



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

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

**Professional Engineering Services**

**Federal Supply Schedule 871**

**Contract No. GS-23F-0272K**



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

**Contract Period: 9/15/2005 – 4/30/2010**

**ENSCO, Inc.  
3110 Fairview Park Drive, Suite 300  
Falls Church, VA 22042-4536  
Telephone: (703) 321-9000  
Fax: (703) 321-7863  
<http://www.ensco.com>**

**Business Size/Status: Large**

**Prices shown herein are NET (discount deducted).**

**Pricelist current through modification #PA-0003 dated 08/31/2009**



**TABLE OF CONTENTS**

GENERAL CONTRACT INFORMATION ..... 1  
CONTRACT OVERVIEW ..... 3  
CONTRACT ADMINISTRATOR ..... 3  
MARKETING AND TECHNICAL POINT OF CONTACT ..... 3  
CONTRACT USE ..... 3  
CONTRACT SCOPE ..... 3  
SPECIAL ITEM NUMBER (SIN) DESCRIPTIONS ..... 4  
PRIMARY ENGINEERING DISCIPLINES ..... 5  
SERVICES NOT INCLUDED ..... 8  
INSTRUCTIONS FOR PLACING ORDERS FOR SERVICES BASED ON GSA SCHEDULE HOURLY  
RATES ..... 10  
REQUIREMENTS EXCEEDING THE MAXIMUM ORDER ..... 11  
BLANKET PURCHASE AGREEMENT ..... 12  
LABOR CATEGORY DESCRIPTIONS ..... 13  
HOURLY RATES FOR SERVICES ..... 17

## GENERAL CONTRACT INFORMATION

1a. Table of Awarded Special Item Numbers (SINs):  
(Please refer to page #4 for a more detailed description)

- 871-2 / 871-2RC: Concept Development and Requirements Analysis
- 871-3 / 871-3RC: System Design, Engineering and Integration
- 871-4 / 871-4RC: Test and Evaluation
- 871-5 / 871-5RC: Integrated Logistics Support
- 871-6 / 871-6RC: Acquisition and Life Cycle Management

1b. Lowest Priced Model Number and Lowest Price:

Please refer to our rates on page #17

1c. Labor Category Descriptions:

Please refer to page #13

2. Maximum Order:

\$ 750,000 (For awarded SINs) This is the suggested renegotiation point, agencies should seek additional concessions if orders exceed this amount.

3. Minimum Order:

\$ 100.00

4. Geographic Coverage:

Domestic Only

5. Point (s) of Production:

Not Applicable

6. Discount from List Price:

All Prices Herein are Net

7. Quantity Discounts:

Not Applicable

8. Prompt Payment Terms:

Net 30 days

9a. Government Purchase Card *is* accepted at or below the micro – purchase threshold.

9b. Government Purchase Card *is not* accepted above the micro – purchase threshold.

10. Foreign Items:

None

11a. Time of Delivery:

To Be Negotiated with Ordering Agency

11b. Expedited Delivery:

To Be Negotiated with Ordering Agency

11c. Overnight and 2-Day Delivery:

Not Applicable

11d. Urgent Requirement:

Contact ENSCO, Inc. to effect a faster delivery

12. F.O.B. Point(s):

Destination

13a. Ordering Address:

ENSCO, Inc.  
Attn: Darlene Ervin/GSA Orders  
5400 Port Royal Road  
Springfield, VA 22151  
Telephone Number: (703) 321-4447

- 13b. For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), are found in Federal Acquisition Regulation (FAR) 8.405-3.
14. Payment Address: ENSCO, Inc.  
Attn: Accounts Receivable  
P.O. Box 1780  
Springfield, VA 22151-1780
15. Warranty Provision: Standard Commercial Warranty
16. Export Packing Charges: Not Applicable
17. Terms & Conditions of Government Purchase Card Acceptance: Government purchase Card purchases exceeding the Micro-Purchase Threshold are not accepted unless negotiated in advance.
18. Terms and conditions of rental, maintenance, and repair: Not Applicable
19. Terms and conditions of installation (if applicable): Not Applicable
20. Terms and conditions of repair parts indicating date of parts, price lists and any discounts from list prices: Not Applicable
- 20a. Terms and conditions for any other services (if applicable): As negotiated per Delivery Order
21. List of service and distribution points (if applicable): Not Applicable
22. List of participating dealers (if applicable): Not Applicable
23. Preventative maintenance (if applicable) Not Applicable
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants.): Not Applicable
- 24b. Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/) : Contact Contract Administrator for more information.
25. Data Universal Number System (DUNS) Number: 122314651
26. ENSCO, Inc. *is* registered in the Central Contractor Registration (CCR) database.
27. Uncompensated Overtime: ENSCO, Inc. **does not** practice uncompensated overtime.

