

GENERAL SERVICE ADMINISTRATION

Professional Services Schedule

Federal Acquisition Service

Authorized Federal Supply Schedule Price List

Standard Industrial Groups: 00CORP

Contract Number: GS-00F-305CA

Contract Period: September 11, 2015 through September 10, 2020

Business Size: Woman-Owned Small Business

The logo for GSA Advantage! features the letters "GSA" in white on a dark blue square background, followed by the word "Advantage!" in a red, italicized serif font with a registered trademark symbol.

21 Kirby Lane
Stafford, VA 22554-8517
Phone: (540) 628-2755
Fax: (540) 628-2756
Website: <http://www.cds2.com>

Price list current through Modification# CM-A474 (Refresh 21), dated October 29, 2015

Contract Administration: Brian Alderson, Executive Vice President

Email: balderson@cds2.com

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov

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

Table of Contents

General Services Administration Federal Supply Service: Authorized Federal Supply Schedule Price List.....	1
<i>Information for Ordering Activities</i>	1
MOBIS Services	4
<i>Integrated Consulting Services (SIN 874-1)</i>	4
<i>Integrated Business Program Support Services (SIN 874-7)</i>	4
Commercial Labor Categories and Guarantees	5
<i>Service Contract Act (SCA) Positions</i>	5
MOBIS Labor Category Descriptions	6
MOBIS Labor Rates	17
LogWorld Services	18
<i>Supply and Value Chain Management (SIN 874-501 (RC))</i>	18
<i>Deployment Logistics Services (SIN 874-504 (RC))</i>	19
<i>Operations and Maintenance Logistics Management Services (SIN 874-507 (RC))</i>	19
LogWorld Education/Experience Substitution Criteria	20
<i>Service Contract Act (SCA) Positions</i>	20
LogWorld Labor Category Descriptions	21
LogWorld Labor Rates	31
Ordering Procedures for Services	33
<i>Procedures for services priced on GSA schedules at hourly rates</i>	33
Team Arrangements.....	35
<i>Contractor Team Arrangements and Federal Supply Schedules</i>	35
<i>Basic Guidelines for Using “Contractor Team Arrangements”</i>	36

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

FSC class(es): MOBIS: 874-1, 874-1 RC, 874-7 and 874-7 RC; LOGWORLD: 874-501, 874-501 RC, 874-504, 874-504 RC, 874-507 and 874-507 RC

Contract Number: GS-00F-305CA

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

Contract Period: September 11, 2015 through September 10, 2020
Contractor's Name: Command Decisions Systems & Solutions, Inc. (CDS²)
Contractor's Address: 8761 Dorchester Road, Suite 200
North Charleston, SC 29420
Attn: Brian Alderson, Executive Vice President

Phone Number: (843) 552-8025
Fax Number: (843) 552-8028

Contract Administrator: Brian Alderson, Executive Vice President
Business Size: Woman-Owned Small Business
Website: <http://www.cds2.com>

Information for Ordering Activities

- 1a. See Table of Contents for Awarded Special Item Number(s) MOBIS: 874-1, 874-1 RC, 874-7 and 874-7 RC; LOGWORLD: 874-501, 874-501 RC, 874-504, 874-504 RC, 874-507, and 874-507 RC with appropriate cross-reference to page numbers.
- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price.
- 1c. A description of all corresponding commercial job titles, experience, functional responsibility and education for the types of employees or subcontractors who will perform services is provided starting on page 5.
2. Maximum Order Limitation. \$1,000,000.00
3. Minimum Order. \$100.00
4. Geographic Coverage (delivery area). Domestic Delivery Only.

5. Point(s) of Production:
*8761 Dorchester Road, Suite 200
North Charleston, SC 29420*
6. Discount from List Prices or Statement of Net Price: Government net prices (discounts already deducted).
7. Quantity Discounts. None offered.
8. Prompt Payment Terms. Net 30, 1/2% for payments received within 15 days of receipt of invoice Prompt payment discount does not apply to purchases using the Government Commercial Credit Card.
- 9a. Government Commercial Credit Card is accepted at or below the micro-purchase threshold. Prompt payment discount does not apply to purchases using the Government Commercial Credit Card.
- 9b. Government Commercial Credit Card is accepted above the micro purchase level. Prompt payment discount does not apply to purchases using the Government Commercial Credit Card.
10. Foreign Items (list items by country of origin). None.
- 11a. Time of Delivery. As negotiated in order.
- 11b. Expedited Delivery. As negotiated in order.
- 11c. Overnight and 2-day Delivery. As negotiated in order.
- 11d. Urgent Requirements. As negotiated in order.
12. F.O.B. Point(s). DESTINATION.
- 13a. Ordering Address:
Command Decisions Systems & Solutions, Inc.
Attn: GSA Schedule Orders
8761 Dorchester Road, Suite 200
North Charleston, SC 29420
Fax: (843) 552-8028
Email: orders@cds2.com
- 13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.

+

14. Payment Address:
Command Decisions Systems & Solutions, Inc.
Attn: GSA Schedule Receivables
8761 Dorchester Road, Suite 200
North Charleston, SC 29420
15. Warranty Provision. Customer Acceptance of Complete Performance. Customer written acceptance of complete performance required 30 days after completion of performance or is deemed to have occurred upon payment of final invoice.
16. Export Packing Charges. N/A.
17. Terms and Conditions of Government Commercial Credit Card Acceptance. Applicable and determined on a case-by-case basis.
18. Terms and conditions of rental, maintenance, and repair. N/A.
19. Terms and conditions of installation. N/A.
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices. N/A.
- 20a. Terms and conditions for any other services (if applicable). N/A.
21. List of service and distribution points (if applicable). N/A.
22. List of participating dealers (if applicable). N/A.
23. Preventive maintenance (if applicable). N/A.
- 24a. Special attributes such as environmental attributes, (e.g., recycled content, energy efficiency, and/or reduced pollutants): N/A
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic 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/.
25. Data Universal Number System (DUNS) Number: 80-2602060.
26. Notification regarding registration in System for Award Management (SAM) database: Command Decisions Systems & Solutions, Inc. is registered in System for Award Management (SAM).
27. Uncompensated Overtime is not used in establishing the rates incorporated in this schedule contract.

Command Decisions Systems & Solutions, Inc. (CDS²)

MOBIS Services

CDS² provides effective high quality technical and management solutions that save our customers time and money in support of agencies' management, organizational and business improvement efforts. CDS², founded in 1994, as a woman-owned small business is certified by the Small Business Administration as a small disadvantaged business concern.

Integrated Consulting Services (SIN 874-1)

CDS² offers a variety of integrated consulting services in support of agencies' management, organizational and business improvement efforts.

Consulting services may include but are not limited to studies, analysis, research, evaluations, assessments scenarios/simulations, and reports that in support of an agency's mission oriented business functions. Typical tasks may include:

- Strategic, tactical and operational level planning
- Organizational performance analysis
- Performance measures, indicators, assessments and benchmarking
- Process and productivity improvement
- Business process re-engineering
- Enterprise resource performance management
- Regulatory compliance
- Facilitation and related decision support services
- Survey services including planning, design development administration and data validation and reporting.
- Advisory and assistance services

Integrated Business Program Support Services (SIN 874-7)

CDS² managers and personnel have provided quality technical and management support services in the management and integration of programs and projects for over 25 years. Types of tasking and services include but are not limited to:

- Acquisition planning
- Cost and budget analysis
- Requirements analysis, traceability and tracking
- Systems engineering/project management
- Integrated logistics management support
- Risk management

- Procurement services
- Technology assessments strategy development and transition planning
- Special projects

Commercial Labor Categories and Guarantees

CDS² offers only the personnel who meet or exceed the minimum qualification requirements stated in the Commercial Labor Category Descriptions provided herein. CDS² allows experience to substitute for minimum education requirements and education to substitute for minimum years of experience.

Education: A college degree of BA/BS will equal 4 years of related experience. A master’s degree will equal 6 years of experience. A doctorate will equal 8 years of experience.

Experience: Every year of specific field experience, the person shall be credited with one half year of “degree” qualifications toward the values stated in the labor category descriptions.

GSA and/or the ordering activities may have access to any CDS² employee resume (by request) before, during, or after assignment of any GSA order. If for some extenuating reason a person assigned to an order must be replaced or substituted, the ordering activity will be notified in advance, in writing and the substituting personnel will have equal or greater qualifications than specified in the labor category description of the departing employee.

Because it contracts directly with federal agencies, CDS² is required to maintain strict security measures in all its operations, its facilities have been inspected and approved by the Department of Defense’s Defense Industrial Security Clearance Office (DISCO) for the handling and storage of classified material. CDS² employees are screened, investigated, and cleared for access to sensitive and classified government documents, files, and property. Clearances are granted by the cognizant government agency depending on the specific contract.

