



Newport Partners L.L.C.

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 **GSAAdvantage!**, a menu-driven database system. The INTERNET address **GSAAdvantage!** is: <http://www.GSAAdvantage.gov>.

Mission Oriented Business Integrated Services (MOBIS)

Federal Supply Group: 874 Class: R499

Contract Number: GS-10F-0516N

Contract Period: July 29, 2008 through July 28, 2013 (Option Period I)

As of Modification: PO0012, dated: July 29, 2008

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

CONTRACTOR INFORMATION:

Newport Partners LLC
3760 Tanglewood Lane
Davidsonville, MD 21035
Phone: (301) 889-0017
Toll Free: (866) 302-0017
Fax: (301) 889-0019
www.NewportPartnersLLC.com

POINT OF CONTACT:

Liza K. Bowles
General Manager
Phone: (301) 889-0017
Fax: (301) 889-0019
Email:
LizaBowles@NewportPartnersLLC.com

BUSINESS INFORMATION:

Business Size: Small Business
DUNS Number: 12-390-7482
TIN: 82-0564349

SPECIAL ITEM NUMBERS OFFERED:

Special Item Number 874-1: Consulting Services
Special Item Number 874-2: Facilitation Services
Special Item Number 874-6: Privatization Services
Special Item Number 874-1RC: Consulting Services (Disaster Recovery)
Special Item Number 874-2RC: Facilitation Services (Disaster Recovery)
Special Item Number 874-6RC: Privatization Services (Disaster Recovery)



CUSTOMER INFORMATION

- 1a. Table of Awarded Special Item Number(s):
SIN 874-1: Consulting Services SIN 874-1RC: Consulting Services (Disaster Recovery)
SIN 874-2: Facilitation Services SIN 874-2RC: Facilitation Services (Disaster Recovery)
SIN 874-6: Privatization Services SIN 874-6RC: Privatization Services (Disaster Recovery)

- 1b. Identification of the lowest priced model number and unit price for each special item number:
Please refer to Rate Schedule on page 3.

- 1c. Description of all corresponding commercial job titles, experience, functional responsibility and education for employees or subcontractors under proposed hourly rates:
Please refer to Labor Categories on page 4.

- 2. Maximum Order: **\$1,000,000.00**

- 3. Minimum Order: **\$300.00**

- 4. Geographic Coverage (delivery Area): **Domestic only**

- 5. Point(s) of production (city, county, and state or foreign country): **Same as company address**

- 6. Discount from list prices or statement of net price:
Government net prices (discounts already deducted). See Rate Schedule on page 3.

- 7. Quantity discounts: **Not Offered**

- 8. Prompt payment terms: **Net 30 days**

- 9a. Government purchase cards acceptance at or below the micro-purchase threshold: **Yes**

- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: **Will Accept Over \$ 3,000**

- 10. Foreign items (list items by country of origin): **None**

- 11a. Time of Delivery (Contractor insert number *of* days): **As specified on the Task Order**

- 11b. Expedited Delivery: **Contact Contractor**

- 11c. Overnight and 2-day delivery: **Contact Contractor**

- 11d. Urgent Requirements: **Contact Contractor**

- 12. F.O.B Point(s): **Destination**

- 13a. Ordering Address(es):
Attn: MOBIS Orders
Newport Partners, LLC
3760 Tanglewood Lane
Davidsonville, MD 21035
Fax: (301) 889-0019
- 13b. Ordering procedures: **See Attachment A**
14. Payment address(es):
Newport Partners, LLC
3760 Tanglewood Lane
Davidsonville, MD 21035
15. Warranty provision: **Contractor's standard commercial warranty**
16. Export Packing Charges (if applicable): **Not Applicable**
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): **Contact Contractor**
18. Terms and conditions of rental, maintenance, and repair (if applicable): **Not Applicable**
19. Terms and conditions of installation (if applicable): **Not Applicable**
20. Terms and conditions of repair parts indicating date of parts price list and any discounts from list prices (if applicable): **Not Applicable**
- 20a. Terms and conditions for any other services (if applicable): **Not Applicable**
21. List of service and distribution points (if applicable): **Not Applicable**
22. List of participating dealers (if applicable): **Not Applicable**
23. Preventive maintenance (if applicable): **Not Applicable**
24. Special attributes such as environmental attributes, (e.g., recycled content, energy efficiency, and/or reduced pollutants): **None**
25. Data Universal Numbering System (DUNS) number: **12-390-7482**
26. Registration in Central Contractor Registration (CCR) database: **Registered**