## **CONTRACT OVERVIEW**

GSA awarded ENSCO, Inc. a GSA Federal Supply Schedule contract for Professional Engineering Services (PES), Contract No. GS-23F-0272K. The current contract period is September 15, 2005 – April 30, 2010. GSA may exercise a total of up to two additional 5 year option periods. The contract allows for the placement of Firm Fixed Price or Time and Materials task orders using the labor categories and ceiling rates defined in the contract.

## **CONTRACT ADMINISTRATOR**

Darlene Ervin  
ENSCO, Inc.  
5400 Port Royal Road  
Springfield, VA 22151  
Telephone Number: (703) 321-4447  
Fax Number: (703) 321-7863  
Email: ervin.darlene@ensco.com

## **MARKETING AND TECHNICAL POINT OF CONTACT**

Darlene Ervin  
ENSCO, Inc.  
5400 Port Royal Road  
Springfield, VA 22151  
Telephone Number: (703) 321-4447  
Fax Number: (703) 321-7863  
Email: ervin.darlene@ensco.com

## **CONTRACT USE**

This contract is available for use by all federal government agencies, as a source for Professional Engineering Services, for worldwide use. Executive agencies, other Federal agencies, mixed –ownership Government corporations, and the District of Columbia; government contractors authorized in writing by a Federal agency pursuant to 48 CFR 51.1; and other activities and organizations authorized by statute or regulation to use GSA as a source of supply may use this contract. Additionally, contractors are encouraged to accept orders received from activities within the Executive Branch of the Federal Government.

## **CONTRACT SCOPE**

The contractor shall provide all resources including personnel, management, supplies, services, materials, equipment, facilities and transportation necessary to provide a wide range of professional services as specified in each task order.

Services specified in a task order may be performed at the contractor's facilities or the ordering agencies' facilities. The government will determine the contractor's compensation by any of several different methods (to be specified at the task order level) e.g., a firm-fixed price for services with or without incentives, labor hours or time-and-material.

The Special Item Numbers (SINs) available under this contract provide services across the full life cycle of a project. When task orders are placed, they must identify the SIN or SINs under which the task is being executed. ENSCO, Inc. has been awarded a contract by GSA to provide services under the following SINs:

- 871-2 / 871-2RC: Concept Development and Requirement Analysis
- 871-3 / 871-3RC: System Design, Engineering and Integration
- 871-4 / 871-4RC: Test and Evaluation
- 871-5 / 871-5RC: Integrated Logistics Support
- 871-6 / 871-6RC: Acquisition and Life Cycle Management

## **SPECIAL ITEM NUMBER (SIN) DESCRIPTIONS**

### **SIN 871-2 / 871-2RC CONCEPT DEVELOPMENT AND REQUIREMENTS ANALYSIS**

Services required under this SIN involve abstract or concept studies and analysis, requirements definition, preliminary planning, the evaluation of alternative technical approaches and associated costs for the development or enhancement of high level general performance specifications of a system, project, mission or activity. Typical associated tasks include, but are not limited to requirements analysis, cost/cost-performance trade-off analysis, feasibility analysis, regulatory compliance support, technology conceptual designs, training, privatization and outsourcing.

### **SIN 871-3 / 871-3RC SYSTEM DESIGN, ENGINEERING AND INTEGRATION**

Services required under this SIN involve the translation of a system (or subsystem, program, project, activity) concept into a preliminary and detailed design (engineering plans and specifications), performing risk identification/analysis/mitigation, traceability, and then integrating the various components to produce a working prototype or model of the system. Typical associated tasks include, but are not limited to computer-aided design, design studies and analysis, high level detailed specification preparation, configuration management and document control, fabrication, assembly and simulation, modeling, training, privatization and outsourcing.

### **SIN 871-4 / 871-4RC TEST AND EVALUATION**

Services required under this SIN involve the application of various techniques demonstrating that a prototype system (subsystem, program, project or activity) performs in accordance with the objectives outlined in the original design. Typical associated tasks include, but are not limited testing of a prototype and first article(s) testing, environmental testing, independent verification and validation, reverse engineering, simulation and modeling (to test the feasibility of a concept), system safety, quality assurance, physical testing of the product or system, training, privatization and outsourcing.

### **SIN 871-5 / 871-5RC INTEGRATED LOGISTICS SUPPORT**

Services required under this SIN involves the analysis, planning and detailed design of all engineering specific logistics support including material goods, personnel, and operational maintenance and repair of systems throughout their life cycles. Typical associated tasks include, but are not limited to ergonomic/human performance analysis, feasibility analysis, logistics planning, requirements determination, policy standards/procedures development, long-term reliability and maintainability, training, privatization and outsourcing.