Service Contract Act (SCA) Positions

MOBIS SIN 874-1 (RC): Integrated Consulting Services SIN 874-7 (RC): Integrated Business Program Support Services		
SCA Eligible Contract Labor Category	SCA Equivalent Code Title	WD Number
Administrative Specialist Trainee	01111 – General Clerk	05-2103
Administrative Specialist I	01311 – Secretary I	05-2103
Administrative Specialist II	01312 – Secretary II	05-2103
Administrative Specialist III	01313 – Secretary III	05-2103
The Service Contract Act (SCA) is applicable to this contract and it includes SCA eligible labor categories. The prices for the cited SCA labor categories are based on the U.S. Department of Labor Wage Determination Number Identified in the SCA matrix below. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.		

MOBIS Labor Category Descriptions

Administrative Specialist Trainee

Minimum Education and Experience: Associates degree and at least 1 year of job-related experience or equivalent. Good written communication skills; working knowledge of word processing and integrated software applications; organizational skills and ability to perform detail oriented work are required. Position may require the ability to pass and maintain a Security Clearance.

Functional Responsibilities: Implements documentation and publication standards for technical literature and various style guides, including customer specifications. Participates in the development and maintenance of technical documentation. Utilizes appropriate computer application software for document text production. Establishes and maintains electronic and/or hardcopy data library of documents and task order files.

Administrative Specialist I

Minimum Education and Experience: Associates degree and at least 3 years of job-related experience or equivalent. Good written communication skills; working knowledge of word processing and integrated software applications; organizational skills and ability to perform detail oriented work are required. Position may require the ability to pass and maintain a Security Clearance.

Functional Responsibilities: Implements documentation and publication standards for technical literature and various style guides, including customer specifications. Participates in the development and maintenance of technical documentation. Edits reports, publications, proposals, and correspondence to ensure clarity of content, consistency of format and accuracy of grammar. Interfaces with engineers and technical professionals in the writing, editing, and publication of various types of customer documents and contract deliverables. Utilizes appropriate computer application software for document text production. Establishes and maintains electronic and/or hardcopy data library of documents and task order files.

Administrative Specialist II

Minimum Education and Experience: Associates degree (or equivalent) and at least 6 years of experience. Good oral and written communication skills; working knowledge of word-processing and integrated software applications; organization skills and ability to perform detail-oriented work are required. Position may require the ability to pass and maintain a Security Clearance.

Functional Responsibilities: Develops documentation and publication standards for technical literature and various style guides, including customer specifications. Coordinates documentation received including the publication of the bibliography of technical reports, staff studies, and working papers. Provides reference, document delivery, online search, and referral services. Directs information services. Interfaces with engineers and technical professionals in the writing, editing, and publication of various types of documents. Oversees in-house production flow of technical publications. Tracks and monitors flow of all documents from inception to distribution of final copies. Identifies and corrects problem areas as they arise. Provides final quality assurance check for all

document deliverables. Utilizes appropriate computer software for document production. Investigates and implements best ways to produce documentation electronically.

Administrative Specialist III

Minimum Education and Experience: Associates degree and at least 8 years of job-related experience or equivalent. Excellent written communication skills; working knowledge of word processing and integrated software applications; strong organizational skills and ability to perform detail-oriented work are required. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

Functional Responsibilities: Advises, manages and mentors personnel assigned to technical documentation function. Interfaces with engineers and technical professionals in the writing, editing, and publication of various types of documents. Oversees in-house production flow of technical publications. Tracks and monitors flow of all documents from inception to distribution of final copies. Identifies and corrects problem areas as they arise. Provides final quality assurance check for all document deliverables. Utilizes appropriate computer software for document production. Investigates and implements best ways to produce documentation electronically. Provides senior-level technical writing/editing support. Directs the classification, indexing, cataloging, and storage of books, periodicals, papers, microfilms, classified reports, and documents stored on various media including electronic.

MOBIS Executive I

Minimum Education and Experience: Bachelor's degree and a minimum of 10 years experience. Excellent management, communication, interpersonal, organizational and analytical skills are required. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

Functional Responsibilities: Provides management, organizational, business and technical leadership and services. Plans and procures necessary staffing to achieve work completion milestones and deliverables. Monitors fulfillment of contract requirements to ensure quality and timeliness of services/deliverables to various customers. Supervises, coordinates, provides leadership to and reviews the work of assigned staff and/or contracts. Interfaces with customers on a regular basis. Monitors customer feedback and advises on a broad range of issues related to products/services being delivered. Performs multi-disciplinary analysis of system designs to determine compliance with specifications and standards. Directs the investigation and resolution of management problems in conjunction with other personnel.

MOBIS Executive II

Minimum Education and Experience: Bachelor's degree and a minimum of 12 years experience. Excellent management, communication, interpersonal, organizational and analytical skills are required. Position may require travel. Position may require some travel. Position may require the ability to pass and maintain a Security Clearance.

Functional Responsibilities: Provides management, organizational, business and technical leadership and services. Is responsible for individual business elements conducted in compliance with applicable local, state and federal laws and regulations. Represents the company as appropriate with its relations with customers, employees, suppliers, government industry groups, community organizations, and professional associations. Is responsible to implement a sound plan for organizational management and controls. Supervises, coordinates, provides leadership to and reviews the work of assigned staff and/or contracts. Interfaces with customers on a regular basis. Monitors customer feedback and advises on a broad range of issues related to products/services being delivered.

MOBIS Executive III

Minimum Education and Experience: Bachelor's degree and a minimum of 14 years experience. Excellent communication, interpersonal, organizational, and analytical skills are required. Working knowledge of word-processing and integrated software applications is required. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

Functional Responsibilities: Provides management, organizational, business and technical leadership and services. Is responsible for individual business elements conducted in compliance with applicable local, state and federal laws and regulations. Represents the company as appropriate with its relations with customers, employees, suppliers, government industry groups, community organizations, and professional associations. Is responsible to implement a sound plan for organizational management and controls. Supervises, coordinates, provides leadership to and reviews the work of assigned staff and/or contracts. Interfaces with customers on a regular basis. Monitors customer feedback and advises on a broad range of issues related to products/services being delivered.

MOBIS Executive IV

Minimum Education and Experience: Bachelor's degree and a minimum of 16 years experience. Excellent management, communication, interpersonal, organizational and analytical skills are required. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

Functional Responsibilities: Provides management, organizational, business and technical leadership and services. Is responsible for individual business elements are conducted in compliance with applicable local, state and federal laws and regulations. Represents the company as appropriate with its relations with customers, employees, suppliers, government industry groups, community organizations, and professional associations. Is responsible to implement a sound plan for organizational management and controls. Supervises, coordinates, provides leadership to direct the development of internal and external programs for communications, human resources, and outreach. Interfaces with customers on a regular basis. Monitors customer feedback and advises on a broad range of issues related to products/services being delivered.

MOBIS Analyst Trainee

Minimum Education and Experience: Bachelor's degree and at least 1 year of job-related experience or equivalent. Good written communication skills; working knowledge of word processing and integrated software applications; good management and organizational skills and ability to perform

detail-oriented work are required. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

Functional Responsibilities: Conducts research and prepares management, organizational and business analyses. Generates reports documenting findings. Maintains database to produce monthly financial reports. Tracks, processes and distributes deliverables and monitors comment status.

MOBIS Analyst I

Minimum Education and Experience: Bachelor's degree and at least 3 years of job-related experience or equivalent. Good written communication skills; working knowledge of word processing and integrated software applications; good management and organizational skills and ability to perform detail-oriented work are required. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

Functional Responsibilities: Conducts research and prepares management, organizational and business analyses and forecasts. Generates management tools to effectively control programs. Generates reports documenting findings. Conducts research into management, organizational and business practices to assess/implement improvements to, or ensure compliance with acquisition procedures. Prepares computerized programs utilizing commercial software to manage tasks. Maintains database to produce monthly financial reports. Tracks, processes and distributes deliverables and monitors comment status.

MOBIS Analyst II

Minimum Education and Experience: Bachelor's degree and at least 6 years of job-related experience or equivalent. Good written communication skills; working knowledge of word processing and integrated software applications; excellent management and organizational skills and ability to perform detail-oriented work are required. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

Functional Responsibilities: Conducts research and prepares management, organizational and business analyses and forecasts. Tracks, processes, produces and distributes deliverables and monitors comment status. Collects and analyzes performance data. Assesses and quantifies cost/schedule/management/ business status and risk. Evaluates trends and projects cost completion estimates. Participates in program management reviews and business meetings. Prepares and coordinates inputs for acquisition documentation, status reports, briefings and information inquiries. Trains new staff (internal & external) on concepts, techniques, and reporting. Conducts special studies and evaluations. Researches, analyzes problems and determines element(s) requirements with minimum supervision. Collaborates with customer(s) to define, coordinates and tracks the status of multidisciplinary task(s) and advises on management and business element planning and implementation. Reviews program reports, technical papers, drawings, specifications, procedures, etc. and performs tests/evaluations and validations/verifications; provides comments; consolidates and adjudicates comments from various organizations and prepares reports. Prepares program management correspondence (i.e., letters, memos and route sheets), designs charts, spreadsheets, Gantt charts and presentations and prepares analytical reports and meeting minutes.

