

FEDERAL SUPPLY SERVICE  
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICELIST  
PROFESSIONAL ENGINEERING SERVICES

**Special Item No. 871-1 Strategic Planning for Technology Programs/Activities**  
**Special Item No. 871-2 Concept Development and Requirements Analysis**  
**Special Item No. 871-3 System Design, Engineering and Integration**  
**Special Item No. 871-4 Test and Evaluation**  
**Special Item No. 871-5 Integrated Logistics Support**  
**Special Item No. 871-6 Acquisition and Life Cycle Management**

NOTE: All non-professional labor categories are incidental to and used in support of professional services, and cannot be purchased separately.

bd Systems, Inc.  
P.O. Box 2707  
385 Van Ness Ave., Suite 200  
Torrance, CA 90509-2707  
(310) 618-8798 FACSIMILE (310) 782-5741 [www.bdsys.com](http://www.bdsys.com)

Contract Number: GS-23F-0201L  
Period Covered by Contract: June 15, 2001 through May 30, 2006

General Services Administration  
Federal Supply Service

Pricelist current through Modification #\_\_\_\_, dated \_\_\_\_\_.

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CUSTOMER INFORMATION:

1. Awarded Special Item Numbers:

Special Item No. 871-1	Strategic Planning for Technology Programs/Activities
Special Item No. 871-2	Concept Development and Requirements Analysis
Special Item No. 871-3	System Design, Engineering and Integration
Special Item No. 871-4	Test and Evaluation
Special Item No. 871-5	Integrated Logistics Support
Special Item No. 871-6	Acquisition and Life Cycle Management

2. Maximum Order:

The maximum order as specified below is the suggested renegotiations point whereby agencies should seek additional concessions if orders exceed this amount.

ITEM NUMBER/SIN MAXIMUM ORDER

ALL SINS                 \$750,000

3. Minimum Order:

The minimum dollar value of orders to be issued is \$100.

4. Geographic Coverage (Delivery Area):

The 48 contiguous states, the District of Columbia, Alaska, Hawaii, and the Commonwealth of Puerto Rico.

5. Points of Production (Not applicable to Services):

6. Statement of Net Price:

Prices herein are Net (discount deducted).

7. Other Discounts:

- a. Quantity: None
- b. Dollar Volume: None
- c. Government Educational Institutions: Same as Government agencies
- d. Discount for use of Government Commercial Credit Card: 0
- e. Other: All prices shown in the Pricelist are net labor hour rates to the Government and exclude any Other Direct Costs (ODC's) which may be incurred during performance of specific project tasks. Contractor's G&A and fee shall be applied to all ODC's. GSA's IFF shall be applied to all ODC's as appropriate. Subcontractor and Team Member costs shall be treated as ODC's per contractor accounting policies.

8. Prompt Payment Terms:

Prompt Payment:   0  % - N/A - days from receipt of invoice or date of acceptance, whichever is later.

9a. Acceptance of Government Purchase Cards Below Micro-purchase threshold

Government purchase cards will be accepted for payment below the micro-purchase threshold.

9b. Acceptance of Government Purchase Cards above the micro-purchase threshold.

Government purchase cards will be accepted for payment above the micro-purchase threshold.

10. Contractor's Ordering Address:

bd Systems, Inc.  
Attention: Contracts Department  
P.O. Box 2707  
385 Van Ness Ave., Suite 200  
Torrance, CA 90509-2707

The following telephone number(s) can be used by ordering agencies to obtain technical and/or ordering assistance:

Phone: (310) 618-8798 Fax: (310) 782-5741 or (310) 212-0753

11. Payment Information:

bd Systems, Inc.  
Attention: Accounting  
P.O. Box 2707  
385 Van Ness Ave., Suite 200  
Torrance, CA 90509-2707  
(310) 618-8798

12. Statement Concerning Availability of Export Packing:

None – Outside the scope of this contract.

13. Terms and Conditions of Government Purchase Card Acceptance:

Definitions: "Government commercial credit card" means a uniquely numbered credit card issued to named individual Government employees or entities to pay for official Government purchases.

"Oral delivery order" means an order placed orally either in person or by telephone, which is paid for by Government purchase card.

Contractors are required to accept the Government purchase card for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. This is not intended to limit the acceptance of the Government purchase card under this contract for dollar amounts

that exceed this threshold if otherwise agreeable between the Contractor and the customer; therefore, contractors are encouraged to accept payment by the Government purchase card for all orders. If the Contractor is unwilling to accept payment by the Government purchase card for a delivery order, the Contractor must so advise the ordering agency within 24 hours of receipt of order.

The Contractor shall not process a transaction for payment through the credit card clearinghouse until the purchased supplies have been shipped or services performed. Unless the cardholder requests correction or replacement of a defective or faulty item in accordance with other contract requirements, the Contractor shall immediately credit a cardholder's account for items returned as defective or faulty.

#### 14. Year 2000 Warranty—Commercial Supply Items

(a) As used in this clause, “Year 2000 compliant” means, with respect to information technology, that the information technology accurately processes date/time data (including, but not limited to, calculating, comparing and sequencing) from, into, and between the twentieth and twenty-first centuries, and the years 1999 and 2000, and leap year calculations, to the extent that other information technology used in combination with the information technology being acquired, properly exchanges date/time data with it.

(b) The Contractor shall warrant that each hardware, software, and firmware product delivered under this contract shall be able to accurately process date time data (including, but not limited to, calculating, comparing, and sequencing) from, into, and between the twentieth and twenty-first centuries, including leap year calculations, when used in accordance with the product documentation provided by the Contractor, provided that all products (e.g. hardware, software, firmware) used in combination with products properly exchange date time data with it. If the contract requires that specific listed products must perform as a system in accordance with the foregoing warranty, then that warranty shall apply to those products as a system. The duration of this warranty and the remedies available under this warranty shall include repair or replacement of any product whose non-compliance is discovered and made known to the Contractor in writing within ninety (90) days after acceptance (installation is considered acceptance). The Contractor may offer an extended warranty to the Government to include repair or replacement of any product whose non-compliance is discovered and made known to the Contractor in writing at any time prior to June 1, 2000, or for a period of 6 months following acceptance (installation is considered acceptance) whichever is later. Nothing in this warranty shall be construed to limit any rights or remedies the Government may otherwise have under this contract with respect to defects other than Year 2000 performance.

#### 15. Environmental Attributes:

Not Applicable to Services. Contractor participates in recycling programs and procures energy efficient equipment.

#### 16. Data Universal Numbering System (DUNS) Number: 00-199-7444

Additional Statistical Data for Government Ordering Office

Type of Contractor – Small Disadvantaged Business

Woman-Owned Small Business

Participant in US SBA 8(a) Program

Contractor's Taxpayer Identification Number (TIN) 95-3675882  
CAGE Code: 1V889

- 17. Notification regarding Registration in Central Contractor Registration (CCR) Database.