MOBIS CATALOG

RATE SCHEDULE ~ HOURLY RATES

We are providing specific labor categories and their associated rates for the following SINs:

- **SIN 874-1: Consulting Services** **SIN 874-1RC – Consulting Services (Disaster Recovery)**
- **SIN 874-2: Facilitation Services** **SIN 874-2RC – Facilitation Services (Disaster Recovery)**
- **SIN 874-6: Privatization Services** **SIN 874-6RC – Privatization Services (Disaster Recovery)**

LABOR CATEGORY	Year 7 7/29/2009 – 7/28/2010	Year 8 7/29/2010 – 7/28/2011	Year 9 7/29/2011- 7/28/2012	Year 10 7/29/2012 – 7/28/2013
Principal Executive	\$ 209.91	\$ 218.31	\$ 227.04	\$ 236.12
Principal Consultant	\$ 182.04	\$ 189.32	\$ 196.60	\$ 204.77
Senior Consultant	\$ 163.84	\$ 170.40	\$ 177.21	\$ 184.30
Consultant	\$ 133.41	\$ 138.75	\$ 144.30	\$ 150.07
Junior Consultant	\$ 115.28	\$ 119.90	\$ 124.69	\$ 129.68
Administrative Assistant	\$ 48.56	\$ 50.50	\$ 52.52	\$ 54.62

LABOR CATEGORY DESCRIPTIONS

Labor Category: Principal Executive

Duties. Company principal responsible for overall operation of company. Responsible for creating and revising procedures, processes, techniques, models, and/or systems related to management and contractual issues. Reviews and analyzes work breakdown structures, charts, tables, graphs, and diagrams to assist staff in analyzing problems. Provides oversight on all contracts and staffing. Provides guidance and assistance in coordinating output and ensuring the technical adequacy of the end product. Responsible for all company financial matters and client interaction.

Minimum/General Experience. This position requires a minimum of 20 years experience, of which at least three years must be in a senior management capacity with specialized experience. Specialized experience includes: extensive knowledge of key members of the housing industry, history of successful client development and interaction, proven ability to provide sound government financial and contract oversight.

Minimum Education. Master's Degree in Business, Architecture, Engineering or Planning.

Labor Category: Principal Consultant

Duties. Performs complex evaluations of existing procedures, processes, techniques, models, and/or systems related to management problems or contractual issues which would require a report and recommends solutions. Develops work breakdown structures, prepares charts, tables, graphs, and diagrams to assist in analyzing problems. Provides daily supervision and direction to staff. Defines and directs technical specifications and tasks to be performed by team members, defines target dates of tasks and subtasks. Provides guidance and assistance in coordinating output and ensuring the technical adequacy of the end product.

Minimum/General Experience. This position requires a minimum of six years experience, of which at least three years must be specialized. Specialized experience includes: preparation and analysis of financial statements, development of complex project schedules and similar activities.

Minimum Education. A Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, Accounting, or other related scientific or technical discipline. Minimum of 6 years of professional work experience that provides the required knowledge and skill set. With a Master's Degree (in the fields described in B above): four years of general experience of which at least two years must be specialized experience is required. With ten years of general experience of which at least eight years of specialized experience, a degree is not required.

Labor Category: Senior Consultant

Duties. Analyzes user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Provides daily supervision and direction to support staff.

Possesses requisite knowledge and expertise so recognized that the Government is able to qualify the individual as an expert in the field for an actual task order. Demonstrates exceptional oral and written communications skills.

Minimum/General Experience. This position requires a minimum of twelve years experience as an expert in a functional field, of which at least six years must be specialized. Must possess superior functional knowledge of task order specific requirements and have experience in developing functional requirements for complex integrated systems.

Minimum Education. A Bachelor's Degree in Economics, Psychology, International Relations, Computer Science, Information Systems, Engineering, Business, or other related scientific, technical, or functional discipline.

