

Contract Number: GS-10F-0071R



**Professional Services
Division
US Investigations Services**

**Federal Supply Service
Authorized Federal Supply Schedule Catalog/Price List**

Other than Small Business

Effective through Modification PA-0002 dated January 7, 2009

FEDERAL SUPPLY SCHEDULE 874

**MISSION ORIENTED BUSINESS INTEGRATED SERVICES
(MOBIS)**

Special Item No: 874-1

(Prices Shown Herein are Net [Discount Deducted])

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The INTERNET address for GSA Advantage! is: <http://GSAAdvantage.gov>.

USIS Professional Services Division

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

Period Covered by Contract: November 1, 2004 to October 31, 2009

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Corporate Profile

As the nation's largest investigations services company with over 22 years hands-on experience assisting government entities in analyzing, developing and improving processes and procedures to increase the efficiency, effectiveness, functionality, security and integrity of operations, assets and personnel, US Investigations Services, Inc. (USIS) is in a unique position to provide the government with a broad range of management organizational and business improvement services.

USIS became a private employee-owned corporation on July 7, 1996 as a result of the privatization of the U.S. Office of Personnel Management (OPM), Office of Federal Investigations. Today USIS has more than 7,000 employees and 2,400 affiliated services professionals with offices strategically dispersed in all 50 states, U.S. Territories and several foreign countries.

USIS Professional Services Division (USIS PSD), formerly known as USATREX International, Inc., was founded in 1982 by a former U.S. Government official to provide superior quality, cost-effective management and technical services to the Government and private sector. In September 1999, USIS purchased USATREX and this element now operates as a separate operating division within USIS.

USIS PSD is based in Falls Church, Virginia and employs over 1,300 personnel who provide a broad range of management, organizational and business improvement services, to government and private sector clients nationwide. Our twenty-year record of growth and success is directly attributed to the reputation our employees have earned providing quality service and dedicated support to our customers. Ninety-nine percent of our personnel currently hold or have held positions that require government security investigations and meet eligibility requirements for access to classified information. Our personnel are supported by a corporate management structure that is committed to client and employee needs and is founded on time tested fiscal and administrative controls and procedures.

Our president, Michael Fraser, actively monitors reporting on each contract and provides both general and specific guidance and direction for all aspects of corporate activity. He is a hands-on manager with the objective of ensuring our customers are being served. Each of our vice presidents is responsible for monitoring and/or managing contracts to ensure compliance; proper fiscal management; performance to client and company standards; recruitment, screening, training, placement and support of employees; and administrative support to the contract.

We believe the keys to success are relatively basic and can be characterized by the following principles:

- Know what the client wants and needs.
- Assign qualified people who are customer oriented and have the skills, experience, ability and desire to get the job done.
- Provide administrative and fiscal oversight to ensure contract compliance, mission responsiveness and accurate invoicing.
- Maintain communications with the customer to ensure problems are avoided or solved, future needs are anticipated and all requirements are fully understood and met.
- Deliver what we promise.

These principles are more than words at USIS PSD. This is what we do every day and it has resulted in customer satisfaction, client referrals and sustained USIS PSD business growth. We know our future depends on how well we respond to today's client needs and expectations.

5. POINT OF PRODUCTION

All services provided under this contract will be originated at the USIS PSD headquarters facility in Vienna, Virginia.

6. DISCOUNT FROM LIST PRICES

Prices shown are NET Prices; Basic Discounts have been deducted.

7. QUANTITY DISCOUNTS

None

8. PROMPT PAYMENT TERMS

Prompt Payment: net - 30 days from receipt of invoice or date of acceptance, whichever is later.

9. GOVERNMENT PURCHASE CARDS

Purchase card orders below the micro-purchase threshold (currently \$3,000) will be accepted provided they exceed the minimum order limitation in paragraph 3 above.

Purchase card orders exceeding the micro-purchase threshold will also be accepted, unless that order (or orders) is returned to the ordering office within 24 hours after receipt, with written notice stating the Contractor's intent not to provide the services called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering offices should consider reasonably available information about the supply or service offered under Schedule contracts by using the "GSA Advantage!" on-line shopping service, or by reviewing the catalogs/pricelists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the agency's needs.

10. FOREIGN ITEMS

None

11a. TIME OF DELIVERY

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

SPECIAL ITEM NUMBER
874-1

DELIVERY TIME (Days ARO)
60

11b. EXPEDITED DELIVERY

Items available for expedited delivery are noted in this pricelist.

11c. OVERNIGHT AND 2-DAY DELIVERY

Not applicable

11d. 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.

12. F.O.B. POINTS

F.O.B. Destination -- to destinations within the 48 contiguous States and the District of Columbia

F.O.B. Origin -- to destinations in Alaska, Hawaii, the Commonwealth of Puerto Rico, and all other overseas locations.

13. ORDERING ADDRESS

Orders should be directed to: USIS Professional Services Division
7799 Leesburg Pike, Suite 400 South
Falls Church, VA 22043-2413
Telephone: (703) 637-1590
Fax: (703) 749-4127
E-mail: joe.calandrino@usis.com

14. PAYMENT ADDRESS

Payment may be made by check, wire transfer, or Government purchase card.

Address checks to:

USIS Professional Services Division
Dept. 77-52250
Chicago, IL 60678-2250

Address Wire Transfers to:

Bank: JP Morgan Chase Bank N.A.
52250 Eagle Way
Chicago, Illinois 60678-1522

ACH Routing Number: 071-000-013
Account Number: 5330129028
ACH Coordinator: Gina Sorci
Phone: (312)732-6661
Account Type: Checking
Wire Routing Number: 021-000-021

For payment by Government Purchase Card:

Contact our corporate finance office at (703)637-1625 for assistance.

15. WARRANTY PROVISION

For the purpose of this contract, commitments, warranties and representations include:

(1) Time of delivery/installation 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.

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

16. EXPORT PACKING CHARGES

Not applicable

17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE

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.

18. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR

Not applicable

19. TERMS AND CONDITIONS OF INSTALLATION

Not applicable

20. TERMS AND CONDITIONS OF REPAIR PARTS

Not applicable

20a. TERMS AND CONDITIONS FOR ANY OTHER SERVICES

Not applicable

21. LIST OF SERVICE AND DISTRIBUTION POINTS

Not applicable

22. LIST OF PARTICIPATING DEALERS

Not applicable.

23. PREVENTATIVE MAINTENANCE

Not applicable.

24. ENVIRONMENTAL ATTRIBUTES

Not applicable.

25. DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER

15-983-6121

26. NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE

DOD will require Contractors to register as trading partners to do business with the Government. This policy can be reviewed via the INTERNET at <http://acq.osd.mil/ec/nwsltr.html>.