Contractor is registered with the Central Contractor Registration Database with annual renewal completed.

- 18. Liability For Injury Or Damage

The Contractor shall not be liable for any injury to Government personnel or damage to Government property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

- 19. FOB Destination

- 20. Delivery Schedule

a. Time Of Delivery: The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

<u>Special Item Number</u>	<u>Delivery Time (Days ARO)</u>
All SINs	<u>30 or As Agreed Between Agency and Contractor</u>

b. Urgent Requirements: When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

- 21. Trade Agreements Act of 1979, as amended:

All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

- 22. Security Requirements:

In the event security requirements are necessary, the ordering activities may incorporate, in their delivery orders, a security clause in accordance with current laws, regulations, and individual agency policy; however, the burden of administering the security requirements shall be with the ordering agency. If any costs are incurred as a result of the inclusion of security requirements, such costs will be added to the Task Order as an Other Direct Cost.

23. Contract Administration For Ordering Offices:

Any ordering office, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the Government's convenience, and (m) Termination for Cause (See C.1.)

24. PURCHASE OF INCIDENTAL, NON-SCHEDULE ITEMS

For administrative convenience, open market (non-contract) items may be added to a Federal Supply Schedule Blanket Purchase Agreement (BPA) or an individual order, provided that the items are clearly labeled as such on the order, all applicable regulations have been followed, and price reasonableness has been determined by the ordering activity for the open market (non-contract) items.

25. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:

(1) Time of delivery quotations for individual orders;

(2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.

(3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

26. OVERSEAS ACTIVITIES

The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the pricelist outside the 48 contiguous states and the District of Columbia, except as indicated below:

None

Upon request of the Contractor, the Government may provide the Contractor with logistics support, as available, in accordance with all applicable Government regulations. Such Government support will be provided on a reimbursable basis, and will only be provided to the Contractor's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

## 27. BLANKET PURCHASE AGREEMENTS (BPA's)

Federal Acquisition Regulation (FAR) 13.201(a) defines Blanket Purchase Agreements (BPA's) 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:

"BPA's 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.

## 28. 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 Attachment II of this Schedule Pricelist.

## 29. Ordering Procedures For Services:

Procedures for services priced on GSA schedules at hourly rates.

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

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

When ordering services, ordering offices shall -

I. Prepare a Request for Quotes:

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

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

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

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

## II. Transmit the Request for Quotes to Contractors:

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

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

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

After responses have been evaluated against the factors identified in the request for quotes, the order should be placed with the schedule contractor that represents the best value and results in the lowest overall cost alternative (considering price, special qualifications, administrative costs, etc.) to meet the Government's needs.

The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPA's) for recurring services is permitted when the procedures outlined herein are followed. All BPA's 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 BPA's, regardless of the size of individual orders, may offer the ordering office the opportunity to secure volume discounts. When establishing BPA's ordering offices shall -

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

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

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

IV. Review BPA's periodically. Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value (considering

price, special qualifications, etc.) and results in the lowest overall cost alternative to meet the agency's needs.

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

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

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

#### Procedures for fixed prices on GSA Schedule:

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.

#### 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.

### 30. INSPECTION OF SERVICES

The Inspection of Services–Fixed Price (AUG 1996) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection–Time-and-Materials and Labor-Hour (JAN 1986) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

### 31. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character.

### 32. RESPONSIBILITIES OF THE GOVERNMENT

Subject to security regulations, the ordering office shall permit Contractor access to all facilities necessary to perform the requisite IT/EC Services.

### 33. INDEPENDENT CONTRACTOR

All IT Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the Government.

### 34. ORGANIZATIONAL CONFLICTS OF INTEREST

#### a. Definitions.

“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed Government contract, without some restriction on activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the Government, ordering offices may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

### 35. INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for professional engineering 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.

**36. 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 (Alternate II (JAN 1986)) at FAR 52.232-7 applies to labor-hour orders placed under this contract.

**37. RESUMES**

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

**38. 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 and the contractor's accounting policies.

**39. 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.

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## 40. DESCRIPTION OF PES SERVICES AND PRICING

## MINIMUM EDUCATION/EXPERIENCE REQUIREMENTS

All personnel working under this contract shall meet certain minimum requirements as contained in bd Systems, Inc. Policy 2-4, "Personnel Labor Qualifications." This policy establishes minimum education and experience for each labor category along with guidelines for deviations; such as, substituting substantial additional experience in lieu of degree requirements. The right to substitute experience for education, or education for experience is hereby expressly reserved and may be implemented in accordance with bd Systems Policies. Following are the Commercial Job Titles that will be used under this contract with minimum education and experience requirements:

Commercial Job Title: **Senior Program Manager**

Minimum/General Experience: Concentrated executive or senior management experience which applies to contract management, including experience as a manager of either a large, complex contract or multiple contracts involving acquisition, analysis, design and implementation of complex systems such as complete space/transportation/communications/weapon systems and/or major subsystems or components of space/transportation/communications/weapon systems. Senior Program Manager's grade level can range from **MTS 13 to MTS 15** depending on the experience required, complexity of the task, and education needed to perform the task.

Functional Responsibility: Provides administrative oversight of Program Managers, Deputy Program Managers, and/or Project Managers responsible for contract performance. Provides resources to Program Managers, Deputy Program Managers, and/or Project Managers and ensures quality and technical performance meet contract requirements. Interfaces with Government Senior Management to resolve complex contractual and technical problems.

Minimum Education and Experience: Personnel labor qualifications for an **MTS 15** are a Ph.D. plus 17 years experience; or M. S. plus 22 years experience; or B. S. plus 26 years experience; and either a recognized technical expert or have concentrated executive management experience. Personnel labor qualifications for an **MTS 14** are a Ph.D. plus 15 years experience; or M. S. plus 20 years experience; or B. S. plus 24 years experience; and either a recognized technical expert or have concentrated executive management experience. Personnel labor qualifications for **MTS 13** are a Ph.D. plus 10 years experience; or M. S. plus 15 years experience; or B. S. plus 20 years experience; and either a recognized technical expert or have concentrated senior management experience.

Commercial Job Title: **Program Manager**

Minimum/General Experience: General experience that applies to contract management, including experience as a manager of either a large, complex contracts/projects or multiple contracts/ projects involving acquisition, analysis, design and implementation of complex systems such as complete space/transportation/communications/weapon systems and/or major subsystems or components of space/transportation/communications/weapon systems. Program Manager's grade level can range from **MTS 12 to MTS 13** depending on the experience required, complexity of the task, and education needed to perform the task.

