

Federal Acquisition Service
Authorized Information Technology Schedule Pricelist
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY
EQUIPMENT, SOFTWARE, AND SERVICES

Special Item No. 132-51 Information Technology Professional Services

Category
Code
S

SIN 132-51 INFORMATION TECHNOLOGY PROFESSIONAL SERVICES

FPDS CODE D301 IT Facility Operation and Maintenance
FPDS CODE D302 IT Systems Development Services
FPDS CODE D306 IT Systems Analysis Services
FPDS CODE D307 Automated Information Systems Design and Integration Services
FPDS CODE D308 Programming Services
Y2K Millennium Conversion Services
FPDS CODE D310 IT Backup and Security Services
FPDS CODE D311 IT Data Conversion Services
FPDS CODE D313 Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
FPDS CODE D316 IT Network Management Services
FPDS CODE D399 Other Information Technology Services, Not Elsewhere Classified

Note 1: All non-professional labor categories must be incidental to and used solely to support hardware, software and/or professional services, and cannot be purchased separately.

Note 2: Offerors and Agencies are advised that the Group 70 – Information Technology Schedule is not to be used as a means to procure services which properly fall under the Brooks Act. These services include, but are not limited to, architectural, engineering, mapping, cartographic production, remote sensing, geographic information systems, and related services. FAR 36.6 distinguishes between mapping services of an A/E nature and mapping services which are not connected nor incidental to the traditionally accepted A/E services.



*Research and
Engineering Excellence*

Scientific Research Corporation
2300 Windy Ridge Parkway, Suite 400 South
Atlanta, GA 30339
Phone: (770) 859-9161, FAX: (770) 916-0667

www.scires.com

CONTRACT NUMBER: GS-35F-5173H

PERIOD COVERED BY CONTRACT: 19 November 2007 – 18 November 2012

GENERAL SERVICES ADMINISTRATION FEDERAL SUPPLY SERVICE

Products and ordering information in this Authorized INFORMATION TECHNOLOGY Price List is also available on the GSA Advantage! System. Agencies can browse GSA Advantage! by accessing GSA's Home Page via Internet at www.gsa.gov.

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INFORMATION FOR ORDERING OFFICES

SPECIAL NOTICE TO AGENCIES:

Small Business Participation

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

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

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

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

1. Geographic Scope of Contract:

The Geographic scope of this contract is the 48 contiguous states, the District of Columbia, Alaska, Hawaii, and the Commonwealth of Puerto Rico.

2. Contractor's Ordering Address and Payment Information:

Scientific Research Corporation
2300 Windy Ridge Parkway, Suite 400 South
Atlanta, GA 30339

Contractors are required to accept the Government purchase card for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Government purchase cards will be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

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

(770) 989-9408 (Direct dial to Contracts Department)

(770) 859-9161 (Main Switchboard)

3. Liability for Injury or Damage

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

4. Statistical Data for Government Ordering Office Completion of Standard Form 279:

BLOCK 9: G. Order/Modification Under Federal Schedule

BLOCK 16: Data Universal Numbering System (DUNS) Number: 19-713-8274
BLOCK 30: Type of Contractor: C Large Business
BLOCK 31: Women-Owned Small Business: No
BLOCK 36: Contractor's Taxpayer Identification Number (TIN): 76-0255801

4a. **CAGE Code:** 0D5A6

5. **FOB Destination**

6. **DELIVERY SCHEDULE**

(a) **TIME OF DELIVERY.** The contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below.

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
132-51	To be determined on each order

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

7. **Discounts: Prices shown are NET prices; Basic discounts have been deducted.**

- a. **Prompt Payment:** 0%
- b. **Quantity** – Negotiable
- c. **Dollar Volume** – Negotiable
- d. **Government Educational Institutions** – Negotiable (Government Educational Institutions are offered the same discounts as all other Government customers.)
- e. **Other** - None

8. **Trade Agreements Act of 1979, as amended:**

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

9. **Statement Concerning Availability of Export Packing:** Export packing is available but is not included in the schedule pricelist.

10. **Small Requirements:** The minimum dollar value of orders to be issued is \$500.00.

11. **Maximum Order:** (All dollar amounts are exclusive of any discount for prompt payment.)

Special Item 132-51 - Information Technology Professional Services

The maximum dollar value per order for all IT Professional Services will be \$500,000.

12. **USE OF FEDERAL SUPPLY SERVICE INFORMATION TECHNOLOGY SCHEDULE CONTRACTS.** In accordance with FAR 8.404:

[NOTE: Special ordering procedures have been established for Special Item Numbers (SINs) 132-51 IT Professional Services and 132-52 EC Services; refer to the terms and conditions for those SINs.]

Orders placed pursuant to a Multiple Award Schedule (MAS), using the procedures in FAR 8.404, are considered to be issued pursuant to full and open competition. Therefore, when placing orders under Federal Supply Schedules, ordering offices need not seek further competition, synopsise the requirement, make a separate determination of fair and reasonable pricing, or consider small business set-asides in accordance with subpart 19.5. GSA has already determined the prices of items under schedule contracts to be fair and reasonable. By placing an order against a schedule using the procedures outlined below, the ordering office has concluded that the order represents the best value and results in the lowest overall cost alternative (considering price, special features, administrative costs, etc.) to meet the Government's needs.

a. Orders placed at or below the micro-purchase threshold.