To do EDI with the Government, Contractors must register as a trading partner. Contractors will provide regular business information, banking information, and EDI capabilities to all agencies in this single registration. A central repository of all trading partners, **called the Central Contractor Registration (CCR)**, has been developed. All Government procuring offices and other interested parties will have access to this central repository. The database is structured to identify the types of data elements that are public information and those that are confidential and not releasable.

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.

PROCEDURES FOR ORDERING SERVICES

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 other incidental costs related to performance of the services ordered. The order may provide for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations, or as a fixed-price incidental item. 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 best value selection criteria including the intended use of past performance factors.

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 at least 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, whenever practical.

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

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

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

When establishing BPAs ordering offices shall—

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

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

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

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

IV. 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.

V. 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.

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

ORDERS

a. Agencies may use written orders, EDI orders, Blanket Purchase Agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.

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

PERFORMANCE OF SERVICES

a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering office.

b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering office.

c. The Contractor guarantees the satisfactory completion of the IT Services performed under the task order and that all contract personnel utilized in the performance of IT/EC services under the task order shall have the education, experience, and expertise as stated in the task order.

d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for security consulting 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.

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.

**DESCRIPTION OF MISSION ORIENTED BUSINESS INTEGRATED SERVICES (MOBIS)
CONSULTING SERVICES AND PRICING****a. Job Titles / Labor Categories****1. Junior Subject Matter Specialist****Functional Responsibilities:**

Provides basic technical advice, assistance, guidance and/or counseling in support of agencies' management, organizational and business improvement efforts by utilizing specialized knowledge of one or more professional discipline. Duties may include: utilizing subject matter expertise to facilitate process improvement and reengineering methodologies and principles to conduct process modernization projects; advising as to effective transitioning of existing project teams, and the facilitation of project teams in the accomplishment of project activities and objectives; providing group facilitation, interviewing, training, and additional forms of knowledge transfer; coordinating between multiple project teams to ensure enterprise-wide integration of project activities, efforts and goals; and. managing the work of task or project teams and providing daily supervision and direction to support staff. May work independently or under the supervision of Principal Subject Matter Specialist, Senior Subject Matter Specialist or Subject Matter Specialist.

Minimum Education & Experience:

With a Bachelor's Degree, this position requires a minimum of one year of experience. With an Associate's Degree, this position requires two years of experience, one of which should be experience relevant to the nature of the contract work. With no degree, this position requires four years of experience, two of which should be experience relevant to the nature of the contract work. Relevant experience may include, but is not limited to: facilitation, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices and supervision of business process reengineering personnel. Experience should demonstrate increasing responsibilities within the discipline and/or management. Requires good writing and communications skills.

2. Principal Subject Matter Specialist**Functional Responsibilities:**

Provides highest level expert advice, assistance, guidance and/or counseling in support of agencies' management, organizational and business improvement efforts by utilizing specialized knowledge of one or more professional discipline. Duties may include: utilizing subject matter expertise to facilitate process improvement and reengineering methodologies and principles to conduct process modernization projects; advising as to effective transitioning of existing project teams, and the facilitation of project teams in the accomplishment of project activities and objectives; providing group facilitation, interviewing, training, and additional forms of knowledge transfer; coordinating between multiple project teams to ensure enterprise-wide integration of project activities, efforts and goals; and. managing the work of task or project teams and providing daily supervision and direction to support staff.

Minimum Education & Experience:

With a Master's Degree, this position requires a minimum of five years of experience, three of which should be experience relevant to the nature of the contract work. With a Bachelor's Degree, this position requires a minimum of seven years of experience, five of which should be experience relevant to the nature of the

contract work. With an Associate's Degree, this position requires eight years of experience, six of which should be experience relevant to the nature of the contract work. With no degree, this position requires ten years of experience, eight of which should be experience relevant to the nature of the contract work. Relevant experience may include, but is not limited to: facilitation, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices and supervision of business process reengineering personnel. Experience should demonstrate increasing responsibilities within the discipline and/or management. Requires outstanding writing and communications skills.

3. Junior Analyst

Functional Responsibilities:

Provides basic level advice, assistance, guidance, management, supervision, research and technical support in support of agencies' management, organizational and business improvement efforts in areas such as: training, logistics, acquisition management, budget and finance, security, configuration management, data management, program control, and/or manpower planning. Duties may include: analysis of complex problems; definition of functional and cross-functional requirements; resource allocation; operations research modeling, and process analysis and design; developing and monitoring project tasks and schedules; and managing the work of task or project teams and providing daily supervision and direction to support staff. May work independently or under the supervision of Principal Analyst, Senior Analyst or Analyst.

Minimum Education & Experience:

With a Bachelor's Degree, this position requires a minimum of one year of experience. With an Associate's Degree, this position requires a minimum of two years of experience, one of which should be experience relevant to the nature of the contract work. With no degree, this position required a minimum of four years of experience, two of which should be relevant to the nature of the contract work. Relevant experience may include, but is not limited to: knowledge of analytical techniques, experience in gathering and analyzing data to solve complex problems and/or produce finished reports; e.g., requirements definition, operations research, modeling, threat analysis, training and training development, logistics, procurement, budget and finance and/or risk assessment. Requires the ability to plan and carry out complex projects to completion and knowledge of subject matter concepts, practices and procedures. Requires good writing and communication skills.

4. Analyst

Functional Responsibilities:

Provides high level advice, assistance, guidance, management, supervision, research and technical support in support of agencies' management, organizational and business improvement efforts in areas such as: training, logistics, acquisition management, budget and finance, security, configuration management, data management, program control, and/or manpower planning. Duties may include: analysis of complex problems; definition of functional and cross-functional requirements; resource allocation; operations research modeling, and process analysis and design; developing and monitoring project tasks and schedules; and managing the work of task or project teams and providing daily supervision and direction to support staff. May work independently or under the supervision of Principal Analyst or Senior Analyst.

Minimum Education & Experience:

With a Master's Degree, this position requires a minimum of one year of experience. With a Bachelor's Degree, this position requires a minimum of two years of experience, one of which should be experience relevant to the nature of the contract work. With an Associate's Degree, this position requires a minimum of three years of experience, two of which should be experience relevant to the nature of the contract work. With no degree, this position required a minimum of five years of experience, three of which should be relevant to the nature of the contract work. Relevant experience may include, but is not limited to: knowledge of analytical techniques, experience in gathering and analyzing data to solve complex problems and/or produce finished reports; e.g., requirements definition, operations research, modeling, threat analysis, training and training development, logistics, procurement, budget and finance and/or risk assessment. Requires the ability to plan and carry out complex projects to completion and knowledge of subject matter concepts, practices and procedures. Requires excellent writing and communication skills.