### **SIN 871-6 / 871-6RC ACQUISITION AND LIFE CYCLE MANAGEMENT**

Services required under this SIN involve all of the planning, budgetary, contract and systems/program management execution functions required to procure and/or produce, render operational and provide life cycle support (maintenance, repair, supplies, engineering specific logistics) to technology-based systems, activities, subsystems, projects, etc. Typical associated tasks include, but are not limited to operation and maintenance, program/project management (including, but not limited to, construction management) technology transfer/insertion, training, privatization and outsourcing.

**PRIMARY ENGINEERING DISCIPLINES**

There are four primary engineering disciplines (PEDs) in the engineering field and hundreds of sub-disciplines or specialties associated with engineering disciplines. ENSCO, Inc. was awarded the following Primary Engineering Disciplines (PEDs): Chemical, Electrical & Mechanical Engineering

Special Item Number	Primary Discipline	Primary Discipline	Primary Discipline	Primary Discipline
	Chemical	Civil	Electrical	Mechanical
871-2	X	X	X	X
871-3		X	X	X
871-4		X	X	X
871-5		X	X	X
871-6		X	X	X

• **CHEMICAL ENGINEERING:**

Planning, development, evaluation and operation of chemical, biochemical or physical plants and processes. Changes in composition, energy content, state of aggregation of materials, forces that act on matter and relationships are examined and new and conventional chemical materials, products and processes. It includes, but is not limited to, planning, evaluating chemical plants and petroleum refineries, pollution control systems, biochemical processes, plastics, pharmaceuticals, fibers; analysis of chemical reactions that take place in mixtures; determination of methodologies for the systematic design, control and analysis of processes, evaluating economics, safety, etc.

Within the chemical PED, there are several specialties within the scope of this work; a partial listing follows:

- ✓ Refining
- ✓ Petrochemicals
- ✓ Food
- ✓ Pharmaceuticals
- ✓ Textiles
- ✓ Pulp and Paper
- ✓ Ceramics
- ✓ Electronic Components & Chemicals
- ✓ Biotechnology
- ✓ Safety engineering

• **CIVIL ENGINEERING:**

It includes, but is not limited to, planning, evaluation, operations, production, furnishing, construction, alteration, repair, processing or assembling of vessels, aircraft, or other kinds of personal property, including heating, ventilation and air-conditioning for such vessels and/or aircraft.

Within the civil PED, there are several specialties within the scope of this work; a partial listing follows:

- ✓ Geotechnical
- ✓ Surveying  
**NOTE:** Surveying as it relates to real property is **not** appropriate nor is it solicited under this schedule.
- ✓ Construction Management\*

- **ELECTRICAL ENGINEERING:**

Planning, design, development, evaluation and operation of electrical principles, models and processes. It includes, but is not limited to, the design, fabrication, measurement and operation of electrical devices, equipment and systems (e.g., signal processing; telecommunication; sensors, microwave, and image processing; micro-fabrication; energy systems and control; micro- and nano-electronics; plasma processing; laser and photonics; satellites, missiles and guidance systems, space vehicles, fiber optics, robotics, etc.).

Within the electrical engineering PED, there are several specialties within the scope of this work; a partial listing follows:

- |                                                          |                                                      |                                                      |
|----------------------------------------------------------|------------------------------------------------------|------------------------------------------------------|
| ✓ Aerospace and Electronic Systems                       | ✓ Antennas and Propagation                           | ✓ Broadcast Technology                               |
| ✓ Circuits and Systems                                   | ✓ Communications                                     | ✓ Components Packaging, and Manufacturing Technology |
| ✓ Computer*                                              | ✓ Consumer Electronics                               | ✓ Control Systems                                    |
| ✓ Dielectrics and Electrical Insulation                  | ✓ Education                                          | ✓ Electromagnetic Compatibility                      |
| ✓ Remote Sensing                                         | ✓ Engineering Management                             | ✓ Industry Applications                              |
| ✓ Information Theory                                     | ✓ Industrial Electronics                             | ✓ Instrumentation and Measurement                    |
| ✓ Lasers & Electro-Optics                                | ✓ Intelligent Transportation Systems                 | ✓ Microwave Theory and Techniques                    |
| ✓ Nuclear and Plasma Sciences                            | ✓ Magnetics                                          | ✓ Oceanic Engineering                                |
| ✓ Power Electronics                                      | ✓ Neural Networks Council                            | ✓ Professional Communication                         |
| ✓ Reliability                                            | ✓ Robotics & Automation                              |                                                      |
| ✓ Solid-State Circuits                                   | ✓ Systems, Man, and Cybernetics                      |                                                      |
| ✓ Vehicular Technology                                   | ✓ Ultrasonics, Ferroelectrics, and Frequency Control |                                                      |
| ✓ Signal Processing on Social Implications of Technology |                                                      |                                                      |

• **MECHANICAL ENGINEERING:**

Planning, development, evaluation and control of systems and components involving the production and transfer of energy and with the conversion of one form of energy to another. It includes, but is not limited to, planning and evaluation of power plants, analysis of the economical combustion of fuels, conversion of heat energy into mechanical energy, use of mechanical energy to perform useful work, analysis of structures and motion in mechanical systems, and conversion of raw materials into a final product, etc. (e.g., thermodynamics, mechanics, fluid mechanics, jets, rocket engines, internal combustion engines, steam and gas turbines, continuum mechanics, dynamic systems, dynamics fluid mechanics, heat transfer, manufacturing, materials, solid mechanics, reactors, etc.).

