include, but are not limited to: Security related A&AS and SETA support; treat analysis; program analysis; systems security design analysis; security program management; vulnerability assessments & analysis; SAPF/SCIF facility management; physical security analysis; security process and procedure analysis/design; and mitigation of security related vulnerabilities and risks. See table for matrix of duties to labor categories.

Functional Responsibility

Accomplishes data gathering and analysis in assigned area of responsibility under detailed supervision. Assists in preparing material for inclusion in preliminary and final reports. Maintains limited contact with customer working level personnel related to defined tasks. Duties are routine and instructions are usually detailed. Generally assigned to non-complex tasks or specifically defined portions of complex tasks. May work alone, or as part of team, with responsibility for analysis of problems requiring high levels of technical expertise. Generally deals with working level personnel within customer organization. Typical areas of specialization include: acquisition management, resource management, logistics, manufacturing, configuration management, data management, and test and evaluation. Applies specialized knowledge of PES-related primary disciplines and functional specialties in areas of assignments for strategic planning for high technology programs, concept development and requirements analysis, or acquisition and life cycle management services. Requires the modification and extension of existing methods and may require the use of advanced techniques. Plans and conducts work requiring judgment in the evaluation, selection, and adaptation and/or modification of methodologies and tools. Normally receives guidance or consults with senior consultants or functional specialists on unusual or complex problems. Serves as required to provide representation to solution and customer focused integrated product teams, and may provide inputs to integrated master plans and integrated master schedules.

Minimum Education/Experience

Bachelors Degree in appropriate discipline or two (2) to four (4) years experience with some college. Certification by a Professional Society may be substituted for Bachelors Degree.

12. ANALYST III

General Experience

Security analysts fulfill a myriad of security support functions, technical support; and program management to any one of the security disciplines. Sample duties include, but are not limited to: Security related A&AS and SETA support; treat analysis; program analysis; systems security design analysis; security program management; vulnerability assessments & analysis; SAPF/SCIF facility management; physical security analysis; security process and procedure analysis/design; and mitigation of security related vulnerabilities and risks. See table for matrix of duties to labor categories.

Functional Responsibility

Accomplishes assignments of a relatively broad nature while exercising considerable judgment and originality. Develops objectives for specific elements of projects. Performs analyses in the appropriate functional area including project/program management, systems engineering, business analysis, financial analysis, manufacturing, logistics, systems functional analysis, quality management, organizational planning, configuration/data management, scheduling, and other technical, administrative, or program management disciplines. Independently makes decisions on problems and methods and resolves important technical questions through the use of advanced techniques and the extension or modification of standard practices. Conducts analysis and evaluation or design of unique and complex tasks through the development of new and improved methods and procedures. Accomplishes assignments by defining requirements, developing criteria, searching for information, developing concepts, and controlling allocated resources. Selects and applies standard techniques and procedures to new situations. Generates preliminary and draft final reports. Generally deals with working level and mid-level personnel within customer organization. Assists in the development of project estimates. Able to apply existing subject area knowledge base to project efforts. Generally assigned to tasks that are somewhat complex or defined portions of complex tasks. May work alone, or as part of team, with responsibility for analysis of problems requiring high levels of technical expertise. Typical areas of specialization include: acquisition management, resource management, logistics, manufacturing, configuration management, data management, and test and evaluation. Serves as required to provide representation to solution and customer focused integrated product teams, and may provide inputs to integrated master plans and integrated master schedules.

Minimum Education/Experience

Masters Degree in appropriate discipline, Bachelors Degree and two (2) years experience or five (5) to eight (8) years experience with some college. Certification by a Professional Society may be substituted for Bachelors Degree.

13. ANALYST IV

General Experience

Security analysts fulfill a myriad of security support functions, technical support; and program management to any one of the security disciplines. Sample duties include, but are not limited to: Security related A&AS and SETA support; treat analysis; program analysis; systems security design analysis; security program management; vulnerability assessments & analysis; SAPF/SCIF facility management; physical security analysis; security process and procedure analysis/design; and mitigation of security related vulnerabilities and risks. See table for matrix of duties to labor categories.