Functional Responsibility: Provides contractual and administrative oversight of Deputy Program Managers, Delivery Order Managers, Project Managers, and lead personnel responsible for contract performance. Provides resources to Deputy Program Managers, Delivery Order Managers, and Project Managers and ensures quality and technical performance meet contract requirements. Coordinates activities and seeks resolution of contractual and technical problems while working with the CO, COTR, CQAE, and Government Program Managers

Minimum Education and Experience: Personnel labor qualifications for an **MTS 13** are a Ph.D. plus 10 years experience; or M. S. plus 15 years experience; or B. S. plus 20 years experience; and either a recognized technical expert or have concentrated senior management experience. Personnel labor qualifications for an **MTS 12** are a Ph.D. plus 7 years experience; or M. S. plus 10 years experience; or B. S. plus 15 years experience; and either a recognized technical expert or have concentrated management experience.

Commercial Job Title: **Deputy Program Manager**

Minimum/General Experience: General experience which applies to contract management, including experience as a manager for major portions of either large, complex contracts/projects or multiple small contracts/ projects involving acquisition, analysis, design and implementation of complex systems such as complete space/transportation/communications/weapon systems and/or major subsystems or components of space/transportation/communications/weapon systems. Deputy Program Manager's grade level can range from **MTS 12 to MTS 13** depending on the experience required, complexity of the task, and education needed to perform the task.

Functional Responsibility: Assists in providing contractual and administrative oversight of Delivery Order Managers, Project Managers, and lead personnel responsible for contract performance. Provides resources to Delivery Order Managers, and Project Managers and ensures quality and technical performance meet contract requirements. Coordinates activities and seeks resolution of contractual and technical problems while working with the CO, COTR, CQAE, and Government Program Managers. Generally a working manager providing technical support to the program.

Minimum Education and Experience: Personnel labor qualifications for an **MTS 13** are a Ph.D. plus 10 years experience; or M. S. plus 15 years experience; or B. S. plus 20 years experience; and either a recognized technical expert or have concentrated senior management experience. Personnel labor qualifications for an **MTS 12** are a Ph.D. plus 7 years experience; or M. S. plus 10 years experience; or B. S. plus 15 years experience; and either a recognized technical expert or have concentrated management experience

Commercial Job Title: **Chief Scientist**

Minimum/General Experience: Specialized scientific or engineering experience in designing, developing, implementing, and troubleshooting new or modifications to existing large, complex systems such as space/transportation/communications/weapon systems and/or major subsystems or components of space/transportation/communications/weapon systems. Chief Scientist's grade level can range from an **MTS 14 to MTS 15** depending on the experience required, complexity of the task, and education needed to perform the task.

Functional Responsibility: Provides specialized expertise to assist Program Managers, Project Managers, Delivery Order Managers, Systems Engineers, and Engineers in the design,

development, implementation, and troubleshooting new or modifications to existing complex systems such as complete space/transportation/communications/weapon systems and/or major subsystems or components of space/transportation/communications/weapon systems. Aid in troubleshooting complex systems to identify problems and develop technical solutions.

Minimum Education and Experience: Personnel labor qualifications for an **MTS 15** are a Ph.D. plus 17 years experience; or M. S. plus 22 years experience; or B. S. plus 26 years experience; and either a recognized technical expert or have concentrated executive management experience. Personnel labor qualifications for an **MTS 14** are a Ph.D. plus 15 years experience; or M. S. plus 20 years experience; or B. S. plus 24 years experience; and either a recognized technical expert or have concentrated executive management experience.

Commercial Job Title: **Scientist**

Minimum/General Experience: Specialized scientific experience in specific disciplines (e.g.; Chemistry, Metallurgy, Physics, etc.) analyzing, developing, implementing, and troubleshooting new or existing systems, subsystems, components, or materials used in space/transportation/communications/weapon systems. Scientist's grade level can range from an **MTS 10 to MTS 13** depending on the experience required, complexity of the task, and education needed to perform the task.

Functional Responsibility: Provides specialized expertise in specific disciplines (e.g.; Chemistry, Metallurgy, Physics, etc.) to analyze, develop, design and implement new or upgraded systems, subsystems, components, or materials used in space/transportation/communications/weapon systems. Aid in researching and troubleshooting complex systems to identify problems and develop technical solutions.

Minimum Education and Experience: Personnel labor qualifications for an **MTS 13** are a Ph.D. plus 10 years experience; or M. S. plus 15 years experience; or B. S. plus 20 years experience; and either a recognized technical expert or have concentrated senior management experience. Personnel labor qualifications for an **MTS 12** are a Ph.D. plus 7 years experience; or M. S. plus 10 years experience; or B. S. plus 15 years experience; and either a recognized technical expert or have concentrated management experience. Personnel labor qualifications for an **MTS 11** are a Ph.D. plus 3 years experience; or M. S. plus 7 years experience; or B. S. plus 10 years experience; and either demonstrated superior technical skills or demonstrated management skills. Personnel labor qualifications for an **MTS 10** are a Ph.D. plus 1 year experience; or M. S. plus 4 years experience; or B. S. plus 6 years experience; and demonstrated strong technical skills.

Commercial Job Title: **Junior Scientist**

Minimum/General Experience: Specialized scientific experience in specific disciplines (e.g.; Chemistry, Metallurgy, Physics, etc.) analyzing, developing, implementing, and troubleshooting new or existing systems, subsystems, components, or materials used in space/transportation/communications/weapon systems. Junior Scientist's grade level can range from an **MTS 7 to MTS 9** depending on the experience required, complexity of the task, and education needed to perform the task.

Functional Responsibility: Provides specialized expertise in specific disciplines (e.g.; Chemistry, Metallurgy, Physics, etc.) to analyze, develop, design and implement new or upgraded systems, subsystems, components, or materials used in space/ transportation/ communications/weapon systems. Aid in researching and trouble shooting complex systems to identify problems and develop technical solutions.

Minimum Education and Experience: Personnel labor qualifications for an **MTS 9** are an M. S. plus 1 year experience; B. S. plus 3 years experience; or High School Diploma, formal training plus 8 years experience. Personnel labor qualifications for an **MTS 8** are an M. S.; or B. S. plus 1 year experience; or High School Diploma, formal training plus 6 years experience. Personnel labor qualifications for an **MTS 7** are a B. S. or High School Diploma, formal training plus 4 years experience.

Commercial Job Title: **Senior Systems Engineer**

Minimum/General Experience: Experience which applies to systems analysis and design techniques for new or modifications to existing complex systems such as complete space/transportation/communications/weapon systems and/or major subsystems or components of space/transportation/communications/weapon systems. Senior Systems Engineer's grade level can range from **MTS 13 to MTS 15** depending on the experience required, complexity of the task, and education needed to perform the task.