Within the mechanical PED, there are several specialties within the scope of this work. A partial listing follows:

- |                                               |                                          |                                                     |
|-----------------------------------------------|------------------------------------------|-----------------------------------------------------|
| ✓ ASME K16-Heat Transfer                      | ✓ Advanced Energy Systems                | ✓ Aerospace Engineering                             |
| ✓ Applied Mechanics                           | ✓ Bioengineering                         | ✓ Tribology                                         |
| ✓ Dynamic Systems and Control                 | ✓ Electrical and Electronic Packaging    | ✓ Fluids Engineering                                |
| ✓ Fluids Power Systems and Technology Systems | ✓ Fuels and Combustion Technologies      | ✓ Heat Transfer                                     |
| ✓ Materials                                   |                                          | ✓ International Gas Turbine                         |
| ✓ Management                                  | ✓ Manufacturing Engineering *            | ✓ Microchannel flow and heat transfer               |
| ✓ Nuclear Engineering                         | ✓ Internal Combustion Engineering        | ✓ Noise Control and Acoustics                       |
| ✓ Offshore Mechanics and Arctic Engineering   | ✓ Materials Handling Engineering*        | ✓ Design/Specification-associated personal property |
| ✓ Power                                       | ✓ Textile Engineering                    |                                                     |
| ✓ Rail Transportation                         | ✓ Non-Destructive Evaluation Engineering | ✓ Ocean Engineering                                 |
| ✓ Technology and Society                      | ✓ Pressure Vessels and Piping            | ✓ Process Industries                                |
|                                               | Safety Engineering and Risk Analysis     | ✓ Solar Energy                                      |

## **SERVICES NOT INCLUDED**

**Construction and Architect-Engineering Services** as set forth in FAR Part 36: Construction Services as defined in FAR 2.101 must be procured in accordance with [FAR Part 36](#), except for Construction Management Services. **Architect-Engineering (A/E) Services** related to real property, as defined in FAR 36.601-3, are also excluded. Offerors interested in providing **Construction and Architect-Engineering Services** may contact GSA's Public Buildings Service (PBS), at (202) 501-1100 or visit [www.gsa.gov/pbs](http://www.gsa.gov/pbs) for additional information.

**Construction Management Services** that neither meets the FAR 36.601-3 definition of A/E Services nor the FAR 2.101 definition of construction CAN be performed under all of the SINs of the Professional Engineering Services schedule if considered a commercial item.

**Production and Manufacturing:** Please note the manufacture, fabrication, installation or production for the purpose of developing working models or prototypes that may be used for further testing, analysis and evaluation before full scale production begins **IS** allowed under the PES schedule. The number of prototypes or working models to be produced is dependent upon the ordering activities' requirement for testing and analysis. However, the predominate amount of the work on PES task orders should be performed by professional labor categories.

**Computer Engineering and Information Technology** is not being solicited. Offerors interested in providing computer/software engineering and information technology services are directed to contact GSA's Group 70 Schedule for Information Technology for additional information at (703) 305-3038.

**Environmental Advisory Services** as listed below are not being solicited:

**Environmental Planning Services & Documentation** (i.e., environmental impact statements; endangered species, wetlands, watersheds and other natural resource management plans, studies and consultations; archeological, historic and other cultural resources management plans, studies, and consultations; economic, technical, and risk analyses in support of environmental needs)

**Environmental Compliance Services** (i.e., environmental compliance audits; compliance management planning; pollution prevention surveys;

**Environmental/Occupational Training Services** specific to environmental planning and environmental compliance as discussed above (i.e., conventional course development and presentation; customized courses to meet specific needs; computer-based interactive course development)

**Waste Management Services** (i.e., data collection, data development, analyses of comments, regulatory and economic analyses, feasibility analyses, hazard assessments, exposure assessments, and risk analyses. Examples include, but are not limited to development of waste characterization studies and recommendations for management strategy including identification of recycling options. Assessments might include studies relating to collection and transfer of waste, source reduction, and evaluation of energy/fuel options. Services could include data collection, data development, analyses of comments, regulatory and economic analyses, feasibility analyses, hazard assessments, exposure assessments and risk analyses.