5. Senior Analyst**Functional Responsibilities:**

Provides very high level advice, assistance, guidance, management, supervision, research and technical support in support of agencies' management, organizational and business improvement efforts in areas such as: training, logistics, acquisition management, budget and finance, security, configuration management, data management, program control, and/or manpower planning. Duties may include: analysis of complex problems; definition of functional and cross-functional requirements; resource allocation; operations research modeling, and process analysis and design; developing and monitoring project tasks and schedules; and managing the work of task or project teams and providing daily supervision and direction to support staff. May work independently or under the supervision of Principal Analyst.

Minimum Education & Experience:

With a Master's Degree, this position requires a minimum of two year of experience, one of which should be experience relevant to the nature of the contract work. With a Bachelor's Degree, this position requires a minimum of four years of experience, two of which should be experience relevant to the nature of the contract work. With an Associate's Degree, this position requires a minimum of five years of experience, three of which should be experience relevant to the nature of the contract work. With no degree, this position required a minimum of seven years of experience, five of which should be relevant to the nature of the contract work. Relevant experience may include, but is not limited to: knowledge of analytical techniques, experience in gathering and analyzing data to solve complex problems and/or produce finished reports; e.g., requirements definition, operations research, modeling, threat analysis, training and training development, logistics, procurement, budget and finance and/or risk assessment. Requires the ability to plan and carry out complex projects to completion and knowledge of subject matter concepts, practices and procedures. Requires exceptional writing and communication skills.

6. Principal Analyst**Functional Responsibilities:**

Provides highest level expert advice, assistance, guidance, management, supervision, research and technical support in support of agencies' management, organizational and business improvement efforts in areas such as: training, logistics, acquisition management, budget and finance, security, configuration management, data

management, program control, and/or manpower planning. Duties may include: analysis of complex problems; definition of functional and cross-functional requirements; resource allocation; operations research modeling, and process analysis and design; developing and monitoring project tasks and schedules; and managing the work of task or project teams and providing daily supervision and direction to support staff.

Minimum Education & Experience:

With a Master's Degree, this position requires a minimum of five year of experience, three of which should be experience relevant to the nature of the contract work. With a Bachelor's Degree, this position requires a minimum of seven years of experience, five of which should be experience relevant to the nature of the contract work. With an Associate's Degree, this position requires a minimum of eight years of experience, six of which should be experience relevant to the nature of the contract work. With no degree, this position required a minimum of ten years of experience, eight of which should be relevant to the nature of the contract work. Relevant experience may include, but is not limited to: knowledge of analytical techniques, experience in gathering and analyzing data to solve complex problems and/or produce finished reports; e.g., requirements definition, operations research, modeling, threat analysis, training and training development, logistics, procurement, budget and finance and/or risk assessment. Requires the ability to plan and carry out complex projects to completion and knowledge of subject matter concepts, practices and procedures. Requires outstanding writing and communication skills.

7. Junior Computer/Communications Specialist

Functional Responsibilities:

Provides basic subject matter expertise in the areas of telecommunications and/or computer systems technologies in support of agencies' management, organizational and business improvement efforts. Evaluates, designs, and maintains existing or proposed telecommunications systems to support user requirements. Designs, develops, and tests a variety of communications interface programs, which may include voice, data, or image communications. Conducts technical feasibility studies; prepares detailed specifications and flowcharts for implementing new internal programs or modifications to vendor software. Analyzes network characteristics (e.g., traffic, connect time, transmission speeds, packet sizes, and throughput) and recommends procurement, removals, and modifications to network components. Designs and optimizes network topologies and site configurations. Plans installations, transitions, and cut-overs of network components and capabilities. Coordinates requirements with users and suppliers. May work independently or under the supervision of Principal Computer/Communications Specialist, Senior Computer/Communications Specialist or Computer/Communications Specialist.

Minimum Education & Experience:

With a Bachelor's Degree, this position requires a minimum of one year of experience. With an Associate's Degree, this position requires a minimum of two years of experience, one of which should be experience relevant to the nature of the contract work. With no degree, this position requires a minimum of four years of experience, two of which should be experience relevant to the nature of the contract work. Relevant experience may include, but is not limited to: developing, testing, installing, and operating network and computer (host) communications software; using and implementing communications standards, installing, testing, and operating network and computer (host) communications equipment and hardware, using and implementing communications hardware and electrical standards, using communications hardware test and monitoring equipment and analyzing the results or network specialty, designing, testing, installing, implementing, and maintaining computer networks; using and implementing network standards, particularly

those of the International Organization for Standardization (ISO); operating computer networks; identification and solution of problems, restart/recovery, additions, deletions, and modifications of terminals, hosts, etc., optimization of network costs and performance and implement' accounting and charge back systems. Must demonstrate the ability to work independently or under only general direction.

8. Computer/Communications Specialist

Functional Responsibilities:

Provides comprehensive subject matter expertise in the areas of telecommunications and/or computer systems technologies in support of agencies' management, organizational and business improvement efforts. Evaluates, designs, and maintains existing or proposed telecommunications systems to support user requirements. Designs, develops, and tests a variety of communications interface programs, which may include voice, data, or image communications. Conducts technical feasibility studies; prepares detailed specifications and flowcharts for implementing new internal programs or modifications to vendor software. Analyzes network characteristics (e.g., traffic, connect time, transmission speeds, packet sizes, and throughput) and recommends procurement, removals, and modifications to network components. Designs and optimizes network topologies and site configurations. Plans installations, transitions, and cut-overs of network components and capabilities. Coordinates requirements with users and suppliers. May work independently or under the supervision of Principal Computer/Communications Specialist or Senior Computer/Communications Specialist.

Minimum Education & Experience:

With a Master's Degree, this position requires a minimum of one year of experience. With a Bachelor's Degree, this position requires a minimum of two year of experience, one of which should be experience relevant to the nature of the contract work. With an Associate's Degree, this position requires a minimum of three years of experience, two of which should be experience relevant to the nature of the contract work. With no degree, this position requires a minimum of five years of experience, three of which should be experience relevant to the nature of the contract work. Relevant experience may include, but is not limited to: developing, testing, installing, and operating network and computer (host) communications software; using and implementing communications standards, installing, testing, and operating network and computer (host) communications equipment and hardware, using and implementing communications hardware and electrical standards, using communications hardware test and monitoring equipment and analyzing the results or network specialty, designing, testing, installing, implementing, and maintaining computer networks; using and implementing network standards, particularly those of the International Organization for Standardization (ISO); operating computer networks; identification and solution of problems, restart/recovery, additions, deletions, and modifications of terminals, hosts, etc., optimization of network costs and performance and implement' accounting and charge back systems. Must demonstrate the ability to work independently or under only general direction.