Ordering offices can place orders at or below the micro-purchase threshold with any Federal Supply Schedule Contractor.

b. Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold. Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering offices should consider reasonably available information about the supply or service offered under MAS contracts by using the "GSA Advantage!" on-line shopping service, or by reviewing the catalogs/pricelists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the agency's needs. In selecting the supply or service representing the best value, the ordering office may consider--

- (1) Special features of the supply or service that are required in effective program performance and that are not provided by a comparable supply or service;
- (2) Trade-in considerations;
- (3) Probable life of the item selected as compared with that of a comparable item;
- (4) Warranty considerations;
- (5) Maintenance availability;
- (6) Past performance; and
- (7) Environmental and energy efficiency considerations.

c. Orders exceeding the maximum order threshold. Each schedule contract has an established maximum order threshold. This threshold represents the point where it is advantageous for the ordering office to seek a price reduction. In addition to following the procedures in paragraph b, above, and before placing an order that exceeds the maximum order threshold, ordering offices shall-

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

NOTE: For orders exceeding the maximum order threshold, the Contractor may:

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

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

d. Blanket purchase agreements (BPAs). The establishment of Federal Supply Schedule BPAs is permitted when following the ordering procedures in FAR 8.404. All schedule contracts contain BPA provisions. Ordering offices may use BPAs to establish accounts with Contractors to fill recurring requirements. BPAs should address the frequency of ordering and invoicing, discounts, and delivery locations and times.

e. Price reductions. In addition to the circumstances outlined in paragraph c, above, there may be instances when ordering offices will find it advantageous to request a price reduction. For example, when the ordering office finds a schedule supply or service elsewhere at a lower price or when a BPA is being established to fill recurring requirements, requesting a price reduction could be advantageous. The potential volume of orders under these agreements, regardless of the size of the individual order, may offer the ordering office the opportunity to secure greater discounts. Schedule Contractors are not required to pass on to all schedule users a price reduction extended only to an individual agency for a specific order.

f. Small business. For orders exceeding the micro-purchase threshold, ordering offices should give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirement.

g. Documentation. Orders should be documented, at a minimum, by identifying the Contractor the item was purchased from, the item purchased, and the amount paid. If an agency requirement in excess of the micro-purchase threshold is defined so as to require a particular brand name, product, or feature of a product peculiar to one manufacturer, thereby precluding consideration of a product manufactured by another company, the ordering office shall include an explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the agency's needs.

13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS: Federal departments and agencies acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDS), which are cited by ordering offices, shall be responded to promptly by the Contractor.

13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS): Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS): Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Supply Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be

obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

14. SECURITY REQUIREMENTS. In the event security requirements are necessary, the ordering activities may incorporate, in their delivery orders, a security clause in accordance with current laws, regulations, and individual agency policy; however, the burden of administering the security requirements shall be with the ordering agency. If any costs are incurred as a result of the inclusion of security requirements, such costs will not exceed ten percent (10%) or \$100,000, of the total dollar value of the order, whichever is lessor.

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

16. GSA Advantage!

GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering information. GSA Advantage! will allow the user to perform various searches across all contracts including, but not limited to:

- (1) Manufacturer;
- (2) Manufacturer's Part Number; and
- (3) Product categories.

Agencies can browse GSA Advantage! by accessing the Internet World Wide Web utilizing a browser (ex.: NetScape). The Internet address is <http://www.fss.gsa.gov/>.

17. PURCHASE OF INCIDENTAL, NON-SCHEDULE ITEMS

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

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

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

- (1) Time of delivery/installation quotations for individual orders;
- (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/service/software package submitted in response to requirements which result in orders under this schedule contract.
- (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

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

19. OVERSEAS ACTIVITIES

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

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

20. YEAR 2000 WARRANTY - COMMERCIAL SUPPLY ITEMS (1-FSS-550-A)(AUG 1997)

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

(a) All currently awarded products that are not Year 2000 compliant must be deleted from this contract no later than December 31, 1999.

(b) Any contract modifications, adding new items under clause 552.243-72, Modifications (Multiple Award Schedules), must meet the warranty requirement in paragraph c, below.

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

21. BLANKET PURCHASE AGREEMENTS (BPAs)

Federal Acquisition Regulation (FAR) 13.201(a) defines Blanket Purchase Agreements (BPAs) as "...a simplified method of filling anticipated repetitive needs for supplies or services by establishing 'charge accounts' with qualified sources of supply." The use of Blanket Purchase Agreements under the Federal Supply Schedule Program is authorized in accordance with FAR 13.202(c)(3), which reads, in part, as follows:

"BPAs may be established with Federal Supply Schedule Contractors, if not inconsistent with the terms of the applicable schedule contract."

Federal Supply Schedule contracts contain BPA provisions to enable schedule users to maximize their administrative and purchasing savings. This feature permits schedule users to set up "accounts" with Schedule Contractors to fill recurring requirements. These accounts establish a period for the BPA and generally address issues such as the frequency of ordering and invoicing, authorized callers, discounts, delivery locations and times. Agencies may qualify for the best quantity/volume discounts available under the contract, based on the potential

volume of business that may be generated through such an agreement, regardless of the size of the individual orders. In addition, agencies may be able to secure a discount higher than that available in the contract based on the aggregate volume of business possible under a BPA. Finally, Contractors may be open to a progressive type of discounting where the discount would increase once the sales accumulated under the BPA reach certain prescribed levels. Use of a BPA may be particularly useful with the new Maximum Order feature. See the Suggested Format, contained in this Schedule Price list, for customers to consider when using this purchasing tool.