MOBIS Analyst III

Minimum Education and Experience: Bachelor's degree and at least 8 years of job-related experience or equivalent. Good written communication skills; working knowledge of word processing and integrated software applications. Exceptional management and organizational skills and ability to perform detail-oriented work are required. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

Functional Responsibilities: Conducts research and prepares management, organizational and business analyses and forecasts. Tracks, processes, produces and distributes deliverables and monitors comment status. Collects and analyzes performance data. Assesses and quantifies cost/schedule/management/ business status and risk. Evaluates trends and projects cost completion estimates. Participates in program management reviews and business meetings. Prepares and coordinates inputs for acquisition documentation, status reports, briefings and information inquiries. Trains new staff (internal & external) on concepts, techniques, and reporting. Conducts special studies and evaluations. Researches, analyzes problems and determines element(s) requirements with minimum supervision. Collaborates with customer(s) to define, coordinates and tracks the status of multidisciplinary task(s) and advises on management and business element planning and implementation.

MOBIS Task/Functional Manager

Minimum Education and Experience: Bachelor's degree and at least 5 years of job-related experience or equivalent. Excellent management, communication, interpersonal, organizational and analytical skills are required. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

Functional Responsibilities: Leads and mentors personnel assigned to program support functions. Interfaces with internal functional teams and external customers for planning, prioritization, and issue resolution of overall activities in the support and achievement of customer goals. Interacts with and advises customers, through the application of specific program knowledge and subject matter expertise, in the execution of program management tasks. Analyzes requirements; reviews and coordinates with internal and external customers to generate program documentation such as plans, schedules, briefings, reports, correspondence, contract modifications, technical instructions, technical procedures or related material. Analyzes and tracks project budgets, schedules and deliverables, conducts research into specific areas, prepares and reports findings to the customer. Creates and maintains master files/schedules related to program history, execution and status for the life of the program (inception to disposal). Reviews, analyzes, provides comments and provides assessment of technical and non-technical program reports; researches specific areas and prepares findings. Interfaces with internal and external program participants to coordinate overall activities to support customer goals.

Subject Matter Expert I

Minimum Education and Experience: Bachelor's degree and at least 3 years of job-related experience or equivalent. Excellent communications and analytical skills; working knowledge of computer systems and integrated software application programs. Some positions may require the

ability to investigate, troubleshoot, and design solutions to problems in specific areas of expertise. Position may require travel. Positions may require the ability to pass and maintain a Security Clearance.

Functional Responsibilities: To support management, organizational and business tasks, consults as a subject area expert to solve complex problems in technical areas, including but not limited to, engineering, science, logistics, asset management, operations, research, program management, risk, information technology, finance, acquisition, etc. Provides expert technical analyses and advice in specific technical areas to support management, organizational and business decisions. Participates in meetings, task groups, teams, reviews, and other environments to assist in collaborative results. Conducts site visits, investigations and studies to gather information. Prepares reports, presentations, and papers to document findings, opinions, and recommendations. May lead/mentor junior personnel.

Subject Matter Expert II

Minimum Education and Experience: Bachelor's degree and at least 6 years of job-related experience or equivalent. Excellent communications and analytical skills; working knowledge of computer systems and integrated software application programs. Some positions may require the ability to investigate, troubleshoot, and design solutions to technical problems. Position may require travel. Positions may require the ability to pass and maintain a Security Clearance.

Functional Responsibilities: To support management, organizational and business tasks, consults as a subject area expert to solve complex problems in technical areas, including but not limited to, engineering, science, logistics, asset management, operations, research, program management, risk, information technology, finance, acquisition, etc. Provides expert technical analyses and advice in specific technical areas to support management, organizational and business decisions. Participates in meetings, task groups, teams, reviews, and other environments to assist in collaborative results. Conducts site visits, investigations and studies to gather information. Prepares reports, presentations, and papers to document findings, opinions, and recommendations. Leads/mentors junior personnel.

Subject Matter Expert III

Minimum Education and Experience: Bachelor's degree and at least 8 years of job related experience or equivalent. Good communications skills; working knowledge of word processing and integrated software applications; good management and organizational skills and ability to perform detail-oriented work are required. Position may require travel. Positions may require the ability to pass and maintain a Security Clearance.

Functional Responsibilities: To support management, organizational and business tasks, consults as a subject area expert to solve complex problems in technical areas, including but not limited to, engineering, science, logistics, asset management, operations, research, program management, risk, information technology, finance, acquisition, etc. Collaborates with customer(s) to determine specific needs and requirements and to counsel within the expert area, including overseeing task execution. Provides expert technical analyses and advice in specific technical areas to support management, organizational and business decisions. Participates in meetings, task groups, teams, reviews, and other environments to assist in collaborative results. Conducts site visits, investigations and studies to gather information. Prepares reports, presentations, and papers to document findings, opinions, and

recommendations. Supervises teams in accomplishing tasks and train junior-level personnel in the technical aspects of assigned work.

Technical Advisor I

Minimum Education and Experience: Bachelor's degree and at least 4 years of job-related experience or equivalent. Good communications and analytical skills; working knowledge of computer systems and integrated software application programs. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

Functional Responsibilities: Performs a wide range of design development, analysis, or review tasks under minimal supervision. Acts as a lead on less complex tasks and is responsible for a portion of a design or section of an analysis or design review. Generates and reviews complete design specifications of more complex projects. Coordinates and works closely with other engineering, logistics, financial and program management disciplines to define project specifications and requirements. Develops, maintains and produces technical documentation and project specifications. Interfaces with customers at all levels. Conducts site visits, experimental investigations and analyzes engineering problems, propose solutions and alternatives and provides recommendations. May mentor junior-level personnel.

Technical Advisor II

Minimum Education and Experience: Bachelor's degree and at least 6 years of job-related experience or equivalent. Excellent communications and analytical skills; working knowledge of computer systems and integrated software application programs. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

Functional Responsibilities: Independently performs a wide range of design development, analysis, or review tasks. Responsible for complete designs, analyses or reviews. Generates and reviews complete design specifications for the most complex projects. May train other technical personnel on technical issues related to the research, design, development, testing, and analysis of technical assignments. Interfaces with customers at all levels. Conducts site visits and experimental investigations and analyzes of engineering problems, propose solutions and alternatives and provides recommendations. Prepares, delivers and submits technical papers and performs technical studies. May organize and supervise a group of employees for a given project, contract or job with overall responsibility for cost, schedule, technical and employee performance.

Technical Advisor III

Minimum Education and Experience: Bachelor's degree and at least 8 years of job-related experience or equivalent. Excellent communications and analytical skills; working knowledge of computer systems and integrated software application programs. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

Functional Responsibilities: Responsible for a wide range of design, development, analysis or review tasks, while providing supervision of contributing technical personnel. As the team leader, responsible for complete designs, analyses or design reviews. Acts as and is recognized as a Company/industry

expert resource on complex technical problems. May lead technical teams and act as a mentor to technical team members. May provide technical management and leadership to a group of employees for a given project, contract or job with overall responsibility for cost, schedule technical and employee performance. Selects, trains, advises, evaluates, schedules, supervises and directs personnel, either directly or through a subordinate supervisor. Develops, interprets and implements technical and administrative operating policies and procedures. Maintains technical project responsibility for assigned tasks and advises management of progress in support of the technical and administrative direction of project operations.

Systems Engineer Trainee

Minimum Education and Experience: Bachelor's degree in Engineering, or related scientific field and at least 3 years of job-related experience or equivalent. Good communications and analytical skills; working knowledge of computer systems and integrated software application programs. Position may require the ability to pass and maintain a Security Clearance.

Functional Responsibilities: Performs a range of design development, analysis or review tasks. Coordinates and works closely with other engineering, logistics, financial, and program management disciplines. Develops, maintains and produces technical documentation and system/subsystem specifications.

Systems Engineer I

Minimum Education and Experience: Bachelor's degree in Engineering, or related scientific field and at least 5 years of job-related experience or equivalent. Good communications and analytical skills; working knowledge of computer systems and integrated software application programs. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

Functional Responsibilities: Performs a range of design development, analysis or review tasks under minimal supervision. Acts as a lead on less complex tasks and responsible for a portion of a design or section of an analysis or design review. Coordinates and works closely with other engineering, logistics, financial, and program management disciplines to define system specifications and requirements. Develops, maintains and produces technical documentation and system/subsystem specifications. Interfaces with customers at all levels: design reviews, technical working groups, and final design and test activities. Conducts site visits, experimental investigations and analyzes engineering problems, propose solutions and alternatives, and provides recommendations.