**Hazardous Materials Management Advisory Services** (i.e., furnishing of Material Safety Data Sheets (MSDS) by compact disc, on-line via Internet, mail or facsimile (FAX); reporting and compliance software, hazardous materials tracking software and other related software/services. Telephone advisory services (i.e., telephone assistance with hazardous material spills, poisons, MSDS, and other related services). Offerors interested in providing environmental advisory services are directed to contact GSA's Group 899 Schedule for additional information (contact Joan Rodgers at (253) 931-7900).

**Foundations and Landscaping Engineering:** Offerors interested in providing foundations and landscaping engineering are directed to contact GSA's PBS for additional information.

**Heating, Ventilation and Air-Conditioning (HVAC) Services** related to buildings, structures, or other real property set forth for construction and architect engineering services governed by FAR Part 36: Offerors

interested in providing these types of services are directed to contact GSA's Public Buildings Service (PBS), at (202) 501-1100 or visit [www.gsa.gov/pbs](http://www.gsa.gov/pbs) for additional information. Please note: HVAC services related to the manufacture, production, furnishing, construction, alteration, repair, processing or assembling of vessels, aircraft, or other kinds of personal property **IS** included and solicited within the scope of PES.

**Research and Development** as set forth in [FAR Part 35](#), which governs open-ended research with no specific deliverables, is not allowed under this schedule. However, research, analysis, and developmental work related to providing a solution to an engineering requirement is allowed under the PES schedule.

**Surveying** as it relates to real property is not solicited under this schedule.

**Products/materials already solicited under other Federal Supply Service (FSS) Schedule** contracts (e.g., information technology, paper, chemicals, pharmaceuticals, laboratory instruments, etc.). However, PES contractors may team across FSS Schedules to provide a total solution to agency requirements.

**Architect-Engineering (A/E) Services** as that term is defined in [FAR 36.601-3](#) are excluded from the PES Schedule. If the agency's statement of work, substantially or to a dominant extent, specifies performance or approval by a registered or licensed architect or engineer for services related to real property, the Brooks Architect-Engineers Act applies and such services must be procured in accordance with FAR Part 36. Use of this schedule for Brooks Act architectural or engineering services is not authorized. Inappropriate use of this SIN is providing professional engineering services not specifically related to testing and evaluating and associated disciplines.

**The Service Contract Act does not apply to the Professional Engineering Services Program.**

## INSTRUCTIONS FOR PLACING ORDERS FOR SERVICES BASED ON GSA SCHEDULE HOURLY RATES

GSA provides a streamlined, efficient process for ordering the services you need. GSA has already determined that ENSCO, Inc. meets the technical requirements and that our prices offered are fair and reasonable. Agencies may use written orders; facsimile orders, credit card orders, blanket purchase agreement orders or individual purchase orders under this contract.

If it is determined that your agency needs an outside source to provide PES services, follow these simple steps:

### **Step 1. Develop a Statement of Work (SOW)**

In the SOW, include the following information:

- Work to be performed,
- Location of work,
- Period of performance;
- Deliverable schedule, and
- Special standards and any special requirements, where applicable.

### **Step 2. Select Contractor and Place Order**

- If the order is at or below the micro-purchase threshold, select the contractor best suited for your needs and place the order.
- If the order is exceeding but less than the maximum order threshold (MOT), prepare an RFQ;
- If the order is in excess of the MOT, prepare an RFQ. Consider expansion of competition and seek price reductions.

### **Step 3. Prepare a Request for Quote (RFQ)**

- Include the SOW and evaluation criteria;
- Request fixed price, ceiling price, or, if not possible, labor hour or time and materials order;
- If preferred, request a performance plan from contractors and information on past experience; and include information on the basis for selection.
- May be posted on GSA's electronic RFQ system, e-Buy

### **Step 4. Provide RFQ to at least Three Firms**

### **Step 5. Evaluate Offers, Select Best Value Firm, and Place Order**

## REQUIREMENTS EXCEEDING THE MAXIMUM ORDER

In accordance with FAR 8.404, before placing an order that exceeds the maximum order threshold, ordering offices shall:

- Review additional schedule contractors' catalogs/price lists or use the "GSA Advantage!" on-line shopping service;
- Based upon the initial evaluation, generally seek price reductions from the schedule contractor(s) appearing to provide the best value (considering price and other factors); and
- After price reductions have been sought, place the order with the schedule contractor that provides the best value and results in the lowest overall cost alternative (see FAR 8.404(a)). If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

Vendors may:

Offer a new lower price for this requirement (the Price Reduction clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations.)

- Offer the lowest price available under the contract; or
- Decline the order (orders must be returned in accordance with FAR 52.216-19).

A task order that exceeds the maximum order may be placed with the Contractor selected in accordance with FAR 8.404. The order will be placed under the contract.

Sales for orders that exceed the Maximum Order shall be reported in accordance with GSAR 552.238-74.