22. CONTRACTOR TEAM ARRANGEMENTS

Federal Supply Schedule Contractors may use "Contractor Team Arrangements" (see FAR 9.6) to provide solutions when responding to a customer agency requirements. The policy and procedures outlined in this part will provide more flexibility and allow innovative acquisition methods when using the Federal Supply Schedules. See the additional information regarding Contractor Team Arrangements in this Schedule Price list.

23. CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE

Scientific Research Corporation is registered in the Central Contractor Registration (CCR) Database.

24. INSTALLATION, DEINSTALLATION, REINSTALLATION

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall received less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act applies.

The requisitioning activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8.

25. SECTION 508 COMPLIANCE.

If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following:

NOTE: Contractor should insert the contractor's website or other location where full details can be found.

The EIT standard can be found at: www.Section508.gov/.

TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51) AND ELECTRONIC COMMERCE (EC) SERVICES (SPECIAL ITEM NUMBER 132-52)

1.A. SCOPE

a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services and Special Item Number 132-52 Electronic Commerce Services apply exclusively to IT/EC Services within the scope of this Information Technology Schedule.

b. The Contractor shall provide services at the Contractor's facility and/or at the Government location, as agreed to by the Contractor and the ordering office.

1.B. PERFORMANCE INCENTIVES

(a) When using a performance based statement of work, performance incentives may be agreed upon between the Contractor and the ordering office on individual fixed price orders or Blanket Purchase Agreements, for fixed price tasks, under this contract in accordance with this clause.

(b) The ordering office must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.

(c) To the maximum extent practicable, ordering offices shall consider establishing incentives where performance is critical to the agency's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

(d) The above procedures do not apply to Time and Material or labor hour orders.

2. ORDERING PROCEDURES FOR SERVICES (REQUIRING A STATEMENT OF WORK)

FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SINs) within a Schedule. GSA has established special ordering procedures for services that require a Statement of Work. These special ordering procedures take precedence over the procedures in FAR 8.404 (b)(2) through (b)(3).

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

(a) When ordering services, ordering offices shall—

(1) Prepare a Request (Request for Quote or other communication tool):

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

(ii) The request should include the statement of work and request the contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering office makes a determination that it is not possible at the time of placing the order to estimate accurately

the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials proposal may be requested. The firm-fixed price shall be based on the rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any travel costs or other incidental costs related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor-hour and time-and-materials orders.

- (iii) The request may ask the contractors, if necessary or appropriate, to submit a project plan for performing the task, and information on the contractor's experience and/or past performance performing similar tasks.
- (iv) The request shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical qualification of responses. If consideration will be limited to schedule contractors who are small business concerns as permitted by paragraph (2)(i) below, the request shall notify the contractors that will be the case.

(2) Transmit the Request to Contractors:

- (i) Based upon an initial evaluation of catalogs and price lists, the ordering office should identify the contractors that appear to offer the best value (considering the scope of services offered, pricing and other factors such as contractors' locations, as appropriate). When buying IT professional services under SIN 132—51 ONLY, the ordering office, at its discretion, may limit consideration to those schedule contractors that are small business concerns. This limitation is not applicable when buying supplies and/or services under other SINS as well as SIN 132-51. The limitation may only be used when at least three (3) small businesses that appear to offer services that will meet the agency's needs are available, if the order is estimated to exceed the micro-purchase threshold.
- (ii) The request should be provided to three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold. For proposed orders exceeding the maximum order threshold, the request should be provided to additional contractors that offer services that will meet the agency's needs. Ordering offices should strive to minimize the contractors' costs associated with responding to requests for quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, when possible.

(3) Evaluate Responses and Select the Contractor to Receive the Order:

After responses have been evaluated against the factors identified in the request, the order should be placed with the schedule contractor that represents the best value. (See FAR 8.404)

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

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

- (i) **SINGLE BPA:** Generally, a single BPA should be established when the ordering office or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value should be awarded the BPA. (See FAR 8.404)
- (ii) **MULTIPLE BPAs:** When the ordering office determines multiple BPAs are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing the BPAs. When multiple BPAs are established, the authorized users must follow the procedures in (a)(2)(ii) above and then place the order with the Schedule contractor that represents the best value.

2) **Review BPAs Periodically:** Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value. (See FAR 8.404)

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

(d) When the ordering office's requirement involves both products as well as executive, administrative and/or professional, services, the ordering office should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the best value. (See FAR 8.404)

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

Ordering procedures for other services available on schedule at fixed prices for specifically defined services or tasks should use the procedures in FAR 8.404. These procedures are listed in the pricelist, under "Information for Ordering Offices," paragraph #12.

3. ORDER

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

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

4. PERFORMANCE OF SERVICES

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

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

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

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

5. INSPECTION OF SERVICES

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

6. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 Rights in Data – General, may apply.

7. RESPONSIBILITIES OF THE GOVERNMENT

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

8. INDEPENDENT CONTRACTOR

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

9. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

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

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

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

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

10. INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for IT services. Progress payments may be authorized by the ordering office on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

11. PAYMENTS

For firm-fixed price orders the Government shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts (Alternate I (APR 1984)) at FAR 52.232-7 applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts (FEB 1997) (Alternate II (JAN 1986)) at FAR 52.232-7 applies to labor-hour orders placed under this contract.