Systems Engineer II

Minimum Education and Experience: Bachelor's degree in Engineering, or related scientific field and at least 8 years of job-related experience or equivalent. Excellent communications and analytical skills; working knowledge of computer systems and integrated software application programs. The position may require the ability to investigate, troubleshoot, and design solutions to problems in operational hardware and software. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

Functional Responsibilities: Performs a range of design development, analysis, or review tasks independently. Responsible for complete designs, analyses, or design reviews. May train other engineers on technical issues related to the research, design, development, testing, and analysis of engineering assignments. Interfaces with customers at all levels: design reviews, technical working groups, and final design and test activities. Conducts site visits and experimental investigations and analyzes engineering problems, propose solutions and alternatives, and provides recommendations. Prepares, delivers and submits technical papers and performs engineering studies. May organize and supervise a group of employees for a given project, contract or job with overall responsibility for cost, schedule, technical and employee performance.

Technical Writer I

Minimum Education and Experience: Bachelor's degree in English/Journalism or a related field and at least 3 years of job-related experience or equivalent. Excellent written communication skills; working knowledge of word-processing and integrated software applications; organizational skills and ability to perform detail-oriented work are required. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

Functional Responsibilities: Interfaces with technical professionals in the writing, editing, and publication of various types of documents such as specifications, manuals, reports, plans, training materials, and presentations. Researches a wide variety of assigned topics and develop writing plans and outlines. Assists in the development of supporting materials (illustrations, tables, etc.). Provides quality assurance check for all document deliverables. Advises, manages and mentors personnel assigned to technical documentation function.

Technical Writer II

Minimum Education and Experience: Bachelor's degree in English/Journalism or a related field and at least 6 years of job-related experience or equivalent. Excellent written communication skills; working knowledge of word-processing and integrated software applications; organizational skills and ability to perform detail-oriented work are required. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

Functional Responsibilities: Interfaces with technical professionals in the writing, editing, and publication of various types of documents such as specifications, manuals, reports, plans, training materials, and presentations. Researches a wide variety of assigned topics and develop writing plans and outlines. Assists in the development of supporting materials (illustrations, tables, etc.). Provides quality assurance check for all document deliverables. Advises, manages and mentors personnel assigned to technical documentation function.

Legal Advisor

Minimum Education and Experience: Bachelor's Degree with 5 years of related experience.

Functional Responsibilities: Conducts legal research, draws up legal documents, advises clients as to legal practices. Gathers precedents, compliance and waivers concerning regulations, directives and

policies and practices and other cases to formulate or to initiate legal strategy. Conducts research, interviews clients and witnesses and handles other details in preparation for presentation of case.

Graphic Designer

Minimum Education and Experience: Vocational/ Technical training beyond high school with 3 or more years of related experience. Requires operating experience of multiple graphic and word-processing application software and CAD software experience.

Functional Responsibilities: Use computer and recognized systems of symbols and legends to create original drawings that communicate specified information. Revise existing drawings based on verbal explanations, sketches, and marked-up prints. Develop drawings, illustrations and briefings in various formats from electronic files of various types. Create/edit charts and images and presentation materials. Apply knowledge of procedures and systems to a broad range of basic communication issues. May require knowledge of specialized processes or technical skills.

Occupational Analyst I

Minimum Education and Experience: Bachelor's Degree with 1-2 years of related experience. Excellent written communication skills; working knowledge of word-processing and integrated software applications; strong organizational skills and ability to perform detail-oriented work are required. Position may require the ability to pass and maintain a Security Clearance.

Functional Responsibilities: Researches occupations and analyzes and integrates data to develop and devise concepts of worker relationships, modify and maintain occupational classification system, and provide government with technical occupational information necessary for utilization of work force: Devises methods and establishes criteria for conducting studies and surveys. Researches jobs, industry and organizational concepts and techniques, and worker characteristics to determine job relationships, job functions and content, worker traits, and occupational trends. Identifies need for and develops job analysis tools, such as manuals, reporting forms, training films, and slides. Prepares management tools, such as personnel distribution reports, organization and flow charts, job descriptions, tables of job relationships, and worker trait analysis.

Occupational Analyst II

Minimum Education and Experience: Bachelor's Degree with 3-5 years of related experience. Excellent written communication skills; working knowledge of word-processing and integrated software applications; strong organizational skills and ability to perform detail-oriented work are required. Position may require the ability to pass and maintain a Security Clearance.

Functional Responsibilities: Researches occupations and analyzes and integrates data to develop and devise concepts of worker relationships, modify and maintain occupational classification system, and provide government with technical occupational information necessary for utilization of work force: Devises methods and establishes criteria for conducting studies and surveys. Researches jobs, industry and organizational concepts and techniques, and worker characteristics to determine job relationships, job functions and content, worker traits, and occupational trends. Identifies need for and develops job

analysis tools, such as manuals, reporting forms, training films, and slides. Prepares management tools, such as personnel distribution reports, organization and flow charts, job descriptions, tables of job relationships, and worker trait analysis.

Occupational Analyst III

Minimum Education and Experience: Bachelor's Degree with 8 years of related experience. Excellent written communication skills; working knowledge of word-processing and integrated software applications; strong organizational skills and ability to perform detail-oriented work are required. Position may require the ability to pass and maintain a Security Clearance.

Functional Responsibilities: Researches occupations and analyzes and integrates data to develop and devise concepts of worker relationships, modify and maintain occupational classification system, and provide government with technical occupational information necessary for utilization of work force: Devises methods and establishes criteria for conducting studies and surveys. Researches jobs, industry and organizational concepts and techniques, and worker characteristics to determine job relationships, job functions and content, worker traits, and occupational trends. Identifies need for and develops job analysis tools, such as manuals, reporting forms, training films, and slides. Prepares management tools, such as personnel distribution reports, organization and flow charts, job descriptions, tables of job relationships, and worker trait analysis.

MOBIS Labor Rates

MOBIS - SPECIFIC PRICE LIST										
SIN Prices										
SIN C874-1: Integrated Consulting Services										
SIN C874-7: Integrated Business Program Support Services										
From To	Year 1		Year 2		Year 3		Year 4		Year 5	
	09/11/15 - 09/10/16	09/11/16 - 09/10/17	09/11/17 - 09/10/18	09/11/18 - 09/10/19	09/11/19 - 09/10/20	Contractor Site	Government Site	Contractor Site	Government Site	
Labor Category	Contractor Site	Government Site	Contractor Site	Government Site	Contractor Site	Government Site	Contractor Site	Government Site	Contractor Site	Government Site
Administrative Spec. Trainee	\$36.67	\$31.03	\$37.51	\$31.74	\$38.38	\$32.47	\$39.26	\$33.22	\$40.16	\$33.98
Administrative Specialist I	\$45.19	\$37.56	\$46.23	\$38.42	\$47.29	\$39.31	\$48.38	\$40.21	\$49.49	\$41.14
Administrative Specialist II	\$61.61	\$51.21	\$63.03	\$52.39	\$64.48	\$53.59	\$65.96	\$54.83	\$67.48	\$56.09
Administrative Specialist III	\$67.81	\$56.36	\$69.37	\$57.66	\$70.97	\$58.98	\$72.60	\$60.34	\$74.27	\$61.73
MOBIS Executive I	\$148.28	\$142.18	\$151.69	\$145.45	\$155.18	\$148.80	\$158.75	\$152.22	\$162.40	\$155.72
MOBIS Executive II	\$155.41	\$145.11	\$158.98	\$148.45	\$162.64	\$151.86	\$166.38	\$155.35	\$170.21	\$158.93
MOBIS Executive III	\$157.38	\$188.55	\$161.00	\$192.89	\$164.70	\$197.32	\$168.49	\$201.86	\$172.37	\$206.50
MOBIS Executive IV	\$270.71	\$194.85	\$276.94	\$199.33	\$283.31	\$203.92	\$289.82	\$208.61	\$296.49	\$213.40
MOBIS Analyst Trainee	\$53.85	\$47.57	\$55.09	\$48.66	\$56.36	\$49.78	\$57.65	\$50.93	\$58.98	\$52.10
MOBIS Analyst I	\$70.66	\$59.91	\$72.29	\$61.29	\$73.95	\$62.70	\$75.65	\$64.14	\$77.39	\$65.61
MOBIS Analyst II	\$122.84	\$102.05	\$125.67	\$104.40	\$128.56	\$106.80	\$131.51	\$109.25	\$134.54	\$111.77
MOBIS Analyst III	\$151.92	\$123.38	\$155.41	\$126.22	\$158.99	\$129.12	\$162.65	\$132.09	\$166.39	\$135.13
MOBIS Task/Functional Mgr.	\$196.61	\$171.29	\$201.13	\$175.23	\$205.76	\$179.26	\$210.49	\$183.38	\$215.33	\$187.60
Subject Matter Expert I	\$114.31	\$92.07	\$116.94	\$94.19	\$119.63	\$96.35	\$122.38	\$98.57	\$125.19	\$100.84
Subject Matter Expert II	\$171.01	\$142.09	\$174.94	\$145.36	\$178.97	\$148.70	\$183.08	\$152.12	\$187.29	\$155.62
Subject Matter Expert III	\$262.97	\$192.71	\$269.02	\$197.14	\$275.21	\$201.68	\$281.54	\$206.32	\$288.01	\$211.06
Technical Advisor I	\$89.12	\$74.05	\$91.17	\$75.75	\$93.27	\$77.50	\$95.41	\$79.28	\$97.61	\$81.10
Technical Advisor II	\$114.55	\$92.07	\$117.18	\$94.19	\$119.88	\$96.35	\$122.64	\$98.57	\$125.46	\$100.84
Technical Advisor III	\$136.54	\$122.62	\$139.68	\$125.44	\$142.89	\$128.33	\$146.18	\$131.28	\$149.54	\$134.30
Systems Engineer Trainee	\$115.07	\$95.60	\$117.72	\$97.80	\$120.42	\$100.05	\$123.19	\$102.35	\$126.03	\$104.70
Systems Engineer I	\$154.68	\$128.52	\$158.24	\$131.48	\$161.88	\$134.50	\$165.60	\$137.59	\$169.41	\$140.76
Systems Engineer II	\$215.49	\$145.21	\$220.45	\$148.55	\$225.52	\$151.97	\$230.70	\$155.46	\$236.01	\$159.04
Technical Writer I	\$81.12	\$59.94	\$82.99	\$61.32	\$84.89	\$62.73	\$86.85	\$64.17	\$88.84	\$65.65
Technical Writer II	\$94.42	\$79.33	\$96.59	\$81.15	\$98.81	\$83.02	\$101.09	\$84.93	\$103.41	\$86.88
Legal Advisor	\$232.60	\$193.29	\$237.95	\$197.74	\$243.42	\$202.28	\$249.02	\$206.94	\$254.75	\$211.70
Graphic Designer	\$88.20	\$60.49	\$90.23	\$61.88	\$92.30	\$63.30	\$94.43	\$64.76	\$96.60	\$66.25
Occupational Analyst I	\$96.82	\$80.44	\$99.05	\$82.29	\$101.32	\$84.18	\$103.66	\$86.12	\$106.04	\$88.10
Occupational Analyst II	\$113.38	\$92.34	\$115.99	\$94.46	\$118.66	\$96.64	\$121.38	\$98.86	\$124.18	\$101.13
Occupational Analyst III	\$148.49	\$123.37	\$151.91	\$126.21	\$155.40	\$129.11	\$158.97	\$132.08	\$162.63	\$135.12
Applicable Government Discounts: Spot reduction discounts may be negotiated at time of order.										
All non-professional labor categories must be incidental to and used solely to support professional services, and can not be purchased separately.										