Functional Responsibility: Designs, develops and modifies complex systems such as complete space/transportation/communications/weapon systems and/or major subsystems/components of space/transportation/communications/weapon systems. Applies analytical techniques when gathering information from users, defining work problems, designing a system of computer programs, and developing procedures to resolve the problems. Leads development of requirements analysis, design constraints, and complete specifications. Review task proposal requirements, gathers information, analyzes data, prepares project synopses, compares alternatives and orients users to new systems.

Minimum Education and Experience: Personnel labor qualifications for an **MTS 15** are a Ph.D. plus 17 years experience; or M. S. plus 22 years experience; or B. S. plus 26 years experience; and either a recognized technical expert or have concentrated executive management experience. Personnel labor qualifications for an **MTS 14** are a Ph.D. plus 15 years experience; or M. S. plus 20 years experience; or B. S. plus 24 years experience; and either a recognized technical expert or have concentrated executive management experience. Personnel labor qualifications for an **MTS 13** are a Ph.D. plus 10 years experience; or M. S. plus 15 years experience; or B. S. plus 20 years experience; and either a recognized technical expert or have concentrated senior management experience.

**Commercial Job Title: Systems Engineer**

Minimum/General Experience: Experience which applies to systems analysis and design techniques for new or modifications to major portions of existing complex systems such as complete space/transportation/communications/weapon systems and/or major subsystems or components of space/transportation/communications/weapon systems. Systems Engineer's grade level can range from **MTS 10 to MTS 13** depending on the experience required, complexity of the task, and education needed to perform the task.

Functional Responsibility: Designs, develops and modifies major portions of complex systems such as complete space/transportation/communications/weapon systems and/or major subsystems/components of space/transportation/communications/weapon systems. Applies analytical techniques when gathering information from users, defining work problems, designing a system of computer programs, and developing procedures to resolve the problems. Conducts systems requirements analysis. Develops design constraints and specifications. Review task proposal requirements, gathers information, analyzes data, prepares project synopses, compares alternatives and orients users to new systems.

Minimum Education and Experience: Personnel labor qualifications for an **MTS 13** are a Ph.D. plus 10 years experience; or M. S. plus 15 years experience; or B. S. plus 20 years experience; and either a recognized technical expert or have concentrated senior management experience. Personnel labor qualifications for an **MTS 12** are a Ph.D. plus 7 years experience; or M. S. plus 10 years experience; or B. S. plus 15 years experience; and either a recognized technical expert or have concentrated management experience. Personnel labor qualifications for an **MTS 11** are a Ph.D. plus 3 years experience; or M. S. plus 7 years experience; or B. S. plus 10 years experience; and either demonstrated superior technical skills or demonstrated management skills. Personnel labor qualifications for an **MTS 10** are a Ph.D. plus 1 year experience; or M. S. plus 4 years experience; or B. S. plus 6 years experience; and demonstrated strong technical skills.

**Commercial Job Title: Junior Systems Engineer**

Minimum/General Experience: Experience which applies to systems analysis and design techniques for new or modifications to portions of existing complex systems such as complete space/transportation/communications/weapon systems and/or subsystems or components of space/transportation/communications/weapon systems. Junior Systems Engineer's grade level can range from **MTS 7 to MTS 9** depending on the experience required, complexity of the task, and education needed to perform the task.

Functional Responsibility: Designs, develops and modifies portions of complex systems such as complete space/transportation/communications/weapon systems and/or subsystems/components of space/transportation/communications/weapon systems. Applies analytical techniques when gathering information from users, defining work problems, designing a system of computer programs, and developing procedures to resolve the problems. Conducts systems requirements analysis. Develops design constraints and specifications. Review task proposal requirements, gathers information, analyzes data, prepares project synopses, compares alternatives and orients users to new systems.

Minimum Education and Experience: Personnel labor qualifications for an **MTS 9** are an M. S. plus 1 year experience; B. S. plus 3 years experience; or High School Diploma, formal training plus 8 years experience. Personnel labor qualifications for an **MTS 8** are an M. S.; or B. S. plus 1 year experience; or High School Diploma, formal training plus 6 years experience. Personnel labor qualifications for an **MTS 7** are a B. S. or High School Diploma, formal training plus 4 years experience.

Commercial Job Title: **Senior Engineer**

Minimum/General Experience: Experience which applies to specific engineering disciplines (i.e., Aerospace, Avionics, Chemical, Electrical, Logistics, Manufacturing, Mechanical, Safety, Test, etc.) design techniques for new or modifications to existing complex systems such as complete space/transportation/communications/weapon systems and/or major subsystems or components of space/transportation/communications/weapon systems. Senior Engineer's grade level can range from **MTS 13 to MTS 15** depending on the experience required, complexity of the task, and education needed to perform the task.

Functional Responsibility: Designs, develops and modifies complex systems such as complete space/transportation/communications/weapon systems and/or major subsystems/components of space/transportation/communications/weapon systems. Applies analytical techniques when gathering information from users, defining work problems, designing a system of computer programs, and developing procedures to resolve the problems. Leads development of designs to meet specifications. Review task proposal requirements, gathers information, analyzes data, prepares project synopses, compares alternatives and orients users to new systems.

Minimum Education and Experience: Personnel labor qualifications for an **MTS 15** are a Ph.D. plus 17 years experience; or M. S. plus 22 years experience; or B. S. plus 26 years experience; and either a recognized technical expert or have concentrated executive management experience. Personnel labor qualifications for an **MTS 14** are a Ph.D. plus 15 years experience; or M. S. plus 20 years experience; or B. S. plus 24 years experience; and either a recognized technical expert or have concentrated executive management experience. Personnel labor qualifications for an **MTS 13** are a Ph.D. plus 10 years experience; or M. S. plus 15 years experience; or B. S. plus 20 years experience; and either a recognized technical expert or have concentrated senior management experience.

Commercial Job Title: **Engineer**

Minimum/General Experience: Experience which applies to specific engineering disciplines (i.e., Aerospace, Avionics, Chemical, Electrical, Logistics, Manufacturing, Mechanical, Safety, Test, etc.) design techniques for new or modifications to existing complex systems such as complete space/transportation/communications/weapon systems and/or major subsystems or components of space/transportation/communications/weapon systems. Engineer's grade level can range from **MTS 10 to MTS 13** depending on the experience required, complexity of the task, and education needed to perform the task.

Functional Responsibility: Designs, develops and modifies complex systems such as complete space/transportation/communications/weapon systems and/or major subsystems/components of space/transportation/communications/weapon systems. Applies analytical techniques when gathering information from users, defining work problems, designing a system of computer

programs, and developing procedures to resolve the problems. Leads development of designs to meet specifications. Review task proposal requirements, gathers information, analyzes data, prepares project synopses, compares alternatives and orients users to new systems.