## BLANKET PURCHASE AGREEMENT

Ordering activities may establish BPAs under any schedule contract to fill repetitive needs for supplies or services. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPAs and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). In determining how many BPAs to establish, consider:

- The scope and complexity of the requirement(s);
- The need to periodically compare multiple technical approaches or prices;
- The administrative costs of BPAs; and
- The technical qualifications of the schedule contractor(s).

Establishment of a single BPA, or multiple BPAs, shall be made using the same procedures outlined in 8.405-1 or 8.405-2. BPAs shall address the frequency of ordering, invoicing, discounts, requirements (*e.g.* estimated quantities, work to be performed), delivery locations, and time.

When establishing multiple BPAs, the ordering activity shall specify the procedures for placing orders under the BPAs.

Establishment of a multi-agency BPA against a Federal Supply Schedule contract is permitted if the multi-agency BPA identifies the participating agencies and their estimated requirements at the time the BPA is established.

Ordering from BPAs:

Single BPA. If the ordering activity establishes one BPA, authorized users may place the order directly under the established BPA when the need for the supply or service arises.

Multiple BPAs. If the ordering activity establishes multiple BPAs, before placing an order exceeding the micro-purchase threshold, the ordering activity shall:

- Forward the requirement, or statement of work and the evaluation criteria, to an appropriate number of BPA holders, as established in the BPA ordering procedures; and
- Evaluate the responses received, make a best value determination (see 8.404(d)), and place the order with the BPA holder that represents the best value.

BPAs for hourly rate services. If the BPA is for hourly rate services, the ordering activity shall develop a statement of work for requirements covered by the BPA. All orders under the BPA shall specify a price for the performance of the tasks identified in the statement of work.

Duration of BPAs. BPAs generally should not exceed five years in length, but may do so to meet program requirements. Contractors may be awarded BPAs that extend beyond the current term of their GSA Schedule contract, so long as there are option periods in their GSA Schedule contract that, if exercised, will cover the BPA's period of performance.

Review of BPAs:

The ordering activity that established the BPA shall review it at least once a year to determine whether:

- The schedule contract, upon which the BPA was established, is still in effect;
- The BPA still represents the best value (see 8.404(d)); and
- Estimated quantities/amounts have been exceeded and additional price reductions can be obtained.

The ordering activity shall document the results of its review.

## LABOR CATEGORY DESCRIPTIONS

SINs 871-2 / 871-2RC, 871-3 / 871-3RC, 871-4 / 871-4RC, 871-5 / 871-5RC and 871-6 / 871-6RC

<b>Job Title: Group Manager</b>
<b>Minimum/General Experience:</b> 10 plus years of experience.
<b>Functional Responsibility:</b> With minimal direction, plans, conducts and manages large project, special group or field office. Duties also include contract cost projections, contract management, new business development, proposal preparation, recruiting, and establishing work procedures. Supervises staff members and conducts evaluations. May perform duties of a similar nature or character.
<b>Minimum Education:</b> Undergraduate level degree (or equivalent).

  

<b>Job Title: Project Manager</b>
<b>Minimum/General Experience:</b> 10 plus years of experience.
<b>Functional Responsibility:</b> With minimal direction, coordinates all activities of a project to meet deadlines and budget. Develops project plans & budgets based upon corporate goals and objectives. Manages the overall activities of a project. Responsible for project staffing. Directs development and implementation of project procedures and controls. Monitors the financial performance of a project. Supervises and evaluates the staff assigned to the project. May perform duties of a similar nature or character.
<b>Minimum Education:</b> Undergraduate level degree (or equivalent).

  

<b>Job Title: Senior Staff Engineer/Scientist</b>
<b>Minimum/General Experience:</b> 10 plus years of experience.
<b>Functional Responsibility:</b> With only broad direction, acts as technical advisor, prepares customer presentations, evaluates progress and results on projects, applies advanced knowledge to solutions of difficult and unusual problems, may estimate manpower needs and schedule work, usually directs a large project or contract. Develops and applies new procedures objectives. May perform other duties of a similar nature or character.
<b>Minimum Education:</b> Undergraduate level degree (or equivalent).

  

<b>Job Title: Staff Systems Engineer</b>
<b>Minimum/General Experience:</b> 7 plus years of experience.
<b>Functional Responsibility:</b> With minimal direct, handles integration of electronic processes or methodologies to resolve complex system problems or applications using computer or other electronic technology and equipment. High level technical contributor to the engineering development of circuit design and instrumentation design. Analyzes computer architecture and designs or equipment. Reviews and signs off on all software documentation. Provides technical advice to other engineers. Interfaces with customers. May perform other duties of a similar nature or character.
<b>Minimum Education:</b> Undergraduate level degree (or equivalent).