Functional Responsibility

Generally assigned to complex tasks. Has the responsibility for performing and/or managing the conduct of complex analyses in the appropriate functional area including project/program management, systems engineering, business analysis, financial analysis, manufacturing, logistics, systems functional analysis, quality management, organizational planning, configuration/data management, scheduling, and other technical, administrative, or program management disciplines. Independently makes decisions on problems and methods and resolves important technical questions through the use of advanced techniques and the extension or modification of standard practices. Conducts analysis and evaluation or design of unique and complex tasks through the development of new and improved methods and procedures. Accomplishes assignments by defining requirements, developing criteria, searching for information, developing concepts, and controlling allocated resources. Works toward defined project objectives. Develops work plans and project internal controls. Provides leadership on small group effort tasks. Serves as group leader on small projects with full responsibility for technical and project direction of work group. Operates with appreciable latitude for unreviewed action or decision. May direct one or more phases of major project with responsibility for planning and progress review. Devises new approaches to problems encountered while working on projects under general supervision. Defines task objectives and supporting schedules. Generates preliminary and final reports. Develops major portions of project estimates. Presents findings on tasks to customer personnel. Generally deals with mid-level and senior personnel within customer organization. Often initiates new contacts to obtain data required for task accomplishment. Typical areas of specialization include: acquisition management, resource management, logistics, manufacturing, configuration management, data management, and test and evaluation. Serves as required to provide representation to solution and customer focused integrated product teams, and may provide inputs to integrated master plans and integrated master schedules.

Minimum Education/Experience

Masters Degree in appropriate discipline and two (2) years experience, Bachelors Degree and six (6) years experience or ten (10) years experience with some college. Certification by a Professional Society may be substituted for Bachelors Degree.

14. ANALYST V

General Experience

Security analysts fulfill a myriad of security support functions, technical support; and program management to any one of the security disciplines. Sample duties include, but are not limited to: Security related A&AS and SETA support; treat analysis; program analysis; systems security design analysis; security program management; vulnerability assessments & analysis; SAPF/SCIF facility management; physical security analysis; security process and procedure analysis/design; and mitigation of security related vulnerabilities and risks. See table for matrix of duties to labor categories.

Functional Responsibility

Generally assigned as team leader on complex tasks or those requiring significant interaction of various technical disciplines. Works under broad direction concerning general project and business goals. Plans, organizes, directs, and conducts strategic planning for high technology programs, concept development and requirements analysis, or acquisition and life-cycle management tasks in problem areas of extensive scope and complexity. The problems are difficult to define, and may require novel approaches and the use of sophisticated techniques. Has extensive technical responsibility for interpreting, organizing, executing, and coordinating assignments, including the direction of other staff. Develops overall project goals and project team structure for significant tasks. Has full technical responsibility for interpreting, organizing, executing and coordinating aspects within broad objectives and limits. Approves preliminary and final reports. Develops project estimates. May work alone, or as part of team, with responsibility for analysis of problems requiring extremely high levels of technical or managerial expertise. Generally deals with mid-level and senior personnel within customer organization. Initiates customer contacts to present and discuss specific approaches to meeting customer needs. Provides administrative and technical direction to personnel within the technical area. Typical areas of specialization include: acquisition management, resource management, logistics, manufacturing, configuration management, data management, and test and evaluation. Serves as required to provide representation to solution and customer focused integrated product teams, and may provide inputs to integrated master plans and integrated master schedules.

Minimum Education/Experience

Masters Degree in appropriate discipline and five (5) years experience, Bachelors Degree and ten (10) years experience, or over fifteen (15) years experience. with some college. Certification by a Professional Society may be substituted for Bachelors Degree.

15. TECHNICIAN I

General Experience

Generally performs tasks similar to those of an analyst. This category would be used in cases where significant analytical processes are not required. Duties include, but are not limited to: document control technician; personnel security technician; visitor control; alarm system monitor, etc. See table for matrix of duties to labor categories.

Functional Responsibility

Performs a variety of activities, which involve standard procedures. Gathers and manipulates common data, verifies adequacy and appropriateness; develops charts, diagrams, and standard reports. In technical or production positions, may also set up and operate standard electronic or mechanical equipment used to develop, produce and/or test products or process data. Impact to overall activity limited to immediate functional area. General supervision with instructions given for routine work and detailed instructions for new lines of work or special assignments. Accomplishes tasks of relatively broad nature while exercising considerable judgment and originality. Develops objectives for specific elements of projects. Selects and applies standard techniques and procedures to technical problems. Designs and prepares technical reports and related documentation, charts and graphics to record results. Prepares and delivers presentations and briefing. Generally deals with working level personnel within customer organization. Typical areas of specialization include: acquisition management, resource management, logistics, manufacturing, configuration management, data management, and test and evaluation.

Minimum Education/Experience

Bachelors Degree or two (2) to four (4) years experience with some college. Certification by a Professional Society may be substituted for Bachelors Degree.