Minimum Education and Experience: Personnel labor qualifications for an **MTS 13** are a Ph.D. plus 10 years experience; or M. S. plus 15 years experience; or B. S. plus 20 years experience; and either a recognized technical expert or have concentrated senior management experience. Personnel labor qualifications for an **MTS 12** are a Ph.D. plus 7 years experience; or M. S. plus 10 years experience; or B. S. plus 15 years experience; and either a recognized technical expert or have concentrated management experience. Personnel labor qualifications for an **MTS 11** are a Ph.D. plus 3 years experience; or M. S. plus 7 years experience; or B. S. plus 10 years experience; and either demonstrated superior technical skills or demonstrated management skills. Personnel labor qualifications for an **MTS 10** are a Ph.D. plus 1 year experience; or M. S. plus 4 years experience; or B. S. plus 6 years experience; and demonstrated strong technical skills.

Commercial Job Title: **Junior Engineer**

Minimum/General Experience: Experience which applies to specific engineering disciplines (i.e., Aerospace, Avionics, Chemical, Electrical, Logistics, Manufacturing, Mechanical, Safety, Test, etc.) design techniques for new or modifications to existing complex systems such as complete space/transportation/communications/weapon systems and/or major subsystems or components of space/transportation/communications/weapon systems. Junior Engineer's grade level can range from **MTS 7 to MTS 9** depending on the experience required, complexity of the task, and education needed to perform the task.

Functional Responsibility: Designs, develops and modifies complex systems such as complete space/transportation/communications/weapon systems and/or major subsystems/components of space/transportation/communications/weapon systems. Applies analytical techniques when gathering information from users, defining work problems, designing a system of computer programs, and developing procedures to resolve the problems. Develops designs to meet specifications. Review task proposal requirements, gathers information, analyzes data, prepares project synopses, compares alternatives and orients users to new systems.

Minimum Education and Experience: Personnel labor qualifications for an **MTS 9** are an M. S. plus 1 year experience; B. S. plus 3 years experience; or High School Diploma, formal training plus 8 years experience. Personnel labor qualifications for an **MTS 8** are an M. S.; or B. S. plus 1 year experience; or High School Diploma, formal training plus 6 years experience. Personnel labor qualifications for an **MTS 7** are a B. S. or High School Diploma, formal training plus 4 years experience.

Commercial Job Title: **Project Manager**

Minimum/General Experience: General experience which applies to project management, including experience as a manager of either a large, complex projects or multiple projects involving acquisition, analysis, design and implementation of complex systems such as major subsystems or components of space/transportation/communications/weapon systems. Project Manager's grade level can range from **MTS 10 to MTS 13** depending on the experience required, complexity of the task, and education needed to perform the task.

Functional Responsibility: Provides project management and resources to personnel and ensures quality and technical performance meet contract requirements. Provides technical inputs and oversight to achieve solutions to complex acquisition and modification projects. Coordinates activities and seeks resolution of contractual and technical problems while working with bd Management and Government Project Managers

Minimum Education and Experience: Personnel labor qualifications for an **MTS 13** are a Ph.D. plus 10 years experience; or M. S. plus 15 years experience; or B. S. plus 20 years experience; and either a recognized technical expert or have concentrated senior management experience. Personnel labor qualifications for an **MTS 12** are a Ph.D. plus 7 years experience; or M. S. plus 10 years experience; or B. S. plus 15 years experience; and either a recognized technical expert or have concentrated management experience. Personnel labor qualifications for an **MTS 11** are a Ph.D. plus 3 years experience; or M. S. plus 7 years experience; or B. S. plus 10 years experience; and either demonstrated superior technical skills or demonstrated management skills. Personnel labor qualifications for an **MTS 10** are a Ph.D. plus 1 year experience; or M. S. plus 4 years experience; or B. S. plus 6 years experience; and demonstrated strong technical skills.

Commercial Job Title: **Technical Lead**

Minimum/General Experience: General experience that applies to technical expertise in specific engineering or scientific specialties. Technical Lead's grade level can range from **MTS 10 to MTS 13** depending on the experience required, complexity of the task, and education needed to perform the task.

Functional Responsibility: Provides technical leadership and inputs to achieve solutions to complex acquisition and modification projects. Coordinates activities and seeks resolution of technical problems while working with Government technical management.

Minimum Education and Experience: Personnel labor qualifications for an **MTS 13** are a Ph.D. plus 10 years experience; or M. S. plus 15 years experience; or B. S. plus 20 years experience; and either a recognized technical expert or have concentrated senior management experience. Personnel labor qualifications for an **MTS 12** are a Ph.D. plus 7 years experience; or M. S. plus 10 years experience; or B. S. plus 15 years experience; and either a recognized technical expert or have concentrated management experience. Personnel labor qualifications for an **MTS 11** are a Ph.D. plus 3 years experience; or M. S. plus 7 years experience; or B. S. plus 10 years experience; and either demonstrated superior technical skills or demonstrated management skills. Personnel labor qualifications for an **MTS 10** are a Ph.D. plus 1 year experience; or M. S. plus 4 years experience; or B. S. plus 6 years experience; and demonstrated strong technical skills.

Commercial Job Title: **Senior Consultant**

Minimum/General Experience: Specialized experience which applies designing, developing, implementing, and troubleshooting complex systems such as complete space/transportation/communications/weapon systems and/or major subsystems or components of space/transportation/communications/weapon systems. Senior Consultant's grade level is **MTS 15**.

Functional Responsibility: Provides specialized expertise to assist Systems Engineers, Scientists, Engineers, and/or Managers in the design, development, implementation, and modification of complex space/transportation/communications/weapon systems and/or major subsystems or components of space/transportation/communications/weapon systems. Aid in troubleshooting complex systems to identify problems and develop technical solutions.

Minimum Education: Personnel labor qualifications for an **MTS 15** are a Ph.D. plus 17 years experience; or M. S. plus 22 years experience; or B. S. plus 26 years experience; and either a recognized technical expert or have concentrated executive management experience.

Commercial Job Title: **Consultant 3**

Minimum/General Experience: Specialized experience which applies designing, developing, implementing, and troubleshooting complex systems such as complete space/transportation/communications/weapon systems and/or major subsystems or components of space/transportation/communications/weapon systems. Consultant 3's grade level is **MTS 14**.

Functional Responsibility: Provides specialized expertise to assist Systems Engineers, Scientists, Engineers, and/or Managers in the design, development, implementation, and modification of complex space/transportation/communications/weapon systems and/or major subsystems or components of space/transportation/communications/weapon systems. Aid in troubleshooting complex systems to identify problems and develop technical solutions.

Minimum Education: Personnel labor qualifications for an **MTS 14** are a Ph.D. plus 15 years experience; or M. S. plus 20 years experience; or B. S. plus 24 years experience; and either a recognized technical expert or have concentrated executive management experience.