  

<b>Job Title: Staff Engineer/Scientist</b>
<b>Minimum/General Experience:</b> 7 plus years of experience.
<b>Functional Responsibility:</b> With minimal direction, carries out broad engineering assignments requiring application of advanced knowledge. Develops tests and analyzes results. Verifies instrumentation accuracy. Directs calibrations. Assists in proposal preparation and report writing. Client interface. May perform other duties of a similar nature or character.
<b>Minimum Education:</b> Undergraduate level degree in Engineering (or equivalent).

<b>Job Title: Staff Systems/Technical Analyst</b>
<b>Minimum/General Experience:</b> 7 plus years of experience.
<b>Functional Responsibility:</b> With minimal direction, develops complex system specifications and record layouts. High level technical contributor to the design, development, implementation and maintenance of complex systems. Recommends changes in procedures. Implements system applications. May perform other duties of a similar nature or character.
<b>Minimum Education:</b> Undergraduate level degree (or equivalent).

<b>Job Title: Senior Systems Engineer</b>
<b>Minimum/General Experience:</b> 5 plus years of experience.
<b>Functional Responsibility:</b> With only general direction, handles integration of electronic processes or methodologies to resolve non-routine system problems or applications using computer or other electronic technology and equipment. Performs non-routine engineering development of circuit design and instrumentation design. Analyzes computer architecture and design and network structure. Evaluates components or circuitry for use in electronic equipment. Recommends changes in methods, designs or equipment. Provides technical advice to other engineers. Interfaces with customers. May perform other duties similar in nature or character.
<b>Minimum Education:</b> Undergraduate level degree (or equivalent).

<b>Job Title: Senior Engineer/Scientist</b>
<b>Minimum/General Experience:</b> 7 plus years of experience.
<b>Functional Responsibility:</b> Under general supervision, plans and performs engineering or R&D assignments requiring originality and ingenuity. Performs instrumentation evaluation and design, including applied and theoretical analysis. Performs engineering analysis and special research studies. Coordinates, conducts and documents special engineering tests. Designs, fabricates, installs and maintains engineering systems. May manage a project or contract. May perform other duties similar in nature or character.
<b>Minimum Education:</b> Undergraduate level degree (or equivalent).

<b>Job Title: Senior Systems/Technical Analyst</b>
<b>Minimum/General Experience:</b> 7 plus years of experience.
<b>Functional Responsibility:</b> Under general supervision determines system applications, records layouts and develops procedures. Designs, develops, implements and maintains fairly complex systems. Analyzes problems and modifies system's design. Interfaces with users to develop systems and procedures. Recommends equipment modifications and additions. Advises and consults on implementation of systems applications. May perform other duties of a similar nature or character.
<b>Minimum Education:</b> Undergraduate level degree (or equivalent).

<b>Job Title: Systems Engineer</b>
<b>Minimum/General Experience:</b> 3 plus years of experience.
<b>Functional Responsibility:</b> Under general supervision, handles integration of electronic processes or methodologies to resolve total system problems or applications using simple computer or other electronic technology and equipment. Performs standard engineering development and design work such as circuit design and instrumentation design. Analyzes computer architecture, design and network structure. Modifies and evaluates components or circuitry for use in electronic equipment. Designs, conducts and analyzes software unit and integration tests. May perform other duties similar in nature or character.
<b>Minimum Education:</b> Undergraduate level degree (or equivalent).

<b>Job Title: Engineer/Scientist</b>
<b>Minimum/General Experience:</b> 3 plus years of experience.
<b>Functional Responsibility:</b> Under general supervision, carries out engineering assignments and/or performs a variety of experiments and studies. Plans, designs, tests, repairs and inspects engineering conditions and equipment, conducts research, develops theories and devises methods to apply theories. Performs mathematical and test analyses and report writing. Devises testing procedures. Assists in developing operational standards for safety. May be responsible for small project or task. May perform other duties of a similar nature or character.
<b>Minimum Education:</b> Undergraduate level degree (or equivalent).

<b>Job Title: Systems/Technical Analyst</b>
<b>Minimum/General Experience:</b> 3 plus years of experience.
<b>Functional Responsibility:</b> Under general supervision, analyzes user requirements and translates requirements into computer related system specifications. Prepares routine design and specifications. Researches routine user problems and makes system modifications. Assists with implementation of system applications. May perform other duties similar in nature or character.
<b>Minimum Education:</b> Undergraduate level degree (or equivalent).

<b>Job Title: Associate Systems Engineer</b>
<b>Minimum/General Experience:</b> 2 plus years of experience.
<b>Functional Responsibility:</b> Under general supervision, performs integration of electronic processes or methodologies to resolve routine system problems or applications using computer or other electronic technology and equipment. Performs engineering development of routine circuit design and instrumentation design. Performs software integration tests. Modifies components or circuitry for use in electronic equipment. May perform other duties similar in nature or character.
<b>Minimum Education:</b> Undergraduate level degree (or equivalent).