12. RESUMES

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

13. INCIDENTAL SUPPORT COSTS

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering agency in accordance with the guidelines set forth in the FAR.

14. APPROVAL OF SUBCONTRACTS

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

15. DESCRIPTION OF IT SERVICES AND PRICING

Scientific Research Corporation provides complete, turn key information technology services to a wide variety of government and commercial customers. SRC has extensive experience in the analysis, design, development, implementation, and support of IT systems ranging from small client server architectures to large mainframe systems. Our services span the entire development lifecycle, including hardware/software specification, acquisition, integration, test, installation; and facility operations, user training, and maintenance support.

SRC offers systems analysis services leading to IT system design or enhancement. Available services include modeling and simulation, performance estimation, component and subsystem specification and acquisition, security assessments, and software independent verification and validation. Sample projects include modeling and simulation of all US Special Operations Command Center networks, analysis of global tactical special intelligence networks, and vulnerability assessment of military messaging systems.

SRC offers IT system design and development services including network architecture design, network configuration, computer system specification and implementation, and database layout and population. SRC designed and implemented one of the largest Fiber Distributed Data Interface (FDDI) based networks in the world at the Office of Naval Intelligence Facility in Suitland, Maryland. SRC recently supported the U.S. Navy at SPAWAR Systems Center Charleston in the design, development, and configuration of the Integrated Product Center, which uses a 644 MBps Asynchronous Transfer Mode (ATM) backbone network. SRC has also designed and developed large database systems for the DoD Air Traffic Control and Landing System and for the United Nations Sanctions Assistance Mission Program. These system developments focused on client server architectures using Novell and Microsoft NT. Database developments have been completed for mainframes, workstations, and PCs using Oracle, Access, and Delphi.

SRC provides Automated Information System design and integration services for stand-alone systems or large networked computing facilities. We have developed and integrated many multi-level security systems for DoD messaging, communications, computing, and data collection applications. An example project includes secure computing equipment integration and management for the Naval Security Group.

SRC offers programming services for real-time and non-real-time systems implemented on minicomputers, workstations, PCs, single board computers, and embedded processors. Programming languages include traditional C, Fortran, C++, Assembly, and Ada, as well as Visual Basic, Modula 3, and Java. SRC utilizes many operating systems including Windows, Windows NT, Unix, VxWorks, PDOS, PSOS, VMS, and other custom systems. Example programs include over one million lines of Ada and C code for the Navy Tactical Intelligence Network System implemented in Unix and VxWorks; over one million lines of C and Fortran code under VMS and PDOS for the Naval Space Command; and over one million lines of C++ code under Unix for the Navy Ship Signal Exploitation Equipment program.

SRC offers full turnkey network and computing facility operations and maintenance for large combinations of mainframe, minicomputer, workstation, and personal computer operations. SRC currently provides O&M support to the Space and Missile Defense Command's Simulation Center in Huntsville, AL, the US Air Force's Theater Air Command and Control Facility in Albuquerque, NM, and other Government facilities. In addition to design and development services, SRC maintains all computing systems and supports users from all branches of the military in these facilities. These efforts include developing system security plans in case of catastrophes, back-up and restoration procedures, and preventative maintenance.

SRC offers network management services to customers to optimize their operations and minimize the cost of running their network. The focus is on "network management" problems: monitoring up-time, monitoring performance, alarming, checking threshold levels, notifying personnel of critical alarms, and establishing automatic actions to correct problems when possible. These services include planning, design/re-design, implementation, operational testing and verification, documentation, and hands-on training. SRC has established business relationships with many commercial hardware and software vendors including Hewlett Packard, Sun, and Cabletron; which facilitates cost effective development and delivery of integrated solutions for the customer. SRC offers system customization including hardware and software integration and configuration, script writing, and programming in order to deliver complete, turnkey systems solutions. Example projects include network management configuration for several Fortune 500 companies including Union Carbide and Hewlett Packard, and full turnkey remote network management for Navy Communications Stations around the world.

SRC maintains a team of computer-aided drafters that are capable of complex design packages and schematics. Our personnel provide most standard drawing packages for system designs and installation including installation design plans, equipment layout drawings, wire run sheets, site layout drawing, interface control documents, lighting design, HVAC layout, and fabrication and installation details. We also perform data conversion between multiple drawing and data formats.

**USA COMMITMENT TO PROMOTE
SMALL BUSINESS PARTICIPATION
PROCUREMENT PROGRAMS**

PREAMBLE

Scientific Research Corporation provides commercial products and services to the Federal Government. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

COMMITMENT

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in Federal Government contracts. To accelerate potential opportunities please contact Stan Martinez, Phone: (770) 859-9161, E-mail smartinez@scires.com, Fax: (770) 916-0667.