Command Decisions Systems & Solutions, Inc. (CDS²)

LogWorld Services

The services provided by CDS² under this Logistics Worldwide (LOGWORLD) schedule enables us to continue to provide superior support to our clients with comprehensive logistics solutions. CDS² works with customers to enhance, expand or replace existing operations, lean and seek efficiencies in supply chains, and acquire logistics support for products, systems, and processes. CDS² improves transportation network effectiveness, and augmenting deployment capabilities to handle worldwide contingencies. CDS² provides complete facility operations and maintains the equipment and systems on which our customers rely to achieve mission success.

Our highly skilled logisticians, analysts, engineers and technicians offer complete planning, development, management, operation and maintenance of logistics systems through their life cycles. Our services include Integrated Logistics Support associated with the design, development, test, production, fielding, sustainment and improvement of existing and emerging systems. Other logistics capabilities services include moving, storage, and transportation system development, carrier management/routing and freight forwarding. training in system operations and planning, designing, managing, operating and maintain systems, equipment, facilities and logistics infrastructures.

CDS² offers all of this through our LOGWORLD Schedule to improve performance, reduce life cycle costs and maximize readiness.

Supply and Value Chain Management (SIN 874-501 (RC))

Services include but are not limited to planning, development, management, operation, and maintenance of logistics systems. These systems deal with acquisition support, movement and maintenance of resources (including the material requirements determination and acquisition planning, storage, movement, distribution, maintenance, evacuation and disposition of material and equipment); asset or property visibility and management; and operation and maintenance of the infrastructures that support these activities. Command Decisions Systems & Solutions can provide assistance and guidance to support an agency's assessment of the best combination of channels to create value for its customers. Services may include vendor-managed inventory systems; operation of private and/or Government-owned warehouses, stockrooms, or other storage facilities; shipping and receiving; staging and storage; packing and crating (excluding household goods); and design, reengineering, operation and maintenance of distribution and material handling equipment systems.

Task orders may include the following services:

- Supply chain assessment and consultation.
- Maintenance management consultation.
- Inventory management consultation.
- Transportation management consultation.
- Asset or property visibility and management consultation.

- Distribution and warehouse management.
- Fulfillment system consultation.
- Vendor/acquisition management consultation.
- Packaging, labeling, and bar-coding system design, implementation, operation, and maintenance consultation.
- System modernization consultation.
- Expansion and consolidation studies.
- Consultation about hazardous material storage, handling, and disposal.

Deployment Logistics Services (SIN 874-504 (RC))

Services include but are not limited to contingency planning; inventory and property planning, movement, storage, and accountability; and communications and logistics systems to permit rapid deployment and management of supplies and equipment. Command Decisions Systems & Solutions can provide expert advice, assistance, guidance, or operational support to identify and utilize existing regional or global resources, identify alternative capabilities, and plan for effective integration of public and private sector support or resources.

Task orders may include the following services:

- Contingency planning
- Material and property requirements planning, movement, storage and accountability systems
- Asset management and visibility
- Regional and global resource capability identification and integration
- Public and private sector resource management
- Communications and logistics systems design, planning, and operation
- Medical and emergency unit storage and restocking management

Operations and Maintenance Logistics Management Services (SIN 874-507 (RC))

Services provide the best practices, technologies, and methodologies to plan, design, manage, operate and maintain reliable and efficient systems, equipment, facilities and logistics infrastructures. Agency orders may include complete turnkey operations, maintenance and support services, or components thereof, as needed to improve equipment and logistics performance and reduce life-cycle costs. Contractor personnel carrying out these activities, to include management and operating staffs, are not involved with or responsible for the core business of the Federal agency placing the order.

Planning, designing, managing, operating and maintaining logistics systems, equipment, facilities and logistics infrastructures, specifically including services inherent to the performance of operations and maintenance for the support of logistics/support systems.

Task orders may include:

- Logistical Support Services
- Supply Services
- Equipment Asset Management and Maintenance
- Fleet Management and Maintenance
- Preventative Maintenance Planning
- Property Management and Maintenance
- Strategic and Tactical Planning
- Strategic Account Management
- Mobile Utility Support Equipment Operation, Maintenance and Repair
- Project Management, Integrated Facility Management, and Operations Management Support

LogWorld Education/Experience Substitution Criteria

CDS² allows experience to substitute for minimum education requirements and education to substitute for minimum years of experience for all labor categories with the exception of the Systems Engineer (II, III and IV). CDS²'s criteria for substitution are as follows.

Degree	Experience Equivalence	Other Equivalence
Associates	2 years relevant experience	Vocational/technical training in work related fields**
Bachelors	Associates + 3 years relevant experience 5 years relevant experience	Professional Certification in work related fields, such as vendor certifications (e.g., Microsoft NT) Technical training in work related fields
Masters	Bachelors + 3 years relevant experience Associates + 5 years relevant experience	Professional license, e.g., Professional Engineer
Doctorate	Masters + 3 years relevant experience Bachelors + 6 years relevant experience	

Service Contract Act (SCA) Positions

SCA Eligible Contract Labor Category	SCA Equivalent Code Title	WD Number
Logworld: SIN 875-501 (RC): Supply and Value Chain Management SIN 874-504 (RC): Deployment Logistics Services SIN 874-507 (RC): Operations and Maintenance Logistics Management Services		
Administrative Specialist II	01312 – Secretary II	05-2103
Administrative Specialist III	01313 – Secretary III	05-2103
Conditioned Based Maintenance Technician II	30083 – Engineering Technician III	05-2103
Conditioned Based Maintenance Technician III	30084 – Engineering Technician IV	05-2103



Conditioned Based Maintenance Technician IV	30085 – Engineering Technician V	05-2103
Draftsman Graphics II	13042 - Illustrator II	05-2103
Draftsman Graphics III	13043 - Illustrator III	05-2103
Draftsman Graphics IV	30064 – Drafter/CAD Operator IV	05-2103
Technical Writer II	30462 - Technical Writer II	05-2103
Technical Writer III	30463 - Technical Writer III	05-2103
<p>The Service Contract Act (SCA) is applicable to this contract and it includes SCA eligible labor categories. The prices for the cited SCA labor categories are based on the U.S. Department of Labor Wage Determination Number Identified in the SCA matrix below. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.</p>		