16. TECHNICIAN II

General Experience

Generally performs tasks similar to those of an analyst. This category would be used in cases where significant analytical processes are not required. Duties include, but are not limited to: document control technician; personnel security technician; visitor control; alarm system monitor, etc. See table for matrix of duties to labor categories.

Functional Responsibility

Accomplishes tasks of relatively broad nature while exercising considerable judgment and originality. Researches assignments, processes, and analyzes data and may develop recommendations. Competently uses computers and other systems to access, maintain, and manipulate data. May provide leadership, direction to lower level employees. In technical or production positions, may determine methods, operations, and sequences; develops and/or modifies products and equipment to requirements. Contributes to and supports the completion of major organization activity. Limited supervision. No instructions are needed on routine work, and only general instructions are given on new lines of work or special assignments. Develops overall project goals and project team structure for significant tasks. Full technical responsibility for interpreting, organizing, executing and coordinating team efforts. Selects and applies standard techniques and procedures to technical problems. Prepares technical reports and related documentation, charts and graphics. Prepares and delivers presentations and briefings. Provides administrative and technical direction to personnel within the technical area. Interfaces with working level personnel within customer organization. Typical areas of specialization include: acquisition management, resource management, logistics, manufacturing, configuration management, data management, and test and evaluation.

Minimum Education/Experience

Masters Degree in appropriate discipline, Bachelors Degree and two (2) years experience or five (5) to eight (8) years specialized experience. Certification by a Professional Society may be substituted for Bachelors Degree.

17. TECHNICIAN III

General Experience

Generally performs tasks similar to those of an analyst. This category would be used in cases where significant analytical processes are not required. Duties include, but are not limited to: document control technician; personnel security technician; visitor control; alarm system monitor, etc. See table for matrix of duties to labor categories.

Functional Responsibility

Generally assigned as team leader on complex tasks or those requiring significant interaction of various technical disciplines. Works under broad direction concerning general project and business goals. Approves and releases preliminary and final reports. Develops and approves project estimates. Analyzes requirements for special projects and recommends methods and processes to accomplish. Conducts research and assists in investigational studies. Supports the design/development of new or modified equipment or methods/systems for improved performance through analysis and checkout. Evaluates and resolves calibrating and troubleshooting problems. Leads and mentors others and lower level employees, may assign work and schedule workflow. Minimal supervision. Work may be done without established procedures. Leads and mentors others and lower level employees, may assign work and schedule workflow. May work alone, or as part of team, with responsibility for analysis of problems requiring extremely high levels of technical or managerial expertise. Generally deals with mid-level and senior personnel within customer organization. Initiates customer contacts to present and discuss specific approaches to meeting customer needs. Provides administrative and technical direction to personnel within the technical area. Typical areas of specialization include: acquisition management, resource management, logistics, manufacturing, configuration management, data management, and test and evaluation. Serves as required to provide technical representation to solution and customer focused integrated product teams, and may provide inputs to integrated master plans and integrated master schedules.

Minimum Education/Experience

Masters Degree in appropriate discipline and two (2) years experience, Bachelors Degree and six (6) years experience, or over ten (10) years specialized experience. Certification by a Professional Society may be substituted for Bachelors Degree.

18. SECRETARY

General Experience

Provides general administrative and security program specific support. Duties include, but are not limited to: entry controller; personnel security clerk, visitor control; and document control clerk. Note: These duties are more administrative than technical in nature. See table for matrix of duties to labor categories.

Functional Responsibility

Normally serves as secretary to supervisor of small organizational unit (fewer than 25 people) or to non-supervisory staff specialist, administrative officer or assistant or skilled technician. Performs word processing activities and complex word processing assignments. Makes decisions that have some influence on the work flow in the word processing unit based upon well-established procedures and policies. Performs data translations and protocol conversions using some independent judgment to carry out assignments. Maintains communications with customers to ensure the planning, scheduling, and coordination of word processing activities are on schedule. Develops solutions to difficult problems and provides guidance to other word processors on technical issues. Requires working knowledge of Microsoft Word for Windows, PowerPoint. Performs varied secretarial duties including or comparable to most of the following: accomplishes typing utilizing word processor, filing and general clerical functions on specific assigned tasks. Screens telephone calls, visitors and incoming correspondence for information on office procedures. Reviews correspondence. Utilizes dictation or transcription equipment. Generally responsible for complex tasks and may supervise others in performing complex tasks. May exercise supervision of others. Receives general guidance on task requirements. Expected to define task requirements and self-initiate performance. Specializes in coordinating and planning office administration support. Understands and provides documentation planning and support, project administration, general office support, executive secretarial support, human resource planning, event planning and administration, office relocation planning, etc required in changing office environments.