9. Senior Computer/Communications Specialist

Functional Responsibilities:

Provides high level subject matter expertise in the areas of telecommunications and/or computer systems technologies in support of agencies' management, organizational and business improvement efforts. Evaluates, designs, and maintains existing or proposed telecommunications systems to support user requirements. Designs, develops, and tests a variety of communications interface programs, which may

include voice, data, or image communications. Conducts technical feasibility studies; prepares detailed specifications and flowcharts for implementing new internal programs or modifications to vendor software. Analyzes network characteristics (e.g., traffic, connect time, transmission speeds, packet sizes, and throughput) and recommends procurement, removals, and modifications to network components. Designs and optimizes network topologies and site configurations. Plans installations, transitions, and cut-overs of network components and capabilities. Coordinates requirements with users and suppliers. May work independently or under the supervision of Principal Computer/Communications Specialist.

Minimum Education & Experience:

With a Master's Degree, this position requires a minimum of two years of experience, one of which should be experience relevant to the nature of the contract work. With a Bachelor's Degree, this position requires a minimum of four years of experience, two of which should be experience relevant to the nature of the contract work. With an Associate's Degree, this position requires a minimum of five years of experience, three of which should be experience relevant to the nature of the contract work. With no degree, this position requires a minimum of seven years of experience, five of which should be experience relevant to the nature of the contract work. Relevant experience may include, but is not limited to: developing, testing, installing, and operating network and computer (host) communications software; using and implementing communications standards, installing, testing, and operating network and computer (host) communications equipment and hardware, using and implementing communications hardware and electrical standards, using communications hardware test and monitoring equipment and analyzing the results or network specialty, designing, testing, installing, implementing, and maintaining computer networks; using and implementing network standards, particularly those of the International Organization for Standardization (ISO); operating computer networks; identification and solution of problems, restart/recovery, additions, deletions, and modifications of terminals, hosts, etc., optimization of network costs and performance and implement' accounting and charge back systems. Must demonstrate the ability to work independently or under only general direction.

10. Principal Computer/Communication Specialist

Functional Responsibilities:

Provides very high level of subject matter expertise in the areas of telecommunications and/or computer systems technologies in support of agencies' management, organizational and business improvement efforts. Evaluates, designs, and maintains existing or proposed telecommunications systems to support user requirements. Designs, develops, and tests a variety of communications interface programs, which may include voice, data, or image communications. Conducts technical feasibility studies; prepares detailed specifications and flowcharts for implementing new internal programs or modifications to vendor software. Analyzes network characteristics (e.g., traffic, connect time, transmission speeds, packet sizes, and throughput) and recommends procurement, removals, and modifications to network components. Designs and optimizes network topologies and site configurations. Plans installations, transitions, and cut-overs of network components and capabilities. Coordinates requirements with users and suppliers.

Minimum Education & Experience:

With a Master's Degree, this position requires a minimum of five years of experience, three of which should be experience relevant to the nature of the contract work. With a Bachelor's Degree, this position requires a minimum of seven years of experience, five of which should be experience relevant to the nature of the contract work. With an Associate's Degree, this position requires a minimum of eight years of experience, six of which should be experience relevant to the nature of the contract work. With no degree, this position

requires a minimum of ten years of experience, eight of which should be experience relevant to the nature of the contract work. Relevant experience may include, but is not limited to: developing, testing, installing, and operating network and computer (host) communications software; using and implementing communications standards, installing, testing, and operating network and computer (host) communications equipment and hardware, using and implementing communications hardware and electrical standards, using communications hardware test and monitoring equipment and analyzing the results or network specialty, designing, testing, installing, implementing, and maintaining computer networks; using and implementing network standards, particularly those of the International Organization for Standardization (ISO); operating computer networks; identification and solution of problems, restart/recovery, additions, deletions, and modifications of terminals, hosts, etc., optimization of network costs and performance and implement' accounting and charge back systems. Must demonstrate the ability to work independently or under only general direction.

11. Junior Technical Writer

Functional Responsibilities:

In support of agencies' management, organizational and business improvement efforts, researches, drafts, and edits materials involving manuals, briefs, proposals, instructional material, catalogues, technical publications, software and hardware documentation, and other technical reports using automated tools. Obtains technical data from independent observation and investigation, review with technical staff members, and/or studies of published materials and existing documentation. Interfaces with users, specialists, analysts, programmers, etc., to obtain background information on technologies, methods and standards. Revises text and recommends changes in scope, format and content to ensure conformance with established standards. May work independently or under the supervision of Senior Technical Writer or Technical Writer.

Minimum Education & Experience:

With a Bachelor's Degree, this position requires a minimum of one year of experience. With an Associate's Degree, this position requires a minimum of two years of experience, one of which should be experience relevant to the nature of the contract work. With no degree, this position requires a minimum of four years of experience, two of which should be experience relevant to the nature of the work. Relevant experience may include, but is not limited to, experience in drafting and editing documents, including technical documents. Must demonstrate the ability to work independently or under only general direction. Requires excellent writing and communication skills.

12. Technical Writer

Functional Responsibilities:

In support of agencies' management, organizational and business improvement efforts, interviews technical personnel, interprets reports, specifications and drawings to increase understanding of processes and document requirements. Assists others with technical interpretation and appropriate phrasing for document content. May plan documentation development process and coordinate writing projects. Reviews documentation for an entire project to ensure validity, completeness of content and consistency with order, style and terminology standards. Assists in collecting and organizing information required for preparation of user's manuals, training materials, installation guides, proposals and reports. Edits functional descriptions, system specifications, user's manuals, special reports or any other customer deliverables and documents. May work independently or under the supervision of Senior Technical Writer.

Minimum Education & Experience:

With a Master's Degree, this position requires a minimum of one year of experience. With a Bachelor's Degree, this position requires a minimum of two years of experience, one of which should be experience relevant to the nature of the contract. With an Associate's Degree, this position requires a minimum of three years of experience, two of which should be experience relevant to the nature of the contract work. With no degree, this position requires a minimum of five years of experience, three of which should be experience relevant to the nature of the work. Relevant experience may include, but is not limited to, experience in drafting and editing documents, including technical documents. Must demonstrate the ability to work independently or under only general direction. Requires exceptional writing and communication skills.

13. Senior Technical Writer**Functional Responsibilities:**

In support of agencies' management, organizational and business improvement efforts, analyzes and interprets highly specialized technical information to compose detailed documentation and technical manuals. Conducts complex documentation and user needs analysis. Studies customer environment by analyzing job tasks, organizational structure and user needs to propose documentation solutions. Observes developmental and experiential activities to determine operating procedure and detail for document content. Interviews technical personnel, interprets reports, specifications and drawings to increase understanding of processes and document requirements. Assists others with technical interpretation and appropriate phrasing for document content. May plan documentation development process and coordinate writing projects. Reviews documentation for an entire project to ensure validity, completeness of content and consistency with order, style and terminology standards. Assists in collecting and organizing information required for preparation of user's manuals, training materials, installation guides, proposals and reports. Edits functional descriptions, system specifications, user's manuals, special reports or any other customer deliverables and documents.