SCIENTIFIC RESEARCH CORPORATION

Information Technology Professional Services (SIN 132-51)

FPDS CODE D301	IT Facility Operation and Maintenance
FPDS CODE D302	IT Systems Development Services
FPDS CODE D306	IT Systems Analysis Services
FPDS CODE D307	Automated Information Systems Design and Integration Services
FPDS CODE D308	Programming Services
Y2K	Millennium Conversion Services
FPDS CODE D310	IT Backup and Security Services
FPDS CODE D311	IT Data Conversion Services
FPDS CODE D313	Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
FPDS CODE D316	IT Network Management Services
FPDS CODE D399	Other Information Technology Services, Not Elsewhere Classified

SRC Position Descriptions

Information Technology Professional Services (SIN 132-51)

GENERAL SERVICES ADMINISTRATION FEDERAL SUPPLY SCHEDULE

CONTRACT NUMBER: GS-35F-5173H

EXEMPT POSITION DESCRIPTIONS

PRINCIPAL ENGINEER/SCIENTIST

PURPOSE OF THE JOB: Performs as a technical authority and consultant to senior management and the customer. Regularly applies extensive and diversified knowledge of highly advanced technologies, scientific principles and theories contributing to the development of new processes, methods and concepts. Provides technical coordination on assigned programs and may assume the lead role in a project or program.

MAJOR RESPONSIBILITIES:

- Based on broad objectives from management, independently provides solutions to significant technical problems which typically require the development of new or refined algorithms, techniques, equipment, materials, processes, products, systems concepts and/or scientific methods. Encourages optimum design within customer specifications, quality standards, schedule and funding limitations.
- Performs complex analysis on a major program to enhance the technical and economic development of the product and/or service. Assesses the feasibility and soundness of proposed engineering evaluation tests, products, or equipment.
- Represents the corporation as a recognized technical expert at regional/national/international symposiums and conferences. Demonstrates creative ability through patent disclosures, problem solving, scientific reports or technical papers and articles.
- Represents the company as a prime technical customer contact on engineering contracts or programs. Consults and advises senior management and/or the customer regarding feasibility of new projects, systems or approaches to meet long term goals.
- Develops and delivers complex technical presentations to senior management and customers. Attends and represents the Company in high level meetings with the customer, vendors and/or subcontractors.
- Provides functional and technical guidance to engineering staff and management. May perform as a project lead on advanced specialized projects or in resolution of technical problems that would critically impact performance, schedule or cost.
- Develops new customer contacts and conceptualizes solutions to significant customer problems which lead to new business for the corporation. Actively identifies expanded/additional tasking with existing customers and defines highly complex technical requirements for draft statements of work.

WORKING KNOWLEDGE, SKILLS AND ABILITIES:

- This job requires a minimum of a Bachelor's degree and twenty years work related experience or a Master's degree and eighteen years work related experience or a Ph.D. and fifteen years work related experience in a relevant technical discipline or an equivalent combination of education and experience.
- Performing work in this job's occupational field requires the application of complex, technical professional disciplines requiring a four-year degree or equivalent and the extensive, applied use of related concepts, practices and methods.
- In relation to other jobs in the same function, this job requires an expert level of proficiency to apply advanced knowledge and/or management experience in a professional area to handle the most complex tasks where existing methods and procedures may not apply. This job provides consulting assistance to more senior management or other professionals.

SENIOR PROGRAM MANAGER

PURPOSE OF THE JOB: Manages relatively complex, multi-million dollar, government or commercial programs at or above targeted level of profitability; develops future opportunities and acquires new business. Increases customer satisfaction through continuous improvement of quality products and services provided to improve company's position in market segment. May have supervisory responsibilities including hiring, firing, and performance management.

MAJOR RESPONSIBILITIES:

- Oversees and is accountable for overall performance of defined scope(s) of work as indicated by customer satisfaction, quality of products and/or services provided, level of profitability attained and other such measures as may be designated;
- Serves as primary customer contact and manages overall company customer interface relationships for defined scope(s) of work to assure responsiveness to customer needs and effective professional conduct.
- Coaches and develops team members; hires, fires, disciplines and documents performance.
- Directs and manages internal and external to meet contractual requirements; reviews work in progress to ensure that specifications, performance schedules and costs are maintained.
- Represents the company as the primary customer contact on company contracts or programs.
- Provides programmatic direction to organizational elements executing processes required to provide products and services that meet contract quality, performance, schedule and cost requirements.
- Establishes metrics and monitors progress to assure contract compliance, customer satisfaction and attainment of company commitments and objectives; reports progress to appropriate levels of management.
- Provides functional and technical guidance to engineering staff and management. May perform as a project lead on advanced specialized projects or in resolution of technical problems that would critically impact performance, schedule or cost.
- Develops new customer contacts and conceptualizes solutions to customer problems which lead to new business for the corporation. Actively identifies additional/expanded tasking with existing customers and defines technical requirements for draft statements of work.

WORKING KNOWLEDGE, SKILLS AND ABILITIES:

- This job requires a minimum of a Bachelor's degree and 15 years work related experience or a Master's degree and 13 years work related experience in a relevant technical discipline or an equivalent combination of education and experience.
- Performing work in this job's occupational field requires the application of complex, technical professional disciplines requiring a four-year degree or equivalent and the extensive, applied use of related concepts, practices and methods.
- In relation to other jobs in the same function, this job requires an expert level of proficiency to apply broad knowledge and/or management experience in a professional area to handle the most complex tasks where existing methods and procedures may not apply. This job provides consulting assistance to more senior management or other professional.
- The primary or most necessary skills required for this job are leadership skills. Other important skills include communication, analytical and problem solving skills, short term and long term planning skills.