1. With a Master's Degree (in the fields described in B above): ten years of general experience of which at least four years must be specialized experience is required.

Labor Category: Consultant

Duties. Analyze user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task.

Minimum/General Experience. This position requires a minimum of six years experience, of which at least three years must be specialized. Specialized experience includes: developing functional requirements for complex integrated systems. Must demonstrate the ability to work independently or under only general direction.

Minimum Education. A Bachelor's Degree in Economics, Psychology, International Relations, Information Systems, Engineering, Business, or other related scientific, technical, or discipline.

1. With a Master's Degree (in the fields described in B above): four years of general experience of which at least two years must be specialized experience is required.
2. With ten years of general experience of which at least six years must be specialized experience, a degree is not required.

Labor Category: Junior Consultant

Duties. Supports financial management and administrative activities, such as budgeting, manpower and resource planning, and financial reporting. Develops work breakdown structures, prepares charts, tables, graphs, and diagrams to assist in analyzing problems. Provides daily supervision and direction to staff. Defines and directs technical specifications and tasks to be performed by team members, defines target dates of tasks and subtasks. Provides guidance and assistance in coordinating output and ensuring the technical adequacy of the end product.

Minimum/General Experience. This position requires a minimum of three years experience, of which a least one year must be specialized. Specialized experience includes: preparation and analysis of financial statements, development of complex project schedules and similar activities. General experience includes increasing responsibilities in general accounting or management activities. Must demonstrate the ability to work independently or under only general direction.

Minimum Education. A Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, Accounting, or other related scientific or technical discipline. Minimum of 3 years of professional work experience that provides the required knowledge and skill set.

Labor Category: Administrative Assistant

Duties. Directly supports programs by maintaining personnel and other files; prepares correspondence, schedules and coordinates travel. Assists in the preparation of presentation graphics and supports the development of contract deliverables and reports by developing and updating graphic presentations to improve the quality and enhance the usability of these documents. Performs high level secretarial work under the general supervision of manager. Types and proofreads correspondence, reports, and documentation. Maintains filing system for department. Answers telephones, responds to routine questions/requests, greets visitors, schedules meetings, mail distribution, and makes travel arrangements.

Minimum/General Experience. Requires a high school diploma and a minimum of three years experience in office administration and developing graphic/artistic presentations for publications and documents (preferably technical documentation). At minimum, one year of specialized experience using commercial automated word processing, graphics systems, and desktop publishing systems. Demonstrated ability to work independently or under only general direction.

Minimum Education. Requires a High School Diploma and three years experience. With an Associate's Degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline: one year general experience is required.

Attachment A: Ordering Procedures for Services



Ordering Procedures For Services (Requiring A Statement Of Work)

The following is information on ordering procedures for services that require a Statement of Work (SOW) for individual schedules.

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)

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(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)

(e) 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.



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Federal Supply Service

Authorized Federal Supply Schedule Price List

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Professional Engineering Services (PES)

Federal Supply Group: 871 Class: R425

Contract Number: GS-10F-0270T

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

Contract Period: June 11, 2007 through June 10, 2012

CONTRACTOR INFORMATION:

Newport Partners LLC
3760 Tanglewood Lane
Davidsonville, MD 21035
Phone: (301) 889-0017
Toll Free: (866) 302-0017
Fax: (301) 889-0019
www.NewportPartnersLLC.com

POINT OF CONTACT:

Liza K. Bowles
General Manager
Phone: (301) 889-0017
Fax: (301) 889-0019
Email:
LizaBowles@NewportPartnersLLC.com

BUSINESS INFORMATION:

Business Size: Small Business
DUNS Number: 12-390-7482
TIN: 82-0564349

SPECIAL ITEM NUMBERS OFFERED:

Special Item Number 871-1: Strategic Planning for Technology Programs/Activities

Special Item Number 871-2: Concept Development and Requirements Analysis

Special Item Number 871-3: System Design, Engineering and Integration

Special Item Number 871-4: Test and Evaluation



CUSTOMER INFORMATION

- 1a. Table of Awarded Special Item Number(s):
871-1, 871-1RC (CI)(ME), 871-2, 871-2RC (CI)(ME), 871-3, 871-3RC (CI)(ME), 871-4, 871-4RC (CI)(ME)
- 1b. Identification of the lowest priced model number and unit price for each special item number:
Please refer to Rate Schedule on page 3.
- 1c. Description of all corresponding commercial job titles, experience, functional responsibility and education for employees or subcontractors under proposed hourly rates:
Please refer to Labor Categories on page 4.
2. Maximum Order: **\$750,000.00**
3. Minimum Order: **\$100.00**
4. Geographic Coverage (delivery Area): **Domestic only**
5. Point(s) of production (city, county, and state or foreign country): **Same as company address**
6. Discount from list prices or statement of net price:
Government net prices (discounts already deducted). See Rate Schedule on page 3.
7. Quantity discounts: **Not Offered**
8. Prompt payment terms: **Net 30 days**
- 9a. Government purchase cards acceptance at or below the micro-purchase threshold: **Yes**
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: **Will Accept Over \$2,500**
10. Foreign items (list items by country of origin): **None**
- 11a. Time of Delivery (Contractor insert number *of* days): **As specified on the Task Order**
- 11b. Expedited Delivery: **Contact Contractor**
- 11c. Overnight and 2-day delivery: **Contact Contractor**
- 11d. Urgent Requirements: **Contact Contractor**
12. F.O.B Point(s): **Destination**

PROFESSIONAL ENGINEERING SERVICES CATALOG

- 13a. Ordering Address(es):
Attn: PES Orders
Newport Partners, LLC
3760 Tanglewood Lane
Davidsonville, MD 21035
Fax: (301) 889-0019
- 13b. Ordering procedures: **See Attachment A**
14. Payment address(es):
Newport Partners, LLC
3760 Tanglewood Lane
Davidsonville, MD 21035
15. Warranty provision: **Contractor's standard commercial warranty**
16. Export Packing Charges (if applicable): **Not Applicable**
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): **Contact Contractor**
18. Terms and conditions of rental, maintenance, and repair (if applicable): **Not Applicable**
19. Terms and conditions of installation (if applicable): **Not Applicable**
20. Terms and conditions of repair parts indicating date of parts price list and any discounts from list prices (if applicable): **Not Applicable**
- 20a. Terms and conditions for any other services (if applicable): **Not Applicable**
21. List of service and distribution points (if applicable): **Not Applicable**
22. List of participating dealers (if applicable): **Not Applicable**
23. Preventive maintenance (if applicable): **Not Applicable**
24. Special attributes such as environmental attributes, (e.g., recycled content, energy efficiency, and/or reduced pollutants): **None**
25. Data Universal Numbering System (DUNS) number: **12-390-7482**
26. Registration in Central Contractor Registration (CCR) database: **Registered**

RATE SCHEDULE

We are providing specific labor categories and their associated rates for the following SINs:

- *SIN 871-1: Strategic Planning for Technology Programs/Activities*
- *SIN 871-2: Concept Development and Requirements Analysis*
- *SIN 871-3: System Design, Engineering and Integration*
- *SIN 871-4: Test and Evaluation*

LABOR CATEGORY	GOVERNMENT HOURLY RATE
Principal Executive	\$191.62
Senior Engineer II	\$169.43
Senior Engineer I	\$149.56
Engineer	\$121.79
Junior Engineer	\$105.24
Administrative Assistant	\$44.32

LABOR CATEGORY DESCRIPTIONS

Labor Category: Principal Executive

Duties. Company principal responsible for overall operation of company. Responsible for creating and revising procedures, processes, techniques, models, and/or systems related to management and contractual issues. Reviews and analyzes work breakdown structures, charts, tables, graphs, and diagrams to assist staff in analyzing problems. Provides oversight on all contracts and staffing. Provides guidance and assistance in coordinating output and ensuring the technical adequacy of the end product. Responsible for all company financial matters and client interaction.

Minimum/General Experience. This position requires a minimum of 20 years experience, of which at least ten years must be in a senior management capacity with specialized management and engineering experience. Specialized experience includes: extensive knowledge of key members of the housing industry, history of successful client development and interaction, proven ability to provide sound government financial and contract oversight.

Minimum Education. Master's Degree in Business, Architecture, Engineering, Planning or Related Discipline.