Minimum Education & Experience:

With a Master's Degree, this position requires a minimum of two years of experience, one of which should be experience relevant to the contract work. With a Bachelor's Degree, this position requires a minimum of four years of experience, two of which should be experience relevant to the nature of the contract. With an Associate's Degree, this position requires a minimum of five years of experience, three of which should be experience relevant to the nature of the contract work. With no degree, this position requires a minimum of seven years of experience, five of which should be experience relevant to the nature of the work. Relevant experience may include, but is not limited to, experience in drafting and editing documents, including technical documents. Must demonstrate the ability to work independently or under only general direction. Requires outstanding writing and communication skills.

14. Junior Training Specialist**Functional Responsibilities:**

In support of agencies' management, organizational and business improvement efforts, trains personnel by conducting entry or basic level formal classroom courses, workshops, seminars, and/or computer based/computer aided training. Coordinates all training courses and materials. Provides daily supervision and direction to staff. May work independently or under the supervision of Principal Training Specialist, Senior Training Specialist or Training Specialist.

Minimum Education & Experience

With a Bachelor's Degree, this position requires a minimum of one year of experience. With an Associate's Degree, this position requires a minimum of two years of experience, one of which should be experience relevant to the nature of the contract work. With no degree, this position requires four years of experience, two of which should be experience relevant to the nature of the contract work. Relevant experience may include, but is not limited to, experience in providing technical and end-user training in specialized areas required by the task order. Must demonstrate the ability to work independently or under only general direction. Requires good writing and communication skills.

15. Training Specialist**Functional Responsibilities:**

In support of agencies' management, organizational and business improvement efforts, trains personnel by conducting in-depth formal classroom courses, workshops, seminars, and/or computer based/computer aided training. Coordinates all training courses and materials. Provides daily supervision and direction to staff. May work independently or under the supervision of Principal Training Specialist or Senior Training Specialist.

Minimum Education & Experience

With a Master's Degree, this position requires a minimum of one year of experience. With a Bachelor's Degree, this position requires a minimum of two years of experience, one of which should be experience relevant to the nature of the contract work. With an Associate's Degree, this position requires a minimum of three years of experience, two of which should be experience relevant to the nature of the contract work. With no degree, this position requires a minimum of five years of experience, three of which should be experience relevant to the nature of the contract work. Relevant experience may include, but is not limited to, experience in providing technical and end-user training in specialized areas required by the task order. Must demonstrate the ability to work independently or under only general direction. Requires excellent writing and communication skills.

16. Senior Training Specialist**Functional Responsibilities:**

In support of agencies' management, organizational and business improvement efforts, trains personnel by conducting high level formal classroom courses, workshops, seminars, and/or computer based/computer aided training. Coordinates all training courses and materials. Provides daily supervision and direction to staff. May work independently or under the supervision of Principal Training Specialist.

Minimum Education & Experience

With a Master's Degree, this position requires a minimum of two years of experience, one of which should be experience relevant to the nature of the contract work. With a Bachelor's Degree, this position requires a minimum of four years of experience, two of which should be experience relevant to the nature of the contract work. With an Associate's Degree, this position requires a minimum of five years of experience, three of which should be experience relevant to the nature of the contract work. With no degree, this position requires a minimum of seven years of experience, five of which should be experience relevant to the nature of the contract work. Relevant experience may include, but is not limited to, experience in providing technical and end-user training in specialized areas required by the task order. Must demonstrate the ability to work independently or under only general direction. Requires exceptional writing and communication skills.

17. Junior Program Manager

Functional Responsibilities:

Serves as the Contractor's single contract manager, and shall be the Contractor's authorized interface with the Government Contracting Officer (CO), the contract level Contracting Officer's Representative (COR), government management personnel and customer agency representatives. Responsible for formulating and enforcing work standards, assigning Contractor Schedules, reviewing work discrepancies, supervising Contractor personnel and communicating policies, purposes and goals of the organization to subordinates. Shall be responsible for the overall contract performance and quality assurance.

Minimum Education & Experience

With a Bachelor's Degree, this position requires a minimum of one year of experience. With an Associate's Degree, this position requires a minimum of two years of experience, one of which should be experience relevant to the nature of the contract work. With no degree, this position requires a minimum of four years of experience, two of which should be experience relevant to the nature of the contract work. Relevant experience may include but is not limited to: project development from inception to deployment, expertise in management and control of funds and resources, demonstrated capability in managing multi-task contracts and/or subcontracts of various complexities. Experience should demonstrate increasing responsibilities within the discipline and/or management. Requires good writing and communications skills.

18. Program Manager

Functional Responsibilities:

Serves as the Contractor's single contract manager, and shall be the Contractor's authorized interface with the Government Contracting Officer (CO), the contract level Contracting Officer's Representative (COR), government management personnel and customer agency representatives. Responsible for formulating and enforcing work standards, assigning Contractor Schedules, reviewing work discrepancies, supervising Contractor personnel and communicating policies, purposes and goals of the organization to subordinates. Shall be responsible for the overall contract performance and quality assurance.

Minimum Education & Experience

With a Master's Degree this position requires a minimum of one year of experience. With a Bachelor's Degree, this position requires a minimum of two years of experience, one of which should be experience relevant to the nature of the contract. With an Associate's Degree, this position requires a minimum of three years of experience, two of which should be experience relevant to the nature of the contract work. With no degree, this position requires a minimum of five years of experience, three of which should be experience relevant to the nature of the contract work. Relevant experience may include, but is not limited to: project development from inception to deployment, expertise in management and control of funds and resources, demonstrated capability in managing multi-task contracts and/or subcontracts of various complexities. Experience should demonstrate increasing responsibilities within the discipline and/or management. Requires excellent writing and communications skills.

19. Senior Program Manger

Functional Responsibilities:

Serves as the Contractor's single contract manager, and shall be the Contractor's authorized interface with the Government Contracting Officer (CO), the contract level Contracting Officer's Representative (COR), government management personnel and customer agency representatives. Responsible for formulating and enforcing work standards, assigning Contractor Schedules, reviewing work discrepancies, supervising Contractor personnel and communicating policies, purposes and goals of the organization to subordinates. Shall be responsible for the overall contract performance and quality assurance.

Minimum Education & Experience

With a Master's Degree this position requires a minimum of two years of experience, one of which should be experience relevant to the nature of the contract. With a Bachelor's Degree, this position requires a minimum of four years of experience, two of which should be experience relevant to the nature of the contract. With an Associate's Degree, this position requires a minimum of five years of experience, three of which should be experience relevant to the nature of the contract work. With no degree, this position requires a minimum of seven years of experience, five of which should be experience relevant to the nature of the contract work. Relevant experience may include, but is not limited to: project development from inception to deployment, expertise in management and control of funds and resources, demonstrated capability in managing multi-task contracts and/or subcontracts of various complexities. Experience should demonstrate increasing responsibilities within the discipline and/or management. Requires exceptional writing and communications skills.