SENIOR SYSTEMS ENGINEER/SCIENTIST

PURPOSE OF THE JOB: Independently performs unusually complex engineering tasks for management and/or the customer involving application of advanced engineering principles, theories and technical concepts which require extensive scientific/engineering knowledge, experience and ingenuity. Usually performs as a project lead on advanced projects.

MAJOR RESPONSIBILITIES:

- Based on broad objectives from management, independently analyzes, evaluates and integrates solutions to unusually complex technical problems. Encourages optimum design within customer specifications, quality standards, schedule and funding limitations.
- Performs complex analysis on projects or major phases of significant projects to enhance the technical and economic development of the product and/or service. Resolves a variety of technical problems leading to advanced engineering studies designed to increase efficiency or reduce costs.
- Develops and delivers complex technical presentations to senior management and customers. Typically, leads major program and/or design reviews and major proposal activities.
- Represents the company as a prime technical customer contact on specialized projects or programs. Interacts with senior management and customer personnel on significant technical matters, advanced technical research studies and applications.
- Provides functional and technical guidance to engineering staff and management. May act as a technical project lead on advanced specialized projects.
- Develops new customer contacts in related technical areas. Actively identifies expanded/additional tasking with existing customers and defines complex technical requirements for draft statements of work.

WORKING KNOWLEDGE, SKILLS AND ABILITIES:

- This job requires a minimum of a Bachelor's degree and fifteen years work related experience or a Master's degree and thirteen years work related experience or a Ph.D. and ten years work related experience in a relevant technical discipline or an equivalent combination of education and experience.
- Performing work in this job's occupational field requires the application of complex, technical professional disciplines requiring a four-year degree or equivalent and the extensive, applied use of related concepts, practices and methods.
- In relation to other jobs in the same function, this job requires an advanced level of proficiency to apply advanced knowledge and experience in a professional area to handle unusually complex tasks. This job may provide consulting assistance to more senior management or other professionals.
- The primary or most necessary skills required for this job are analytical skills. Other important skills include communication, leadership and problem solving skills, short term and long term planning skills.

SENIOR ENGINEER/SCIENTIST

PURPOSE OF THE JOB: Independently performs highly complex engineering tasks for management and/or the customer involving the applications of advanced engineering studies and technical concepts for a major project or a total project of moderate scope. May perform in a lead role and provide technical support and guidance as a project team leader.

MAJOR RESPONSIBILITIES:

- Based on broad objectives from management, identifies, defines and solves complex technical problems which require a high level of ingenuity and innovation. Encourages optimum design within project schedule and funding limitations.
- Interacts frequently as the organizational representative with the customer in the collection and translation of customer requirements to defined specifications. Makes frequent contact with customers, teaming partners, subcontractors and suppliers to obtain/exchange information, provide technical direction and to assist in the resolution of technical issues.
- Develops and delivers complex technical presentations to high-level program management and customers. May lead major program and/or design reviews and major proposal activities.
- Performs extensive research and complex analysis on a major project to enhance the technical and economic development of the product and/or service. Completed reports or studies may be deliverable engineering products to the customer.
- Provides functional and technical guidance to engineers; typically provides leadership and technical direction for a project team.
- Actively seeks new business opportunities in related technical areas. Identifies new customers and/or develops additional tasking with existing customers.

WORKING KNOWLEDGE, SKILLS AND ABILITIES:

- This job requires a minimum of a Bachelor's degree and ten years work related experience or a Master's degree and eight years work related experience or a Ph.D. and five years work related experience in a relevant technical discipline or an equivalent combination of education and experience.
- Performing work in this job's occupational field requires the application of complex, technical professional disciplines requiring a four-year degree or equivalent and the extensive, applied use of related concepts, practices and methods.
- In relation to other jobs in the same function, this job requires an advanced level of proficiency to apply broad knowledge and experience. This job may provide direction/ leadership to others as a lead or technical specialist.
- The primary or most necessary skills required for this job are analytical skills. Other important skills include administrative, communication, leadership, short term planning skills and problem solving skills.

PROGRAM MANAGER

PURPOSE OF THE JOB: Manages government or commercial programs of moderate risk and complexity at or above targeted level of profitability; develops future opportunities and acquires new business. Increases customer satisfaction through continuous improvement of quality products and services provided to improve company's position in market segment. Annual dollar value of program is typically \$1 million dollars or more. May have supervisory responsibilities including hiring, firing, and performance management.

MAJOR RESPONSIBILITIES:

- Oversees and is accountable for overall performance of defined scope(s) of work as indicated by customer satisfaction, quality of products and/or services provided, level of profitability attained and other such measures as may be designated;
- Serves as primary customer contact and manages overall company customer interface relationships for defined scope(s) of work to assure responsiveness to customer needs and effective professional conduct.
- Mentors and coaches assigned personnel to enhance performance and encourage professional development; hires, fires, disciplines and documents performance.
- Develops project schedules; defines and assigns work to engineers assigned to program; monitors and controls work in progress for technical adequacy; and provides active assistance to meet schedules or resolve complex technical or customer requirements.
- Represents the company as the primary customer contact on assigned engineering contracts or programs.
- Provides programmatic direction to organizational elements executing processes required to provide products and services that meet contract quality, performance, schedule and cost requirements.
- Establishes metrics and monitors progress to assure contract compliance, customer satisfaction and attainment of company commitments and objectives; reports progress to appropriate levels of management.
- Provides functional and technical guidance to engineering staff and management. May perform as a project lead on advanced specialized projects or in resolution of technical problems that would critically impact performance, schedule or cost.
- Develops new customer contacts and conceptualizes solutions to customer problems which lead to new business for the corporation. Actively identifies additional/expanded tasking with existing customers and defines technical requirements for draft statements of work.