Commercial Job Title: **Consultant 2**

Minimum/General Experience: Specialized experience which applies designing, developing, implementing, and troubleshooting complex systems such as complete space/transportation/communications/weapon systems and/or major subsystems or components of space/transportation/communications/weapon systems. Senior Systems Consultant 2's grade level is **MTS 13**.

Functional Responsibility: Provides specialized expertise to assist Systems Engineers, Scientists, Engineers, and/or Managers in the design, development, implementation, and modification of complex space/transportation/communications/weapon systems and/or major subsystems or components of space/transportation/communications/weapon systems. Aid in troubleshooting complex systems to identify problems and develop technical solutions.

Minimum Education: Personnel labor qualifications for an **MTS 13** are a Ph.D. plus 10 years experience; or M. S. plus 15 years experience; or B. S. plus 20 years experience; and either a recognized technical expert or have concentrated senior management experience.

Commercial Job Title: **Consultant 1**

Minimum/General Experience: Specialized experience which applies designing, developing, implementing, and troubleshooting complex systems such as complete space/transportation/communications/weapon systems and/or major subsystems or components of space/transportation/communications/weapon systems. Senior Systems Consultant 1's grade level is **MTS 12**.

Functional Responsibility: Provides specialized expertise to assist Systems Engineers, Scientists, Engineers, and/or Managers in the design, development, implementation, and modification of complex space/transportation/communications/weapon systems and/or major subsystems or components of space/transportation/communications/weapon systems. Aid in troubleshooting complex systems to identify problems and develop technical solutions.

Minimum Education: Personnel labor qualifications for an **MTS 12** are a Ph.D. plus 7 years experience; or M. S. plus 10 years experience; or B. S. plus 15 years experience; and either a recognized technical expert or have concentrated management experience.

Commercial Job Title: **Senior Documentation Specialist**

Minimum/General Experience: Experience in the preparation, compilation, and maintenance of Engineering Technical Data; such as System Specifications, Modifications, Configuration/Data Management, Technical Orders, using automated word processing machines or text editor systems. Senior Documentation Specialist's grade level can range from **MTS 10 to MTS 13** depending on the experience required, complexity of the task, and education needed to perform the task.

Functional Responsibility: Prepares and maintains engineering technical documentation including drawings, specifications, systems baseline documentation, and modification tracking. Conducts or supports Configuration Control Board activities and ensures configuration control of the system. Authors, modifies, updates, and/or manages the technical order system. Provides supervision and guidance to subordinate documentation specialists.

Minimum Education and Experience: Personnel labor qualifications for an **MTS 13** are a Ph.D. plus 10 years experience; or M. S. plus 15 years experience; or B. S. plus 20 years experience; and either a recognized technical expert or have concentrated senior management experience. Personnel labor qualifications for an **MTS 12** are a Ph.D. plus 7 years experience; or M. S. plus 10 years experience; or B. S. plus 15 years experience; and either a recognized technical expert or have concentrated management experience. Personnel labor qualifications for an **MTS 11** are a Ph.D. plus 3 years experience; or M. S. plus 7 years experience; or B. S. plus 10 years experience; and either demonstrated superior technical skills or demonstrated management skills. Personnel labor qualifications for an **MTS 10** are a Ph.D. plus 1 year experience; or M. S. plus 4 years experience; or B. S. plus 6 years experience; and demonstrated strong technical skills.

Commercial Job Title: **Documentation Specialist**

Minimum/General Experience: Experience in the preparation, compilation, and maintenance of Engineering Technical Data; such as System Specifications, Modifications, Configuration/Data Management, Technical Orders, using automated word processing machines or text editor systems. Senior Documentation Specialist's grade level can range from **MTS 8 to MTS 9** depending on the experience required, complexity of the task, and education needed to perform the task.

Functional Responsibility: Prepares and maintains engineering technical documentation including drawings, specifications, systems baseline documentation, and modification tracking. Conducts or supports Configuration Control Board activities and ensures configuration control of the system. Authors, modifies, updates, and/or manages the technical order system.

Minimum Education and Experience: Personnel labor qualifications for an **MTS 9** are an M. S. plus 1 year experience; B. S. plus 3 years experience; or High School Diploma, formal training plus 8 years experience. Personnel labor qualifications for an **MTS 8** are an M. S.; or B. S. plus 1 year experience; or High School Diploma, formal training plus 6 years experience.

Commercial Job Title: **Junior Documentation Specialist**

Minimum/General Experience: Experience in the preparation, compilation, and maintenance of Engineering Technical Data; such as System Specifications, Modifications, Configuration/Data Management, Technical Orders, using automated word processing machines or text editor systems. Junior Documentation Specialist's grade level can range from **MTS 7 to MTS 8** depending on the experience required, complexity of the task, and education needed to perform the task.

Functional Responsibility: Prepares and maintains engineering technical documentation including drawings, specifications, systems baseline documentation, and modification tracking. Conducts or supports Configuration Control Board activities and ensures configuration control of the system. Authors, modifies, updates, and/or manages the technical order system.

Minimum Education and Experience: Personnel labor qualifications for an **MTS 8** are an M. S.; or B. S. plus 1 year experience; or High School Diploma, formal training plus 6 years experience. Personnel labor qualifications for an **MTS 7** are a B. S. or High School Diploma, formal training plus 4 years experience.

**Commercial Job Title: Senior Quality Assurance Analyst**

Minimum/General Experience: Experience in engineering scientific, and/or system analysis including quality assurance experience in the design, development, and modification of complex space/transportation/communications/weapon systems and/or major subsystems or components of space/transportation/communications/weapon systems. Senior Quality Assurance Analyst's grade level can range from **MTS 13 to MTS 15** depending on the experience required, complexity of the task, and education needed to perform the task.

Functional Responsibility: Organizes, manages, and maintains all quality assurance documentation required. Responsible for ensuring compliance with recognized standards and practices. Reviews all documentation for completeness, accuracy, and correctness. Supports the test and integration personnel as a witness to testing requirements. Certifies that all deliverables have met all quality requirements.

Minimum Education and Experience: Personnel labor qualifications for an **MTS 15** are a Ph.D. plus 17 years experience; or M. S. plus 22 years experience; or B. S. plus 26 years experience; and either a recognized technical expert or have concentrated executive management experience. Personnel labor qualifications for an **MTS 14** are a Ph.D. plus 15 years experience; or M. S. plus 20 years experience; or B. S. plus 24 years experience; and either a recognized technical expert or have concentrated executive management experience. Personnel labor qualifications for an **MTS 13** are a Ph.D. plus 10 years experience; or M. S. plus 15 years experience; or B. S. plus 20 years experience; and either a recognized technical expert or have concentrated senior management experience.