20. Principal Program Manager

Functional Responsibilities:

Serves as the Contractor's single contract manager, and shall be the Contractor's authorized interface with the Government Contracting Officer (CO), the contract level Contracting Officer's Representative (COR), government management personnel and customer agency representatives. Responsible for formulating and enforcing work standards, assigning Contractor Schedules, reviewing work discrepancies, supervising Contractor personnel and communicating policies, purposes and goals of the organization to subordinates. Shall be responsible for the overall contract performance and quality assurance.

Minimum Education & Experience

With a Master's Degree this position requires a minimum of five years of experience, three of which should be experience relevant to the nature of the contract. With a Bachelor's Degree, this position requires a minimum of seven years of experience, five of which should be experience relevant to the nature of the contract. With an Associate's Degree, this position requires a minimum of eight years of experience, six of which should be experience relevant to the nature of the contract work. With no degree, this position requires a minimum of ten years of experience, eight of which should be experience relevant to the nature of the contract work. Relevant experience may include, but is not limited to: project development from inception to deployment, expertise in management and control of funds and resources, demonstrated capability in managing multi-task contracts and/or subcontracts of various complexities. Experience should demonstrate increasing responsibilities within the discipline and/or management. Requires outstanding writing and communications skills.

21. Junior Project Manager/Junior Task Leader

Functional Responsibilities:

Serves as the project manager for large, complex task order (or group of task orders under a common contract) and shall assist the Program Manager in working with the Government Contracting Officer (CO), the Contracting Officer's Representative (COR), task order COR, government management personnel and customer agency representatives. Under the guidance of the Program Manager, responsible for the overall management of the specific task order(s) and ensuring that the technical solutions, services and schedules in the task order are implemented in a timely, effective and efficient manner. May work under the supervision of Senior Project Manager/ Senior Task Leader or may work independently.

Minimum Education & Experience

With a Master's Degree this position requires a minimum of one year of experience. With a Bachelor's Degree, this position requires a minimum of two years of experience, one of which should be experience relevant to the nature of the contract. With an Associate's Degree, this position requires a minimum of three years of experience, two of which should be experience relevant to the nature of the contract work. With no degree, this position requires a minimum of five years of experience, three of which should be experience relevant to the nature of the contract work. Relevant experience may include, but is not limited to: project development from inception to deployment, expertise in management and control of resources, demonstrated capability in managing multi-task contracts and/or subcontracts of various types and complexity. Experience should demonstrate increasing responsibilities within discipline and/or management. Requires excellent writing and communications skills.

22. Junior Administrative Specialist

Functional Responsibilities:

Functions as administrative assistant for an office or program. Provides administrative support functions such as: preparing final correspondence, reports and other published material; preparing briefing material; maintaining program files; supporting budget and finance functions; and executing administrative operating processes and procedures. May work under the supervision of Principal Administrative Specialist, Senior Administrative Specialist, Administrative Specialist or may work independently.

Minimum Education & Experience

With a High School Diploma, this position requires one year of experience. With no diploma, this position requires a minimum of three years of experience, one of which should be experience relevant to the nature of the contract work. Must be organized and have good writing and communication skills. Experience using word processing and desktop publishing application software and hardware are preferred.

23. Administrative Specialist

Functional Responsibilities:

Functions as administrative support specialist for an office or program. Performs all administrative support functions such as: preparing final correspondence, reports and other published material; preparing briefing

material; establishing and maintaining program files; performing budget and finance functions; and developing, analyzing and maintaining administrative operating processes and procedures. May work under the supervision of Principal Administrative Specialist, Senior Administrative Specialist or may work independently.

Minimum Education & Experience

With an Associate's Degree, this position requires one year of experience. With a High School Diploma, this position requires a minimum of two years of experience, one of which should be experience relevant to the nature of the contract work. With no degree/diploma, this position requires a minimum of four years of experience, two of which should be experience relevant to the nature of the contract work. Must be organized and have excellent writing and communication skills. Experience using word processing and desktop publishing application software and hardware are preferred.

24. Senior Administrative Specialist

Functional Responsibilities:

Functions as administrative support specialist for an office or program. Performs all administrative support functions such as: preparing final correspondence, reports and other published material; preparing briefing material; establishing and maintaining program files; performing budget and finance functions; and developing, analyzing and maintaining administrative operating processes and procedures. May work under the supervision of Principal Administrative Specialist or may work independently.

Minimum Education & Experience

With a Bachelor's Degree, this position requires one year of experience. With an Associate's Degree, this position requires a minimum of two years of experience, one of which should be experience relevant to the nature of the contract work. With a High School Diploma, this position requires a minimum of three years of experience, two of which should be experience relevant to the nature of the contract work. With no degree/diploma, this position requires a minimum of five years of experience, three of which should be experience relevant to the nature of the contract work. Experience should demonstrate supervisory or executive-level office management/administrative support functions. Must be organized and have exceptional writing and communication skills. Experience using word processing and desktop publishing application software and hardware are preferred.

25. Principal Administrative Specialist

Functional Responsibilities:

Functions as executive administrator for an office or program. Manages activity, schedules and work flow of administrative support staff as well as performing administrative support functions such as: preparing and/or reviewing/editing final correspondence, reports and other published material; preparing briefing material; establishing and maintaining program files; performing budget and finance functions; and developing, analyzing and maintaining administrative operating processes and procedures.

Minimum Education & Experience

With a Bachelor's Degree, this position requires a minimum of two years of experience, one of which should be experience relevant to the nature of the contract work. With an Associate's Degree, this position requires a minimum of three years of experience, two of which should be experience relevant to the nature of the contract

work. With a High School Diploma, this position requires a minimum of five years of experience, three of which should be experience relevant to the nature of the contract work. With no degree/diploma, this position requires a minimum of seven years of experience, five of which should be experience relevant to the nature of the contract work. Experience should demonstrate supervisory or executive-level office management/administrative support functions. Must be organized and have outstanding writing and communication skills. Experience using word processing and desktop publishing application software and hardware are preferred.

b. Hourly Labor Rates:

November 1, 2004 to October 31, 2005 (Contract Year One)