WORKING KNOWLEDGE, SKILLS AND ABILITIES:

- This job requires a minimum of a Bachelor's degree and twelve years work related experience or a Master's degree and ten years work related experience in a relevant technical discipline or an equivalent combination of education and experience.
- Performing work in this job's occupational field requires the application of complex, technical professional disciplines requiring a four-year degree or equivalent and the extensive, applied use of related concepts, practices and methods.
- In relation to other jobs in the same function, this job requires an advanced level of proficiency to apply broad knowledge and experience. This job may provide direction/leadership to others as a lead or technical specialist.
- The primary or most necessary skills required for this job are leadership skills. Other important skills include communication, analytical and problem solving skills, short term and long term planning skills.

ENGINEER/SCIENTIST III

PURPOSE OF THE JOB: Under minimal supervision, applies use and application of advanced engineering principles, theories and concepts. Independently evaluates, selects and applies standard engineering techniques to conduct complex research, analysis, compilation, design, development and/or test of technical engineering data in support of customer requirements in one or more engineering disciplines. Individual is able to perform in a lead role as a project/task leader.

MAJOR RESPONSIBILITIES:

- Identifies, defines analyzes and generates complex specifications for test conduction, coordination of systems and analyses, proposal submittal and performance of applied research and development.
- Develops documents and implements solutions to complex technical problems associated with the analysis, design, development, operation and/or modification of engineering products and services.
- Researches, analyzes and conducts equipment (hardware/software) design and development, system analyses, process studies, and research investigations for complex technical problems.
- Establishes, develops and maintains an effective working interface and coordination/ exchange of technical information among multi-disciplined engineering groups, subcontractors and/or the customer. Researches, prepares and delivers complex technical presentations to high level management and/or the customer.
- Provides functional and technical guidance to less experienced engineers in all aspects of engineering projects. Organizes and leads assigned sections of major program reviews, design reviews and proposals.

WORKING KNOWLEDGE, SKILLS AND ABILITIES:

- This job requires a minimum of a Bachelor's degree and five years work related experience or a Master's degree and three years work related experience or a Ph.D. in a relevant technical discipline or an equivalent combination of education and experience.
- Performing work in this job's occupational field requires the application of complex, technical professional disciplines requiring a four-year degree or equivalent and the extensive, applied use of related concepts, practices and methods.
- In relation to other jobs in the same function, this job requires a senior level of proficiency to apply significant job related experience. This job may assist others as a lead practitioner.
- The primary or most necessary skills required for this job are analytical skills. Other important skills include communication skills, computer skills, leadership and problem solving skills.

ENGINEER /SCIENTIST II

PURPOSE OF THE JOB: Under general supervision, applies use and application of standard engineering principles, theories and concepts. Conducts research, analysis, compilation, design, development and/or test of technical engineering data in support of customer requirements in one or more engineering disciplines. May perform as a task lead on assignments of moderate scope.

MAJOR RESPONSIBILITIES:

- Performs a variety of analyses of technical engineering data. Interprets the data, verifies product documentation, designs, layouts or drawings for adequacy and reliability.
- Develops documents and recommends solutions or improvements for technical engineering problems of moderate scope.
- Researches and prepares draft and/or finished engineering presentations, reports, process studies or technical information used for such things as program reviews, design reviews and proposal activities.
- Initiates, develops and maintains active interfaces and coordination/exchange of technical information among multi-disciplined engineering groups, subcontractors and/or the customer. May assist in delivering presentations to management and/or the customer.
- Analyzes, develops and maintains technical databases and supportive engineering systems.

WORKING KNOWLEDGE, SKILLS AND ABILITIES:

- This job requires a minimum of a Bachelor's degree and two or more years work related experience or a Master's degree in a relevant technical discipline or an equivalent combination of education and experience.
- Performing work in this job's occupational field requires the application of complex, technical professional disciplines requiring a four-year degree or equivalent and the extensive, applied use of related concepts, practices and methods.
- In relation to other jobs in the same function, this job requires an intermediate level of proficiency to work on assignments of standard difficulty.
- The primary or most necessary skills required for this job are analytical skills. Other important skills include verbal and written communication skills and computer skills.

ENGINEER/SCIENTIST I

PURPOSE OF THE JOB: Under immediate supervision, applies use and application of standard engineering principles, theories and concepts of minor complexity. Assists in the research, analysis, compilation, design, development and/or test of technical engineering data in support of customer requirements in one or more engineering disciplines.

MAJOR RESPONSIBILITIES:

- Performs a variety of analyses of technical engineering data of limited scope. Under close supervision interprets the data, verifies product documentation, designs, layouts or drawings for adequacy and reliability.
- Develops documents and recommends solutions or improvements for technical engineering problems of limited scope.
- Assists in the preparation of draft or finished technical presentations, reports, process studies or technical information used for both internal and external dissemination.
- Assists in the analysis, development and maintenance of technical databases and supportive engineering systems.