**Commercial Job Title: Quality Assurance Analyst**

Minimum/General Experience: Experience in engineering scientific, and/or system analysis including quality assurance experience in the design, development, and modification of complex space/transportation/communications/weapon systems and/or major subsystems or components of space/transportation/communications/weapon systems. Quality Assurance Analyst's grade level can range from **MTS 10 to MTS 13** depending on the experience required, complexity of the task, and education needed to perform the task.

Functional Responsibility: Organizes and maintains all quality assurance documentation required. Responsible for ensuring compliance with recognized standards and practices. Reviews all documentation for completeness, accuracy, and correctness. Supports the test and integration personnel as a witness to testing requirements. Certifies that all deliverables have met all quality requirements.

Minimum Education and Experience: Personnel labor qualifications for an **MTS 13** are a Ph.D. plus 10 years experience; or M. S. plus 15 years experience; or B. S. plus 20 years experience; and either a recognized technical expert or have concentrated senior management experience. Personnel labor qualifications for an **MTS 12** are a Ph.D. plus 7 years experience; or M. S. plus 10 years experience; or B. S. plus 15 years experience; and either a recognized technical expert or have concentrated management experience. Personnel labor qualifications for an **MTS 11** are a Ph.D. plus 3 years experience; or M. S. plus 7 years experience; or B. S. plus 10 years experience; and either demonstrated superior technical skills or demonstrated management

skills. Personnel labor qualifications for an **MTS 10** are a Ph.D. plus 1 year experience; or M. S. plus 4 years experience; or B. S. plus 6 years experience; and demonstrated strong technical skills.

Commercial Job Title: **Junior Quality Assurance Analyst**

Minimum/General Experience: Experience in engineering scientific, and/or system analysis including quality assurance experience in the design, development, and modification of complex space/transportation/communications/weapon systems and/or major subsystems or components of space/transportation/communications/weapon systems. Quality Assurance Analyst's grade level can range from **MTS 7 to MTS 9** depending on the experience required, complexity of the task, and education needed to perform the task.

Functional Responsibility: Organizes and maintains all quality assurance documentation required. Responsible for ensuring compliance with recognized standards and practices. Reviews all documentation for completeness, accuracy, and correctness. Supports the test and integration personnel as a witness to testing requirements. Certifies that all deliverables have met all quality requirements.

Minimum Education and Experience: Personnel labor qualifications for an **MTS 9** are an M. S. plus 1 year experience; B. S. plus 3 years experience; or High School Diploma, formal training plus 8 years experience. Personnel labor qualifications for an **MTS 8** are an M. S.; or B. S. plus 1 year experience; or High School Diploma, formal training plus 6 years experience. Personnel labor qualifications for an **MTS 7** are a B. S. or High School Diploma, formal training plus 4 years experience.

Commercial Job Title: **Senior Technician**

Minimum/General Experience: Experience in engineering, systems analysis, system administration, programming, security, installation, and/or modification of complex systems. Senior Technician's grade level can range from **T&S 9 to T&S 10** depending on the experience required, complexity of the task, and education needed to perform the task.

Functional Responsibility: Provides technical support to accomplish the project or task.

Minimum Education: Personnel labor qualifications for a **T&S 10** are a High School Diploma plus formal training and 9 years relevant experience; or a High School Diploma plus 13 years relevant experience; and recognized as a technical or administrative expert. Personnel labor qualifications for a **T&S 9** are a High School Diploma plus formal training and 7 years relevant experience; or a High School Diploma plus 10 years relevant experience.

**Commercial Job Title: Technician**

Minimum/General Experience: Experience in engineering, systems analysis, system administration, programming, security, installation, and/or modification of complex systems. Technician's grade level can range from **T&S 6 to T&S 8** depending on the experience required, complexity of the project, and education needed to perform the project.

Functional Responsibility: Provides technical support to accomplish the project or task.

Minimum Education: Personnel labor qualifications for a **T&S 8** are a High School Diploma plus formal training and 5 years relevant experience; or a High School Diploma plus 6 years relevant experience. Personnel labor qualifications for a **T&S 7** are a High School Diploma plus formal training and 3 years relevant experience; or a High School Diploma plus 5 years relevant experience. Personnel labor qualifications for a **T&S 6** are a High School Diploma plus formal training and 2 years relevant experience; or a High School Diploma plus 4 years relevant experience.

**Commercial Job Title: Technician Intern**

Minimum/General Experience: Experience in engineering, systems analysis, system administration, programming, security, installation, and/or modification of complex systems. Technician Intern's grade level can range from **T&S 3 to T&S 5** depending on the experience required, complexity of the project, and education needed to perform the project.

Functional Responsibility: Provides technical support to accomplish the project or task.

Minimum Education: Personnel labor qualifications for a **T&S 5** are a High School Diploma plus formal training and 1 year relevant experience; or a High School Diploma plus 2 years relevant experience. Personnel labor qualifications for a **T&S 4** are a High School Diploma plus formal training. Personnel labor qualifications for a **T&S 3** are a High School Diploma.

**Commercial Job Title: Executive Administrative Assistant**

Minimum/General Experience: Experience in project administration, documentation, and secretarial support functions to include managing CDRL deliveries, maintaining schedules and calendars, and arranging travel. Executive Administrative Assistant's grade level can range from **T&S 9 to T&S 10** depending on the experience required, complexity of the task, and education needed to perform the task.

Functional Responsibility: Provides administrative support to managers and task personnel in accomplishing the project or task.

Minimum Education: Personnel labor qualifications for a **T&S 10** are a High School Diploma plus formal training and 9 years relevant experience; or a High School Diploma plus 13 years relevant experience; and recognized as a technical or administrative expert. Personnel labor qualifications for a **T&S 9** are a High School or Business School Diploma 12 years experience. Two years or more concentrated word processing skills. Demonstrated superior software skill in MS Word, Excel, Outlook, and PowerPoint; as well as superior written and verbal communication skills.

**Commercial Job Title: Administrative Assistant**

Minimum/General Experience: Experience in project administration, documentation, and secretarial support functions to include managing CDRL deliveries, maintaining schedules and calendars, and arranging travel. Administrative Assistant's grade level is **T&S 8**.

Functional Responsibility: Provides administrative support to managers and task personnel in accomplishing the project or task.

Minimum Education: Personnel labor qualifications for a **T&S 8** are a High School or Business School Diploma 10 years experience. Two years concentrated word processing skills. Demonstrated advanced software skill in MS Word, Excel, Outlook, and PowerPoint; and excellent written and verbal communication skills.

**Commercial Job Title: Senior Secretary**

Minimum/General Experience: Experience in project administration, documentation, and secretarial support functions to include managing CDRL deliveries, maintaining schedules and calendars, and arranging travel in support of programs/projects. Senior Secretary's grade level is **T&S 7**. See Tables 1 and 2 for personnel labor qualifications in each grade level and billing rates.

Functional Responsibility: Provides administrative support in accomplishing the project or task.