Labor Category: Senior Engineer II

Duties. Performs advanced and innovative design, layout, testing and evaluation of construction systems. Conducts unique engineering studies, complex product development activities, and sophisticated engineering analysis using innovative engineering theory and principals. Requires extensive experience and expertise in the construction field. Usually will be a registered Professional Engineer. Will be responsible for program plan and budget and will work directly with major clients.

Minimum/General Experience. This position requires a minimum of fifteen years experience, of which at least six years must be specialized. Must possess superior functional knowledge of task order specific requirements and have experience in developing functional requirements for complex integrated building systems.

Minimum Education. A Bachelor's Degree in Engineering, Physics, or other related scientific or technical discipline. An EIT certification may substitute for one year of experience, a Master's Degree may substitute for two years of experience, and a professional engineering license may also substitute for two years of experience.

Labor Category: Senior Engineer I

Duties. Performs advanced and innovative design, layout, testing and evaluation of building systems. Conducts unique engineering studies, complex product development activities, and sophisticated engineering analysis using innovated or unproven engineering theory and principals. Will review work of

PROFESSIONAL ENGINEERING SERVICES CATALOG

others for engineering correctness. Will manage large complex projects supervising other team members. Will be responsible for project plan and budget and will work directly with clients.

Minimum/General Experience. This position requires a minimum of ten years experience as an expert in a functional field, of which at least six years must be specialized. Must possess superior functional knowledge of task order specific requirements and have experience in developing functional requirements for complex integrated building systems.

Minimum Education. A Bachelor's Degree in Engineering, Physics, or other related scientific or technical discipline. An EIT certification may substitute for one year of experience, a Master's Degree may substitute for two years of experience, and a professional engineering license may also substitute for two years of experience.

Labor Category: Engineer

Duties. Performs advanced and innovative design, layout, testing and evaluation of housing systems. Conducts unique engineering studies, complex product development activities, and sophisticated engineering analysis using standard engineering theory and principals. Work will be supervised by a senior level engineer. May be assigned responsibility for a specific project task or may manage a simple project.

Minimum/General Experience. This position requires a minimum of four years of engineering-related experience. Specialized experience includes: developing functional requirements for complex integrated building systems. Must demonstrate the ability to work independently or under general direction.

Minimum Education. A Bachelor's Degree in Engineering, Physics or other related scientific or technical discipline. An EIT certification may substitute for one year of experience, a Master's Degree may substitute for two years of experience, and a professional engineering license may also substitute for two years of experience.

Labor Category: Junior Engineer

Duties. Performs standard design, layout, testing and evaluation of construction systems. Conducts repetitive engineering studies, product development activities, and routine engineering analysis using standard engineering theory and principals. Work will be supervised by others with more experience. Provides guidance and assistance in coordinating output and ensuring the technical adequacy of the end product.

Minimum/General Experience. This position requires a minimum of three years of specialized experience in engineering-related duties. Must demonstrate the ability to work independently or under only general direction.

Minimum Education. A Bachelor's degree in engineering or related scientific or technical discipline.

Labor Category: Administrative Assistant

Duties. Directly supports programs by maintaining personnel and other files; prepares correspondence, schedules and coordinates travel. Assists in the preparation of presentation graphics and supports the development of contract deliverables and reports by developing and updating graphic presentations to improve the quality and enhance the usability of these documents. Performs high-level secretarial work under the general supervision of manager. Types and proofreads correspondence, reports, and documentation. Maintains filing system for department. Answers telephones, responds to routine questions/requests, greets visitors, schedules meetings, mail distribution, and makes travel arrangements.

Minimum/General Experience. A minimum of three years experience in office administration and developing graphic/artistic presentations for publications and documents (preferably technical documentation). At minimum, one year of specialized experience using commercial automated word processing, graphics systems, and desktop publishing systems. Demonstrated ability to work independently or under only general direction.

Minimum Education. Requires a High School Diploma. With an Associate's Degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline: one year general experience is required.

Attachment A: Ordering Procedures for Services



Ordering Procedures For Services (Requiring A Statement Of Work)

The following is information on ordering procedures for services that require a Statement of Work (SOW) for individual schedules.

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)

(e) 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.