Minimum Education/Experience

High School diploma with some college or business school and typing/secretarial skills.

19. WORD PROCESSOR

General Experience

Provides general administrative and security program specific support. Duties include, but are not limited to: entry controller; personnel security clerk, visitor control; and document control clerk. Note: These duties are more administrative than technical in nature. See table for matrix of duties to labor categories.

Functional Responsibility

Accomplishes typing, filing and general clerical functions on specific assigned tasks. Generally responsible for complex word processing tasks in environments with changing requirements and tight time constraints. Researches assignments, processes, and analyzes data and may develop recommendations. Competently uses computers and other systems to access, maintain, and manipulate data. In technical or production positions, may determine methods, operations, and sequences; develops and/or modifies products and equipment to requirements. Limited supervision. No instructions are needed on routine work, and only general instructions are given on new lines of work or special assignments.

Minimum Education/Experience

High School diploma with typing/office skills.

GSA/FSS
PROFESSIONAL SECURITY/FACILITY MANAGEMENT SERVICES
INFORMATION FOR ORDERING OFFICES

MTC provides professional security services needed to meet the requirements of the security management functions described in the GSA/FSS Professional Security/Facility Management Services schedule. Specific tasks are described in relation to the 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 Number 246-52, Professional Security/Facility Management Services apply exclusively to Security Services within the scope of this GSA 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): 11-034-1133

Block 30: Type Contractor - C. Large Business (NAICS 561210)

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

ORDERING PROCEDURES FOR SERVICES (REQUIRING A STATEMENT OF WORK)

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 require a Statement of Work. These special ordering procedures take precedence over the procedures in FAR 8.404 (b)(2) through (b)(3).

When ordering services over \$100,000, Department of Defense (DOD) ordering offices and non-DOD agencies placing orders on behalf of DOD must follow the policies and procedures in the Defense Federal Acquisition Regulation Supplement (DFARS) 208.404-70 – Additional ordering procedures for services. When DFARS 208.404-70 is applicable and there is a conflict between the ordering procedures contained

in this clause and the additional ordering procedures for services in DFARS 208.404-70, the DFARS procedures take precedence.

GSA has determined that the prices for services contained in the contractor's price list applicable to this Schedule are fair and reasonable. However, the ordering office using this contract is responsible for considering the level of effort and mix of labor proposed to perform a specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

(a) When ordering services, ordering offices shall—

(1) Prepare a Request (Request for Quote or other communication tool):

- (i) A statement of work (a performance-based statement of work is preferred) 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.
- (ii) The request should include the statement of work and request 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 prices 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 direct charges 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.
- (iii) The request may ask 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.
- (iv) The request 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 qualification of responses.

(2) Transmit the Request to Contractors:

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, pricing and other factors such as contractors' locations, as appropriate) and transmit the request as follows:

- (i) The request shall be provided to at least three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold.

- (ii) For proposed orders exceeding the maximum order threshold, the request shall be provided to an appropriate number of additional contractors that offer services that will meet the agency's needs.
 - (iii) In addition, the request shall be provided to any contractor who specifically requests a copy of the request for the proposed order.
 - (iv) 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.
- (3) Evaluate Responses and Select the Contractor to Receive the Order:

After responses have been evaluated against the factors identified in the request, the order should be placed with the schedule contractor that represents the best value. (See FAR 8.404)
- (b) 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—
 - (1) Inform contractors in the request (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.
 - (i) 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 should be awarded the BPA. (See FAR 8.404)
 - (ii) 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 establishing multiple BPAs, the procedures in (a)(2) above must be followed. The procedures at (a)(2) do not apply to orders issued under multiple BPAs. Authorized users must transmit the request for quote for an order to all BPA holders and then place the order with the BPA holder that represents the best value.
 - (2) 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. (See FAR 8.404)
- (c) 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.
- (d) When the ordering office's requirement involves both products as well as executive, administrative and/or 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 best value. (See FAR 8.404)

The ordering office, at a minimum, should document orders by identifying the contractor from which the services were purchased, 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!TM" 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.

**Federal Supply Schedules
Blanket Purchase Agreement**

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.

**BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE
(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

_____ DATE

AGENCY

_____ DATE

CONTRACTOR

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.

**BASIC GUIDELINES FOR USING
“CONTRACTOR TEAM ARRANGEMENTS”**

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to a customer agency requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions of the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

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