SIN	Labor Category	On-Site Rate	On-site Rate with Cleared Personnel Premium	Off-site Rate	Off-site Rate with Cleared Personnel Premium
874-1	Junior Subject Matter Specialist	\$130.98	\$150.62	\$151.93	\$180.75
874-1	Principal Subject Matter Specialist	\$171.28	\$196.97	\$198.68	\$228.48
874-1	Junior Analyst	\$56.92	\$65.47	\$66.03	\$75.94
874-1	Analyst	\$67.00	\$77.05	\$77.72	\$89.38
874-1	Senior Analyst	\$77.07	\$88.64	\$89.41	\$102.82
874-1	Principal Analyst	\$87.15	\$100.23	\$101.09	\$116.26
874-1	Junior Computer/Communications Specialist	\$30.23	\$34.76	\$35.06	\$40.32
874-1	Computer/Communications Specialist	\$40.30	\$46.35	\$46.75	\$53.76
874-1	Senior Computer/Communications Specialist	\$50.38	\$57.93	\$58.44	\$67.20
874-1	Principal Computer/Communications Specialist	\$60.45	\$69.52	\$70.12	\$80.64
874-1	Junior Technical Writer	\$53.11	\$65.47	\$61.60	\$75.94
874-1	Technical Writer	\$65.95	\$77.05	\$76.50	\$89.38
874-1	Senior Technical Writer	\$69.82	\$88.64	\$80.99	\$102.82
874-1	Junior Training Specialist	\$44.83	\$51.56	\$52.01	\$59.81
874-1	Training Specialist	\$54.91	\$61.15	\$63.69	\$73.25
874-1	Senior Training Specialist	\$64.98	\$74.74	\$75.38	\$86.69
874-1	Junior Program Manager	\$54.41	\$62.57	\$63.11	\$72.58
874-1	Program Manager	\$64.48	\$74.15	\$74.80	\$86.02
874-1	Senior Program Manager	\$74.56	\$85.74	\$86.48	\$99.46
874-1	Principal Program Manager	\$84.63	\$97.32	\$98.17	\$112.90
874-1	Junior Project manager/Junior Task Leader	\$44.33	\$50.98	\$51.42	\$59.14
874-1	Junior Administrative Specialist	\$25.19	\$28.97	\$29.22	\$33.60
874-1	Administrative Specialist	\$35.26	\$40.55	\$40.90	\$47.04
874-1	Senior Administrative Specialist	\$45.34	\$52.14	\$52.59	\$60.48
874-1	Principal Administrative Specialist	\$55.41	\$75.31	\$64.28	\$87.36

Note: All Rates include IFF and are effective for one calendar year.

November 1, 2005 to October 31, 2006 (Contract Year Two)

SIN	Labor Category	On-Site Rate	On-site Rate with Cleared Personnel Premium	Off-site Rate	Off-site Rate with Cleared Personnel Premium
874-1	Junior Subject Matter Specialist	\$135.83	\$156.19	\$157.55	\$187.44
874-1	Principal Subject Matter Specialist	\$177.62	\$204.26	\$206.03	\$236.93
874-1	Junior Analyst	\$59.03	\$67.89	\$68.47	\$78.75
874-1	Analyst	\$69.48	\$79.90	\$80.60	\$92.69
874-1	Senior Analyst	\$79.92	\$91.92	\$92.72	\$106.62
874-1	Principal Analyst	\$90.37	\$103.94	\$104.83	\$120.56
874-1	Junior Computer/Communications Specialist	\$31.35	\$36.05	\$36.36	\$41.81
874-1	Computer/Communications Specialist	\$41.79	\$48.06	\$48.48	\$55.75
874-1	Senior Computer/Communications Specialist	\$52.24	\$60.07	\$60.60	\$69.69
874-1	Principal Computer/Communications Specialist	\$62.69	\$72.09	\$72.71	\$83.62
874-1	Junior Technical Writer	\$55.08	\$67.89	\$53.88	\$78.75
874-1	Technical Writer	\$68.39	\$79.90	\$79.33	\$92.69
874-1	Senior Technical Writer	\$72.40	\$91.92	\$83.99	\$106.62
874-1	Junior Training Specialist	\$46.49	\$53.47	\$53.93	\$62.02
874-1	Training Specialist	\$56.94	\$65.49	\$66.05	\$75.96
874-1	Senior Training Specialist	\$67.38	\$77.51	\$78.17	\$89.90
874-1	Junior Program Manager	\$56.42	\$64.89	\$65.45	\$75.27
874-1	Program Manager	\$66.87	\$76.89	\$77.57	\$89.20
874-1	Senior Program Manager	\$77.32	\$88.91	\$89.68	\$103.14
874-1	Principal Program Manager	\$87.76	\$100.92	\$101.80	\$117.08
874-1	Junior Project manager/Junior Task Leader	\$45.97	\$52.87	\$53.32	\$61.33
874-1	Junior Administrative Specialist	\$26.12	\$30.04	\$30.30	\$34.84
874-1	Administrative Specialist	\$36.56	\$42.05	\$42.41	\$48.78
874-1	Senior Administrative Specialist	\$47.02	\$54.07	\$54.54	\$62.72
874-1	Principal Administrative Specialist	\$57.46	\$78.10	\$66.66	\$90.59

Note: All Rates include IFF and are effective for one calendar year. Rates include 3.75% escalation factor from year one rates.

November 1, 2006 to October 31, 2007 (Contract Year Three)

SIN	Labor Category	On-Site Rate	On-site Rate with Cleared Personnel Premium	Off-site Rate	Off-site Rate with Cleared Personnel Premium
874-1	Junior Subject Matter Specialist	\$140.86	\$161.97	\$163.38	\$194.38
874-1	Principal Subject Matter Specialist	\$184.19	\$211.82	\$213.65	\$245.70
874-1	Junior Analyst	\$61.21	\$70.40	\$71.00	\$81.66
874-1	Analyst	\$72.05	\$82.86	\$83.58	\$96.12
874-1	Senior Analyst	\$82.88	\$95.32	\$96.15	\$110.56
874-1	Principal Analyst	\$93.71	\$107.79	\$108.71	\$125.02
874-1	Junior Computer/Communications Specialist	\$32.51	\$37.38	\$37.71	\$43.36
874-1	Computer/Communications Specialist	\$43.34	\$49.84	\$50.27	\$57.81
874-1	Senior Computer/Communications Specialist	\$54.17	\$62.29	\$62.84	\$72.27
874-1	Principal Computer/Communications Specialist	\$65.01	\$74.76	\$75.40	\$86.71
874-1	Junior Technical Writer	\$57.12	\$70.40	\$66.24	\$81.66
874-1	Technical Writer	\$70.92	\$82.86	\$82.27	\$96.12
874-1	Senior Technical Writer	\$75.08	\$95.32	\$87.10	\$110.56
874-1	Junior Training Specialist	\$48.21	\$55.45	\$55.93	\$64.31
874-1	Training Specialist	\$59.05	\$67.91	\$68.49	\$78.77
874-1	Senior Training Specialist	\$69.87	\$80.38	\$81.06	\$93.23
874-1	Junior Program Manager	\$58.51	\$67.29	\$67.87	\$78.05
874-1	Program Manager	\$69.34	\$79.73	\$80.44	\$92.50
874-1	Senior Program Manager	\$80.18	\$92.20	\$93.00	\$106.96
874-1	Principal Program Manager	\$91.01	\$104.65	\$105.57	\$121.41
874-1	Junior Project manager/Junior Task Leader	\$47.67	\$54.83	\$55.29	\$63.60
874-1	Junior Administrative Specialist	\$27.09	\$31.15	\$31.42	\$36.13
874-1	Administrative Specialist	\$37.91	\$43.61	\$43.98	\$50.58
874-1	Senior Administrative Specialist	\$48.76	\$56.07	\$56.56	\$65.04
874-1	Principal Administrative Specialist	\$59.59	\$80.99	\$69.13	\$93.94

Note: All Rates include IFF and are effective for one calendar year. Rates include 3.75% escalation factor from year two rates.