<b>Job Title: Associate Engineer/Scientist</b>
<b>Minimum/General Experience:</b> 2 plus years of experience.
<b>Functional Responsibility:</b> Under general supervision, performs routine engineering R&D assignments. Assists in design and development of routine engineering systems and/or conducts routine scientific research. May develop theories and devise methods to apply theories. Performs routine mathematical analyses. Performs installation, calibration and maintenance of electronic test equipment. Performs field testing and data reduction for analytical purposes. May perform other duties of a similar nature and character.
<b>Minimum Education:</b> Undergraduate level degree (or equivalent).

<b>Job Title: Associate Systems/Technical Analyst</b>
<b>Minimum/General Experience:</b> 2 plus years of experience.
<b>Functional Responsibility:</b> Under general supervision, analyzes and evaluates system capabilities. Prepares simple design and specifications for system development. Prepares workflow charts & diagrams to specify in detail operations to be performed by equipment and computer programs. Designs record and form layouts. May perform duties of a similar nature or character.
<b>Minimum Education:</b> Undergraduate level degree (or equivalent).

<b>Job Title: Senior Technician</b>
<b>Minimum/General Experience:</b> Undergraduate level degree (or 5.5 years experience).
<b>Functional Responsibility:</b> Operates under indirect supervision. Provides technical support in engineering for electrical/mechanical components/equipment, including calibration, alignment and repair of electrical/mechanical components/equipment. Operates complex test equipment or instrumentation. Conducts tests, analyzes results and modifies equipment. Assists in design, development and construction of components/equipment. May perform other duties of a similar nature or character.
<b>Minimum Education:</b> 6 months of experience.

<b>Job Title: Technician</b>
<b>Minimum/General Experience:</b> 4 plus years of experience.
<b>Functional Responsibility:</b> Sets-up and operates standard test equipment. Records test data. Assists in test report preparation. Troubleshoots, corrects malfunctions and modifications. Assembles or constructs standard equipment. Prepares sketches of circuits. May perform other duties of a similar nature or character.
<b>Minimum Education:</b> High School diploma or equivalent.

<b>Job Title: Technical Writer/ Editor/Administrative</b>
<b>Minimum/General Experience:</b> 3 plus years of experience.
<b>Functional Responsibility:</b> Under general supervision, performs a variety of complex non-routine technical writing and editing assignments requiring appreciable evaluation, originality and ingenuity. Interfaces with technical staff to collect information required to prepare complex technical documents. Coordinates layout and organization of manuals and technical documents. Prepares outline of contents and written test. Editing, proofreading and approval of final copy before publishing documents. May perform other duties of a similar nature or character.
<b>Minimum Education:</b> High School diploma.

**HOURLY RATES FOR SERVICES****SINs 871-2 / 871-2RC, 871-3 / 871-3RC, 871-4 / 871-4RC, 871-5 / 871-5RC and 871-6 / 871-6RC**

<b>No.</b>	<b>Labor Category</b>	<b>5/1/2007 – 4/30/2008</b>	<b>5/1/2008 – 4/30/2009</b>	<b>5/1/2009 – 4/30/2010</b>
1	Group Manager	\$ 222.03	\$ 228.69	\$ 235.55
2	Project Manager	\$ 142.95	\$ 147.24	\$ 151.65
3	Senior Staff Engineer/Scientist	\$ 168.44	\$ 173.50	\$ 178.70
4	Staff Systems Engineer	\$ 140.46	\$ 144.68	\$ 149.02
5	Staff Engineer/Scientist	\$ 145.97	\$ 150.35	\$ 154.86
6	Staff Systems /Technical Analyst	\$ 131.25	\$ 135.19	\$ 139.25
7	Sr. Systems Engineer	\$ 127.57	\$ 131.40	\$ 135.34
8	Sr. Engineer/Scientist	\$ 116.54	\$ 120.04	\$ 123.64
9	Sr. Systems/Technical Analyst	\$ 104.81	\$ 107.95	\$ 111.19
10	Systems Engineer	\$ 93.22	\$ 96.02	\$ 98.90
11	Engineer/Scientist	\$ 89.85	\$ 92.55	\$ 95.33
12	Systems/Technical Analyst	\$ 95.86	\$ 98.73	\$ 101.69
13	Associate Systems Engineer	\$ 88.32	\$ 90.97	\$ 93.70
14	Associate Engineer/Scientist	\$ 80.96	\$ 83.39	\$ 85.89
15	Associate Systems /Technical Analyst	\$ 92.01	\$ 94.77	\$ 97.61
16	Senior Technician	\$ 61.33	\$ 63.17	\$ 65.07
17	Technician	\$ 47.84	\$ 49.28	\$ 50.76
18	Technical Writer/Editor /Administrative	\$ 54.08	\$ 55.70	\$ 57.37