LogWorld Labor Category Descriptions

Labor Category	Degree/Years Experience	Logworld Functional Responsibilities
Administrative Specialist II	H.S. and Vocational Training 3-5 years experience	Advises, manages and mentors personnel assigned to technical documentation functions. Interfaces with engineers and technical professionals in the writing, editing publications of various types of documents (e.g., test plans, test reports, survey reports).
Administrative Specialist III	Vocational Training or Associates Degree 5-7 years experience	Oversees in-house production flow of technical publications. Tracks and monitors flow of all documents from inception to distribution of final copies. Identifies and corrects problem areas as they arise. Provides final quality assurance check for all document deliverables. Utilizes appropriate computer software for document production. Investigates and implements best ways to produce documentation electronically. Provides technical writing/editing support. Directs the classification, indexing, cataloging and storage of books, periodicals, papers, classified reports and documents stored on various media including electronic.
Applications Analyst II	Bachelors Degree 3-5 years experience	Conduct analytic studies and/or scientific studies. Generate specifications for computer program development. Develop mathematical formulations and equations. Generate scientific computer programs.
Applications Analyst III	Bachelors Degree 5-7 years experience	Coordinate and work closely with other scientific, engineering, logistics, financial, and program management disciplines in conducting analytic and/or scientific studies. Identify, collect, and analyze technical information relevant to the quality and significance of a specific research and other scientific development issues.
Applications Analyst IV	Bachelors Degree 7-10 years experience	Conduct experimental investigations and comply with scientific documentation standards, system specifications and experimental procedures. Prepare and present briefings about research findings. Direct customer interface for coordination, modification, technical assistance and implementation of programs.



Labor Category	Degree/Years Experience	Logworld Functional Responsibilities
Applications Programmer II	Bachelors Degree 3-5 years experience.	<p>Lead team in development or analysis of large scale software projects, usually involving logistics and system life-cycle applications. Prepare software requirements, design, code, or documentation.</p> <p>Develop plans for detailed analysis of computer program code, documentation, and output to insure validity, consistency, and conformance to applicable standards. Design and execute computer program test cases, analyze output for validity, and prepare written reports documenting results. Supervise, train and evaluate junior level personnel.</p>
Applications Programmer III	Bachelors Degree 5-7 years experience.	Direct on-site customer interface for software installation, testing, systems integration, programming, debugging and other computer system tasks as needed. Provide informal training in implementing software programs based on user requirements. Maintain liaison with outside hardware and software vendors for system upgrades and maintenance.
Applications Programmer IV	Bachelors Degree 7-10 years experience.	Develop, write, and submit technical reports for technical presentations and meetings. Perform evaluations in the development, design, implementation, and maintenance of complex programs or systems.
Conditioned Based Maintenance Technician II	Mil Training or Associates Degree 3-5 years experience	Install, monitor, and service equipment and systems at company and client sites. Perform test and evaluation, check-out, certification tasks. Perform validations/ verifications of various electronic systems.
Conditioned Based Maintenance Technician III	Mil Training or Associates Degree 5-7 years experience	<p>Review Engineering Change Proposals for equipment impacts. Assist in accomplishing Engineering Change Instructions.</p> <p>Develop technical/engineering data for planned maintenance systems, technical manuals, trouble-shooting procedures, drawing updates, operating procedures, maintainability improvements, and test reports. Support systems engineering activities with subject matter expertise.</p>
Conditioned Based Maintenance Technician IV	Mil Training or Associates Degree 7-10 years experience	Direct on-site customer interface for equipment/system installation, testing, survey, fabrication, and other engineering tasks as needed. Comply with engineering documentation standards, engineering plans, system specifications and test procedures. Provide technical data and evaluation for components, equipment and systems consistent with engineering plans, layout and contract requirements.



Labor Category	Degree/Years Experience	Logworld Functional Responsibilities
Database Management Specialist II	Bachelors Degree 3-5 years experience	Manage MIS personnel and information systems resources used across the organization. Set and administer operating standards and policies across the organization for networks, hardware, software, and access security.
Database Management Specialist III	Bachelors Degree 5-7 years experience	Establish and manage operating budgets and capital plan for logistical systems and MIS resources. Evaluate and approve or disapprove requests for additional hardware/software. Participate with executive staff to help set strategic direction for use of information technology in the facility. May provide technical management and leadership to a group of employees for a given project or job with overall responsibility for cost, schedule, technical and employee performance.
Database Management Specialist IV	Bachelors Degree 7-10 years experience	Perform evaluations in the development, design, implementation, and maintenance of complex information programs or systems.
Draftsman Graphics II	H.S. and Vocational/Technical Training 3-5 years experience	Interact with customers to determine requirements and provide recommendations. Recommend and research software and hardware, graphics equipment for purchase, install and troubleshoot software.
Draftsman Graphics III	H.S. and Vocational/Technical Training 5-7 years experience	Use multiple software applications to develop art from design concept to finished product including rendering in traditional media (pen and ink, charcoal, watercolors, etc.) and non-traditional media. Design and layout brochures, manuals, etc. as camera ready copy. May use CAD equipment and software to draw and plot large schematic drawings from engineering sketches. Coordinate and supervise large print production projects.
Draftsman Graphics IV	H.S. and Vocational/Technical Training 7-10 years experience	

Labor Category	Degree/Years Experience	Logworld Functional Responsibilities
Instructor/ Trainer II	Mil Training or Bachelors Degree 3-5 years experience	Interfaces with internal functional teams and external customers for planning, prioritization, and issue resolution of overall activities in the support of and achievement of customer goals. Interacts and supports customers, through the application of specific program knowledge, in the execution of program management tasks.
Instructor/ Trainer III	Mil Training or Bachelors Degree 5-7 years experience	Coordinates and maintains program documentation with internal and external teams including plans, schedules, briefings, reports correspondence, contracts/contract modifications, technical instructions/procedures and/or related material. Prepares routine and non-routine program correspondence, documentation and reports.
Instructional Trainer IV	Mil Training or Bachelors Degree 7-10 years experience	Creates and maintains master files/schedules related to program history, execution and status for the life of the program (inception to disposal). Reviews, evaluates and provides assessments of technical and non-technical program reports; research specific areas and prepares findings. Interfaces with internal and external program participants to coordinate overall activities to support customer goals.
Instructional Designer	Bachelors Degree 7-10 years experience	Performs needs analysis to determine training requirements. Develops basic and advanced instructional material for customer training courses that support products or systems, for both internal and external audiences. Demonstrates effective needs analysis, project management, course development, and evaluation skills. Able to plan and develop courses using various authoring tools.
Logistician II	Bachelors Degree 3-5 years experience.	Researches and analyze problems in the areas of acquisition, cost, data, and logistics; determine alternatives; and recommend solutions.
Logistician III	Bachelors Degree 5-7 years experience.	Collaborates with customer(s) to define, coordinates and tracks the status of multi disciplinary task(s) and advises on technical and logistics element planning and implementation. Reviews program reports, technical papers, drawings, specifications, procedures, etc., and performs tests/evaluations and validations/verifications; provides comments; consolidates and adjudicates comments from various organizations, and prepares reports. Prepares program management correspondence (i.e., letters, memos and route sheets), design charts, spreadsheets, Gantt charts, and presentations, and prepares analytical reports and meeting minutes. Advises the logistics customer as a subject matter expert on program development, planning and implementation of logistics element(s). Interfaces daily with various technical and logistics team leaders to exchange information and coordinate related task performance. May supervise teams in accomplishing tasks and train junior-level personnel in the technical aspects of assigned work.
Logistician IV	Bachelors Degree 7-10 years experience.	