Minimum Education: Personnel labor qualifications for a **T&S 7** are a High School or Business School Diploma 8 years experience. Demonstrated advanced software skill in MS Word, Excel, Outlook, and PowerPoint; and effective written and verbal communication skills.

**Commercial Job Title: Secretary**

Minimum/General Experience: Experience in project administration, documentation, and secretarial support functions to include managing CDRL deliveries, maintaining schedules and calendars, and arranging travel in support of programs/projects. Secretary's grade level can range from **T&S 05 to T&S 06**.

Functional Responsibility: Provides administrative support in accomplishing the project or task.

Minimum Education: Personnel labor qualifications for a **T&S 6** are a High School or Business School Diploma 6 years experience. Demonstrated software familiarity in MS Word, Excel, Outlook, and PowerPoint. Personnel labor qualifications for a **T&S 5** are a High School or Business School Diploma 4 years experience. Demonstrated software familiarity in MS Word, Excel, Outlook, and PowerPoint; and effective written and verbal communication skills.

**Commercial Job Title: Clerk**

Minimum/General Experience: Experience in administration, documentation, and secretarial support functions to include CDRL deliveries, maintaining schedules and calendars, and

arranging travel in support of programs/projects. Clerk's grade level can range from **T&S 3 to T&S 4**.

Functional Responsibility: Provides administrative support in accomplishing the project or task.

Minimum Education: Personnel labor qualifications for a **T&S 4** are a High School or Business School Diploma 2 years experience. Personnel labor qualifications for a **T&S 3** are a High School or Business School Diploma; or High School or Business School Intern.

Commercial Job Title: **Senior Administrative Security Specialist**

Minimum/General Experience: Experience in administrative security support functions to include Facility Security Officer, control of classified material, and coordination with DIS. Senior Administrative Security Specialist's grade level can range from **T&S 9 to T&S 10** depending on the experience required, complexity of the task, and education needed to perform the task.

Functional Responsibility: Provides administrative security support to accomplish the project or task.

Minimum Education: Personnel labor qualifications for a **T&S 10** are a High School Diploma plus formal training and 9 years relevant experience; or a High School Diploma plus 13 years relevant experience; and recognized as a technical or administrative expert. Personnel labor qualifications for a **T&S 9** are a High School Diploma plus formal training and 7 years relevant experience; or a High School Diploma plus 10 years relevant experience.

Commercial Job Title: **Administrative Security Specialist**

Minimum/General Experience: Experience in administrative security support functions to include Facility Security Officer, control of classified material, and coordination with DIS. Administrative Security Specialist's grade level can range from **T&S 7 to T&S 8**.

Functional Responsibility: Provides administrative security support to accomplish the project or task.

Minimum Education: Personnel labor qualifications for a **T&S 8** are a High School Diploma plus formal training and 5 years relevant experience; or a High School Diploma plus 6 years relevant experience. Personnel labor qualifications for a **T&S 7** are a High School Diploma plus formal training and 3 years relevant experience; or a High School Diploma plus 5 years relevant experience.

Commercial Job Title: **Junior Administrative Security Specialist**

Minimum/General Experience: Experience in administrative security support functions to include Facility Security Officer, control of classified material, and coordination with DIS. Junior Administrative Security Specialist's grade level can range from **T&S 5 to T&S 6**.

Functional Responsibility: Provides administrative security support to accomplish the project or task.

Minimum Education: Personnel labor qualifications for a **T&S 6** are a High School Diploma plus formal training and 2 years relevant experience; or a High School Diploma plus 4 years relevant experience. Personnel labor qualifications for a **T&S 5** are a High School Diploma plus formal training and 1 year relevant experience; or a High School Diploma plus 2 years relevant experience.

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**PRICING TABLES FOR ALL SINs:**

- CONTRACTOR SITE – BASE YEAR AND OPTION 1 YEAR
- DISCOUNTED GOVERNMENT SITE – BASE YEAR AND OPTION 1 YEAR

SIN 871-1 STRATEGIC PLANNING AND 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:

SIN 871-5 INTEGRATED LOGISTICS SUPPORT:

SIN 871-6 ACQUISITION AND LIFE CYCLE MANAGEMENT:

**BASE PERIOD - bd FY-02 – FY-06**  
Base Period MM/DD/2000 (bd FY-02)

Net Rates inclusive of Discount  
Annual Escalation Factor:

**Other Direct Costs:**

<u>DESCRIPTION</u>	<u>UNIT</u>	<u>PRICE</u>
To be determined on individual Task Orders	Cost Plus Applicable Burden (Contractor G&A and Fee)	

Annual Escalation Factor, If Appropriate: \_\_\_\_\_(Applicable only if offered pricing is commercial, non-catalog.)

Please note what quantity discounts are offered: Determined on a Task Order by Task Order Basis.

**NOTE:** Labor Category titles MTS, MSES, MAS and MIS may be interchangeable.

\* These rates are for the period of 1 January 2004 through 30 May 2004 and reflect the GSA IFF reduction of .25%. FY-05 and subsequent FY rates are for whole years and reflect the GSA IFF at .75%.

**OPTION 1 - (bd FY-07– FY-11) -**  
Option Period MM/DD/2007 (bd FY-07 – FY-11)

Net Rates inclusive of Discount  
Annual Escalation Factor:

Other Direct Costs:

<u>DESCRIPTION</u>	<u>UNIT</u>	<u>PRICE</u>
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To be Determined on individual Task Orders - Cost Plus Applicable Burden  
(Contractor G&A plus Fee)

Annual Escalation Factor, If Appropriate: \_\_\_\_\_(Applicable only if offered pricing is  
commercial, non-catalog.)

Please note what quantity discounts are offered. Determined on a Task Order by Task Order Basis.

FY-07 and subsequent FY rates are for whole years and reflect the GSA IFF at .75%.

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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), if applicable;
  - (e) Purchase Order Number;
  - (f) Date of Purchase;
  - (g) Quantity, Unit Price, and Extension of Each Item; and
  - (h) Date of Shipment/Performance;
- (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.

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## BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”

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

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

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

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

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

Here is a general outline on how it works:

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

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**INFORMATION FOR ORDERING OFFICES****SPECIAL NOTICE TO AGENCIES:****Small Business Participation**

SBA strongly supports the participation of small business concerns in the Federal Supply Schedules Program. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ on-line shopping service ([www.fss.gsa.gov](http://www.fss.gsa.gov)). The catalogs/pricelists, GSA Advantage!™ and the Federal Supply Service Home Page ([www.fss.gsa.gov](http://www.fss.gsa.gov)) contain information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting pricelists for a best value determination.

For orders exceeding the micropurchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

**UNCOMPENSATED OVERTIME:**

bd Systems, Inc. does not have an Uncompensated Overtime Policy.