November 1, 2007 to October 31, 2008 (Contract Year Four)

SIN	Labor Category	On-Site Rate	On-site Rate with Cleared Personnel Premium	Off-site Rate	Off-site Rate with Cleared Personnel Premium
874-1	Junior Subject Matter Specialist	\$146.07	\$167.96	\$169.43	\$201.57
874-1	Principal Subject Matter Specialist	\$191.01	\$219.66	\$221.56	\$254.79
874-1	Junior Analyst	\$63.47	\$73.00	\$73.63	\$84.68
874-1	Analyst	\$74.72	\$85.93	\$86.67	\$99.68
874-1	Senior Analyst	\$85.95	\$98.85	\$99.71	\$114.65
874-1	Principal Analyst	\$97.18	\$111.78	\$112.73	\$129.65
874-1	Junior Computer/Communications Specialist	\$33.71	\$38.76	\$39.11	\$44.96
874-1	Computer/Communications Specialist	\$44.94	\$51.68	\$52.13	\$59.95
874-1	Senior Computer/Communications Specialist	\$56.17	\$64.59	\$65.17	\$74.94
874-1	Principal Computer/Communications Specialist	\$67.42	\$77.53	\$78.19	\$89.92
874-1	Junior Technical Writer	\$59.23	\$73.00	\$68.69	\$84.68
874-1	Technical Writer	\$73.54	\$85.93	\$85.31	\$99.68
874-1	Senior Technical Writer	\$77.86	\$98.85	\$90.32	\$114.65
874-1	Junior Training Specialist	\$49.99	\$57.50	\$58.00	\$66.69
874-1	Training Specialist	\$61.23	\$70.42	\$71.02	\$81.68
874-1	Senior Training Specialist	\$72.46	\$83.35	\$84.06	\$96.68
874-1	Junior Program Manager	\$60.67	\$69.78	\$70.38	\$80.94
874-1	Program Manager	\$71.91	\$82.68	\$83.42	\$95.92
874-1	Senior Program Manager	\$83.15	\$95.61	\$96.44	\$110.92
874-1	Principal Program Manager	\$94.38	\$108.52	\$109.48	\$125.90
874-1	Junior Project manager/Junior Task Leader	\$49.43	\$56.86	\$57.34	\$65.95
874-1	Junior Administrative Specialist	\$28.09	\$32.30	\$32.58	\$37.47
874-1	Administrative Specialist	\$39.31	\$45.22	\$45.61	\$52.45
874-1	Senior Administrative Specialist	\$50.56	\$58.14	\$58.65	\$67.45
874-1	Principal Administrative Specialist	\$61.79	\$83.99	\$71.69	\$97.42

Note: All Rates include IFF and are effective for one calendar year. Rates include 3.75% escalation factor from year three rates.

November 1, 2008 to October 31, 2009 (Contract Year Five)

SIN	Labor Category	On-Site Rate	On-site Rate with Cleared Personnel Premium	Off-site Rate	Off-site Rate with Cleared Personnel Premium
874-1	Junior Subject Matter Specialist	\$151.47	\$174.17	\$175.70	\$209.03
874-1	Principal Subject Matter Specialist	\$198.08	\$227.79	\$229.76	\$264.22
874-1	Junior Analyst	\$65.82	\$75.70	\$76.35	\$87.81
874-1	Analyst	\$77.48	\$89.11	\$89.88	\$103.37
874-1	Senior Analyst	\$89.13	\$102.51	\$103.40	\$118.89
874-1	Principal Analyst	\$100.78	\$115.92	\$116.90	\$134.45
874-1	Junior Computer/Communications Specialist	\$34.96	\$40.19	\$40.56	\$46.62
874-1	Computer/Communications Specialist	\$46.60	\$53.59	\$54.06	\$62.17
874-1	Senior Computer/Communications Specialist	\$58.25	\$66.98	\$67.58	\$77.71
874-1	Principal Computer/Communications Specialist	\$69.91	\$80.40	\$81.08	\$93.25
874-1	Junior Technical Writer	\$61.42	\$75.70	\$71.23	\$87.81
874-1	Technical Writer	\$76.26	\$89.11	\$88.47	\$103.37
874-1	Senior Technical Writer	\$80.74	\$102.51	\$93.66	\$118.89
874-1	Junior Training Specialist	\$51.84	\$59.63	\$60.15	\$69.16
874-1	Training Specialist	\$63.50	\$73.03	\$73.65	\$84.70
874-1	Senior Training Specialist	\$75.14	\$86.43	\$87.17	\$100.26
874-1	Junior Program Manager	\$62.91	\$72.36	\$72.98	\$83.93
874-1	Program Manager	\$74.57	\$85.74	\$86.51	\$99.47
874-1	Senior Program Manager	\$86.23	\$99.15	\$100.01	\$115.02
874-1	Principal Program Manager	\$97.87	\$112.54	\$113.53	\$130.56
874-1	Junior Project manager/Junior Task Leader	\$51.26	\$58.96	\$59.46	\$68.39
874-1	Junior Administrative Specialist	\$29.13	\$33.50	\$33.79	\$38.86
874-1	Administrative Specialist	\$40.76	\$46.89	\$47.30	\$54.39
874-1	Senior Administrative Specialist	\$52.43	\$60.29	\$60.82	\$69.95
874-1	Principal Administrative Specialist	\$64.08	\$87.10	\$74.34	\$101.02

Note: All Rates include IFF and are effective for one calendar year. Rates include 3.75% escalation factor from year four rates.

c. Industrial Funding Fee:

These hourly rates include the .75% Industrial Funding Fee (IFF).

d. Off-Site Pricing Adjustment:

These hourly rates apply when the Ordering Agent requires services to be provided "Off-Site" (Contractor Site).

e. Cleared Personnel Pricing Adjustment:

These hourly rates apply when the Ordering Agent requires an active security clearance of Secret or higher, or a current favorable federal background investigation

(GSA/FSS-Suggested BPA Format)

**BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE
(Insert Customer Name)**

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

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

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

Signatures

AGENCY DATE

CONTRACTOR DATE

BPA NUMBER _____

**(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT**

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

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

MODEL NUMBER/PART NUMBER

***SPECIAL BPA DISCOUNT/PRICE**

(2) Delivery:

DESTINATION

DELIVERY SCHEDULE/DATES

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

(4) This BPA does not obligate any funds.

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

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

OFFICE

POINT OF CONTACT

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

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

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

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

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