Labor Category	Degree/Years Experience	Logworld Functional Responsibilities
Logistics Information Systems II	Bachelors Degree 3-5 years experience.	Performs customer requirements analysis for existing or proposed systems to determine feasibility and objectives of requests. Designs or modifies system and prepares reports, schedules, data requirements, security access rules and system constraints. Writes, debugs and tests programs and procedures. Installs system and trains customer to use new or changed applications. Studies existing information systems to evaluate effectiveness and develops new systems where appropriate.
Logistics Information Systems III	Bachelors Degree 5-7 years experience.	Assists junior level programmers/analysts in resolution of work problems related to project and/or programming specifications. Directs on-site customer interface for program guidance, testing, systems analysis, and other system related tasks as needed. Prepares detailed documented requirements for selected activities (i.e., data management, configuration management, program management, etc.)
Logistics Information Systems SME	Bachelors Degree 7-10 years experience.	Interfaces with internal functional teams and external customers for planning, prioritization, and issue resolution of overall activities in the support of and achievement of customer goals. Interacts and supports customers, through the application of specific program knowledge, in the execution of program management tasks.
Logistics Program Analyst II	Bachelors Degree 3-5 years experience.	Coordinates and maintains program documentation with internal and external teams including plans, schedules, briefings, reports correspondence, contracts/contract modifications, technical instructions/procedures and/or related material. Prepares routine and non-routine program correspondence, documentation and reports. Creates and maintains master files/schedules related to program history, execution and status for the life of the program (inception to disposal).
Logistics Program Analyst III	Bachelors Degree 5-7 years experience.	Reviews, evaluates and provides assessments of technical and non-technical program reports; research specific areas and prepares findings. Interfaces with internal and external program participants to coordinate overall activities to support customer goals.
Logistics Program Analyst IV	Bachelors Degree 7-10 years experience.	
Logistics Program Analyst SME	Bachelors Degree 10+ years experience	



Labor Category	Degree/Years Experience	Logworld Functional Responsibilities
Logistics Technician II	Associates Degree 3-5 years experience.	Supports the customer by providing written plans, technical reports, presentations and issue papers. Reviews drawings. Researches databases to determine technical documentation requirements; reliability, maintainability, and availability; life cycle impacts; source issues; and configuration impacts. Performs inventory management, cataloging, warehouse management, material coordination, data entry, and property control in support of various supply activities and/or equipment installations. May assist technicians with equipment installations. Develops, executes, and maintains logistics support plans, policies, procedures and similar data. Recommends improvements to enhance the process. Supports maintenance planning systems; perform maintenance planning tasks. Identifies specific procedures or processes that could be modified in order to increase efficiencies or quality. Applies knowledge of procedures and systems to a broad range of basic issues. May require knowledge of specialized processes or technical skills.
Logistics Technician III	Associates Degree 5-7 years experience.	
Logistics Technician IV	Associates Degree 7-10 years experience.	
Program Manager III	Bachelors Degree 5-7 years experience.	Provide administrative and technical leadership in the completion of multiple contracts, including responsibility for cost, schedule and overall performance. Plan and procure necessary staffing to achieve work completion milestones and deliverables. Monitor fulfillment of contract requirements to ensure quality and timeliness of services/deliverables to various customers. Supervise, coordinate, provide leadership to and review the work of assigned staff and/or contracts. Interface with customers on a regular basis for support of engineering and program management activities. Monitor customer feedback and advise on a broad range of issues related to products/services being delivered. Perform multi-disciplinary analysis of system designs to determine compliance with specifications and standards. Direct the investigation and resolution of operational problems in conjunction with other engineering and technical personnel. Responsible for employee performance evaluations.
Program Manager IV	Bachelors Degree 7-10 years experience.	



Labor Category	Degree/Years Experience	Logworld Functional Responsibilities
Project Manager III	Bachelors Degree 5-7 years experience.	Supervise, coach and lead work teams in the accomplishment of goals and tasks in support of specific programs. Perform and supervise multi-disciplinary engineering/logistical tasks for applicable programs. Interface with customers to determine specific needs and requirements.
Project Manager IV	Bachelors Degree 7-10 years experience.	<p>Develop detailed staffing requirements, assignments and plans to meet customer needs. Estimate personnel needs and schedule and assign work to meet completion dates.</p> <p>Coordinate the investigation and resolution of operational problems in conjunction with other engineering and technical personnel. Perform management level customer interface, including responsibility for contractual deliverables, development of responses to the Requests for Quotes and overall task execution. Develop required technical and management documentation in support of customer technical and programmatic reviews. Responsible for employee performance evaluations.</p>
Quality Assurance Specialist II	Bachelors Degree 3-5 years experience.	Develop application, simulation, model, utility, and scientific software and documentation. Perform detail analysis of design, implementation, and derived code to ensure sufficient accuracy, validity, safety, and fidelity exists.
Quality Assurance Specialist III	Bachelors Degree 5-7 years experience.	Perform detailed analyzes of the written specifications and requirements for a given program to ensure validity and continuity throughout the documentation and to the derived code.
Quality Assurance Specialist IV	Bachelors Degree 7-10 years experience.	<p>Construct and execute simulations, models and simulators test cases, and scenarios. Debug and test code, models, and simulations. Prepare written technical reports, discrepancy reports, trouble reports and progress reports.</p> <p>Assist junior programmers in accomplishing detailed assignments. Direct on-site customer interface for software installation, testing, systems integration, programming, debugging, and other computer system tasks as needed.</p> <p>Develop, write, and submit technical reports for technical presentations and meetings. Perform evaluations in the development, design, implementation, and maintenance of complex programs or systems.</p>



Labor Category	Degree/Years Experience	Logworld Functional Responsibilities
Reliability Centered Maintenance Specialist II	Bachelors Degree 3-5 years experience RCM Level I Certification	Designs and applies advanced methods, theories, and research techniques in the investigation and solutions of complex and difficult systems design requirements and problems. Applies engineering experience to perform functions such as system integration, configuration management, quality assurance testing, or acquisition and resource management. Analyzes, designs, develops, implements, tests, or evaluates software or other components related to engineering or functional requirements of operational systems, support systems, or management information systems.
Reliability Centered Maintenance Specialist III	Bachelors Degree 5-7 years experience RCM Level II Certification	Develops system performance specifications to meet operational objectives. Develops and evaluates system concepts to satisfy performance specification. Coordinates system design, fabrication, integration, test and evaluation activities. Performs a range of design development, analysis or review tasks under minimal supervision. Acts as a lead on less complex tasks and responsible for a portion of a design or section of an analysis or design review. Generates complete design specifications of more complex projects.
Reliability Centered Maintenance Specialist IV	Bachelors Degree 7-10 years experience RCM Level III Certification	<p>Coordinates and works closely with other engineering, logistics, financial, and program management disciplines to define system specifications and requirements.</p> <p>Develops, maintains and produces technical documentation and system/subsystem specifications. Interfaces with customers at all levels: design reviews, technical working groups, and final design and test activities. Conducts site visits, experimental investigations and analyzes engineering problems, propose solutions and alternatives, and provides recommendations.</p>



Labor Category	Degree/Years Experience	Logworld Functional Responsibilities
Systems Engineer II	Bachelors Degree 3-5 years experience.	Perform a range of design development, analysis, or review tasks independently providing supervision of contributing engineers. Responsible for complete designs, analyzes, or design reviews independently or as the team leader. Generate complete design specifications for the most complex projects. Train other engineers on technical issues related to the research, design, development, testing and analysis of engineering assignments. Coordinate and work closely with other engineering, logistics, financial, and program management disciplines to define system specifications and requirements. Direct interface and liaison with internal and external customers at all levels from quotation to final design and test activities, design reviews and technical working group meetings to comply with requirements and specifications. Conduct site visits and experimental investigations and analyze engineering problems, propose solutions and alternatives, and provide recommendations. Verify and comply with engineering documentation standards and test procedures. Prepare, deliver and submit technical papers and perform engineering studies. Provide technical management and leadership to a group of employees for a given project, contract or job with overall responsibility for cost, schedule technical and employee performance.
Systems Engineer III	Bachelors Degree 5-7 years experience.	
Systems Engineer IV	Bachelors Degree 7-10 years experience.	
Technical Data Specialist II	Vocational/Technical Training 3-5 years experience	Lead personnel assigned to technical documentation functions. Interface with engineers and technical professionals in the writing, editing, and publication of various types of documents such as test plans, test reports, and survey reports. Track and monitor flow of all documents from inception to distribution of final copies. Identify and correct problem areas as they arise. Provide quality assurance check for all document deliverables. Participate regularly in department and company-wide proposal writing projects. Often serve as proposal coordinator for large production efforts. Utilize appropriate computer software for document text production. Investigate and implement best ways to produce documentation electronically. Provide senior-level technical writing/editing support to other Company contracts when workloads permit. Establish and maintain electronic and/or hardcopy data library of documents and work order files for documents received for processing.
Technical Data Specialist III	Associates Degree 5-7 years experience	
Technical Data Specialist IV	Associates Degree 7-10 years experience	



Labor Category	Degree/Years Experience	Logworld Functional Responsibilities
Technical Writer II	Bachelors Degree 3-5 years experience.	Edit reports, publications, and correspondence to ensure clarity of content, consistency of format and accuracy of grammar. Utilize personal computers with integrated software packages.
Technical Writer III	Bachelors Degree 5-7 years experience.	Participate in the development and maintenance of technical manuals and documentation. Assist with the validation/verification, discrepancies/deficiencies resolution, and accuracy/adequacy assessment of technical manuals and documents; planning and executing requirements for printing.
Technical Writer IV	Bachelors Degree 7-10 years experience	Apply working knowledge of technical literature and various style guides including in-depth documentation and publication standards. Develops and maintains company standards for style guides and publication standards. Assist in the production and distribution of documents. Maintain a filing system of documents and work order files for documents received for processing.



LogWorld Labor Rates

LOGWORLD - SPECIFIC PRICE LIST					
SIN Prices					
SIN C875-501: Supply and Value Chain Management					
SIN C874-504: Deployment Logistics Services					
SIN C874-507: Operations and Maintenance Logistics Management Services					
From	9/11/2015	9/11/2016	9/11/2017	9/11/2018	9/11/2019
To	9/10/2016	9/10/2017	9/10/2018	9/10/2019	9/10/2020
Labor Category	Year 1	Year 2	Year 3	Year 4	Year 5
Administrative Specialist II	\$34.95	\$35.87	\$36.82	\$37.79	\$38.79
Administrative Specialist III	\$42.36	\$43.48	\$44.63	\$45.80	\$47.01
Applications Analyst II	\$78.30	\$80.37	\$82.49	\$84.67	\$86.90
Applications Analyst III	\$93.41	\$95.88	\$98.41	\$101.01	\$103.67
Applications Analyst IV	\$118.14	\$121.26	\$124.46	\$127.75	\$131.12
Applications Programmer II	\$78.30	\$80.37	\$82.49	\$84.67	\$86.90
Applications Programmer III	\$101.73	\$104.42	\$107.17	\$110.00	\$112.91
Applications Programmer IV	\$118.14	\$121.26	\$124.46	\$127.75	\$131.12
Conditioned Based Maintenance Technician II	\$49.17	\$50.47	\$51.80	\$53.17	\$54.57
Conditioned Based Maintenance Technician III	\$54.69	\$56.13	\$57.62	\$59.14	\$60.70
Conditioned Based Maintenance Technician IV	\$91.72	\$94.14	\$96.63	\$99.18	\$101.80
Database Management Specialist II	\$81.65	\$83.81	\$86.02	\$88.29	\$90.62
Database Management Specialist III	\$108.23	\$111.09	\$114.02	\$117.03	\$120.12
Database Management Specialist IV	\$118.14	\$121.26	\$124.46	\$127.75	\$131.12
Draftsman Graphics II	\$39.61	\$40.66	\$41.73	\$42.83	\$43.96
Draftsman Graphics III	\$53.81	\$55.23	\$56.69	\$58.19	\$59.72
Draftsman Graphics IV	\$58.98	\$60.54	\$62.14	\$63.78	\$65.46
Instructional Designer	\$125.37	\$128.68	\$132.08	\$135.56	\$139.14
Instructor/Trainer II	\$56.14	\$57.62	\$59.14	\$60.70	\$62.31
Instructor/Trainer III	\$67.75	\$69.54	\$71.37	\$73.26	\$75.19
Instructor/Trainer IV	\$74.24	\$76.20	\$78.21	\$80.28	\$82.40
Logistician II	\$78.30	\$80.37	\$82.49	\$84.67	\$86.90
Logistician III	\$89.74	\$92.11	\$94.54	\$97.04	\$99.60
Logistician IV	\$105.84	\$108.63	\$111.50	\$114.45	\$117.47
Logistics Information Systems II	\$81.65	\$83.81	\$86.02	\$88.29	\$90.62
Logistics Information Systems III	\$101.73	\$104.42	\$107.17	\$110.00	\$112.91
Logistics Information Systems IV	\$118.14	\$121.26	\$124.46	\$127.75	\$131.12
Logistics Program Analyst II	\$78.30	\$80.37	\$82.49	\$84.67	\$86.90
Logistics Program Analyst III	\$89.74	\$92.11	\$94.54	\$97.04	\$99.60
Logistics Program Analyst IV	\$93.41	\$95.88	\$98.41	\$101.01	\$103.67
Logistics Program Analyst SME	\$115.65	\$118.70	\$121.84	\$125.05	\$128.35
Logistics Technician II	\$39.61	\$40.66	\$41.73	\$42.83	\$43.96
Logistics Technician III	\$49.17	\$50.47	\$51.80	\$53.17	\$54.57
Logistics Technician IV	\$54.69	\$56.13	\$57.62	\$59.14	\$60.70



LOGWORLD - SPECIFIC PRICE LIST

SIN 875-501: Supply and Value Chain Management

SIN 874-504: Deployment Logistics Services

SIN 874-507: Operations and Maintenance Logistics Management Services

SIN Prices

PAGE 2 OF 2

	From	9/10/2015	9/10/2016	9/10/2017	9/10/2018	9/10/2019
	To	9/9/2016	9/9/2017	9/9/2018	9/9/2019	9/9/2020
Labor Category		Year 1	Year 2	Year 3	Year 4	Year 5
Program Manager III		\$125.37	\$128.68	\$132.08	\$135.56	\$139.14
Program Manager IV		\$138.72	\$142.38	\$146.14	\$150.00	\$153.96
Project Manager III		\$105.84	\$108.63	\$111.50	\$114.45	\$117.47
Project Manager IV		\$126.57	\$129.91	\$133.34	\$136.86	\$140.47
Quality Assurance Specialist II		\$53.81	\$55.23	\$56.69	\$58.19	\$59.72
Quality Assurance Specialist III		\$60.26	\$61.85	\$63.48	\$65.16	\$66.88
Quality Assurance Specialist IV		\$74.94	\$76.92	\$78.95	\$81.03	\$83.17
Reliability Centered Maintenance Specialist II		\$78.30	\$80.37	\$82.49	\$84.67	\$86.90
Reliability Centered Maintenance Specialist III		\$93.41	\$95.88	\$98.41	\$101.01	\$103.67
Reliability Centered Maintenance Specialist IV		\$107.18	\$110.01	\$112.91	\$115.89	\$118.95
Systems Engineer II		\$110.98	\$113.91	\$116.92	\$120.00	\$123.17
Systems Engineer III		\$125.37	\$128.68	\$132.08	\$135.56	\$139.14
Systems Engineer IV		\$126.57	\$129.91	\$133.34	\$136.86	\$140.47
Technical Data Specialist II		\$39.61	\$40.66	\$41.73	\$42.83	\$43.96
Technical Data Specialist III		\$53.81	\$55.23	\$56.69	\$58.19	\$59.72
Technical Data Specialist IV		\$60.26	\$61.85	\$63.48	\$65.16	\$66.88
Technical Writer II		\$49.17	\$50.47	\$51.80	\$53.17	\$54.57
Technical Writer III		\$53.81	\$55.23	\$56.69	\$58.19	\$59.72
Technical Writer IV		\$61.29	\$62.91	\$64.57	\$66.27	\$68.02

Ordering Procedures for Services

The following ordering procedures were developed to assist our customer agencies in the purchase of services that are priced at hourly rates.

Procedures for services priced on GSA schedules at hourly rates

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

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

When ordering services, ordering offices shall -----

1. 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 performance, deliverable schedule, applicable standards, acceptable 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 work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour 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 reimbursements of travel costs at the rates provided in the Federal Travel of Joint Travel Regulations, or as a fixed-price incidental item. A ceiling price must be established for labor hour 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.

2. 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 offers 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.

3. Evaluate quotes and select the contractor to receive an 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 service 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 services 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 2.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.

- a) 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.
4. The ordering office should give preference to small business concerns when two or more contractors can provide the service at the same firm-fixed price or ceiling price.
5. 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.
6. 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 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.

Team Arrangements

Contractor Team Arrangements and Federal Supply Schedules

In the spirit of the Federal Acquisition Streamlining Act, all Federal agencies have been encouraged to facilitate innovative contracting/acquisition approaches. FAR Part 1.102 provides Guiding Principles on the Federal Acquisition System, outlining what the System will achieve –

- Satisfy the customer (cost, quality and timeliness of delivery)
- Maximize use of commercial products and services
- Consider contractor's past performance
- Promoting competition
- Minimize administrative costs
- Conduct business with integrity, fairness and openness
- Fulfill public policy objectives

The Federal Supply Schedule program is a source that customers may use to achieve what the System has outlined for Acquisition Teams to follow.

Each member of the "Acquisition Team" is to exercise personal initiative and sound business judgment and is responsible for making acquisition decisions that deliver the best value product or service to meet the customers' needs. FAR 1.102-4 further empowers Government Team members to make acquisition decisions within their areas of responsibility including selection,

negotiation and administration. The contracting officer has the authority to the maximum extent practical, to determine the applications of rules, regulations, and policies.

In light of these changes, Federal Supply Schedule customers may refer to FAR 9.6 - Contractors Team Arrangements. The policy and procedures outlined in this part will provide more flexibility and allow innovative acquisition methods when using the Federal Supply Schedules. Customers are encouraged to review this section and should note this is permissible after contract award. Team Arrangements combined with the Federal Supply Schedule Program provide Federal customers a powerful commercial acquisition strategy.

Basic Guidelines for Using “Contractor Team Arrangements”

- Federal Supply Schedule contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to a customer agency requirements.
- These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPA’s are permitted under all Federal Supply Schedule contracts.
- Orders under a Team Arrangement are subject to terms and conditions of the Federal Supply Schedule contract.
- Participation in a Team Arrangement is limited to Federal Supply Schedule contractors.
- Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

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

For more information contact: <http://www.gsa.gov/contractorteamarrangements>