WORKING KNOWLEDGE, SKILLS AND ABILITIES:

- This job requires a minimum of a Bachelor's degree in a relevant technical discipline or an equivalent combination of education and experience.
- Performing work in this job's occupational field requires the application of complex, technical professional disciplines requiring a four-year degree or equivalent and the extensive, applied use of related concepts, practices and methods.
- In relation to other jobs in the same function, this job requires a fundamental level of proficiency to do entry-level work.
- The primary or most necessary skills required for this job are analytical skills. Other important skills include verbal and written communication skills and computer skills.

SENIOR PROGRAM ADMINISTRATOR

PURPOSE OF THE JOB: Determine, negotiates, implements and administers operational requirements for a significant project or program. Ensures work scope, schedule and budget are defined and maintained. Leads activities with the customer, functional organizations, vendors and subcontractors.

MAJOR RESPONSIBILITIES:

- Plans and administers operational requirements such as schedules, budgets, facilities and staffing for program; ensures overall quality and productivity are maintained within the program; identifies and resolves operational issues.
- Evaluates program performance for adherence to established requirements. Monitors and reports performance against plans to ensure that contractual, cost and schedule objectives are met.
- Develops plans including budgets and schedules to meet contractual/project requirements for major portions of a program; provides active assistance to meet schedules or resolve complex customer requirements; performs in-depth studies to determine optimum program plans.
- Manages the preparation of plans and reports that document program activity; prepares and coordinates program plans, project schedules, specialized reports and proposal documents.
- Organizes and leads the activities of assigned personnel in the development, integration, implementation and management of assigned projects.
- Serves as a primary liaison between the company and customers for program information; anticipates and responds to customer needs and maintains a thorough understanding of customer requirements.

WORKING KNOWLEDGE, SKILLS AND ABILITIES:

- This job requires a minimum of a Bachelor's degree and ten years work related experience or a Master's degree and 8 years work related experience in a relevant discipline or an equivalent combination of education and experience.
- Performing work in this job's occupational field requires the application of general professional disciplines requiring a four-year degree or equivalent and the extensive, applied use of related concepts, practices and methods.
- In relation to other jobs in the same function, this job requires an advanced level of proficiency to apply broad knowledge and experience.
- The primary or most necessary skills required for this job are analytical skills. Other important skills include communication, and short term planning skills.

JUNIOR PROGRAM ADMINISTRATOR

PURPOSE OF THE JOB: Provides data for the determination, negotiation, implementation and administration of operational requirements for a project or program. Ensures work scope, schedule and budget are maintained. Conducts activities with the customer, functional organizations, vendors and subcontractors.

MAJOR RESPONSIBILITIES:

- Assists in the planning and administration of operational requirements such as schedules, budgets, facilities and staffing for program; ensures overall quality and productivity are maintained within the program; identifies and resolves operational issues.
- Provides information to evaluate program performance for adherence to established requirements. Monitors and reports performance against plans to ensure that contractual, cost and schedule objectives are met.
- Provides information for the plan development including budgets and schedules to meet contractual/project requirements for major portions of a program; provides assistance to meet schedules or resolve complex customer requirements; performs in-depth studies to determine optimum program plans.
- Prepares plans and reports that document program activity; prepares and coordinates program plans, project schedules, specialized reports and proposal documents.
- Organizes the activities of assigned personnel in the development, integration, implementation and management of assigned projects.
- Serves as a liaison between the company and customers for program information; anticipates and responds to customer needs and maintains an understanding of customer requirements.

WORKING KNOWLEDGE, SKILLS AND ABILITIES:

- This job requires a minimum of a Bachelor's degree and five years work related experience or a Master's degree and 3 years work related experience in a relevant discipline or an equivalent combination of education and experience.
- Performing work in this job's occupational field requires the application of general professional disciplines requiring a four-year degree or equivalent and the extensive, applied use of related concepts, practices and methods.
- In relation to other jobs in the same function, this job requires an intermediate level of proficiency to apply broad knowledge and experience.
- The primary or most necessary skills required for this job are analytical skills. Other important skills include communication, and short term planning skills.

NON-EXEMPT POSITION DESCRIPTIONS

SENIOR TECHNICIAN

PURPOSE OF THE JOB: Working independently or in a lead capacity, performs a variety of highly complex technical functions in support of engineering activities such as design, test, checkout, modification, fabrication and assembly of electronic and electro-mechanical systems, experimental design circuitry, prototype models, and/or specialized test equipment. Conducts evaluation and procurement of components, subsystems, test equipment and software. Establishes procedures for the maintenance of laboratory equipment and facilities.

MAJOR RESPONSIBILITIES:

- Participates in design, fabrication, integration and testing of electronic circuits and mechanical packaging including the development of electrical and mechanical prototypes.
- Performs detailed design tasks requiring the application of CAD equipment; designs projects such as simulation, printed circuit boards, and electronic and electrical assemblies requiring development of schematics.
- Performs on-site installation, servicing and repair of company products and equipment. Provides technical support to customers on operational or maintenance aspects of system equipment and performs troubleshooting on highly complex equipment and technical problems.
- Trains technical assistants including junior level electronics technicians, CAD specialists, support staff, cooperative students and temporary employees to perform general fabrication, assembly, test & evaluation, and documentation tasks.
- Develops test procedures, test plans, test reports and procedures to maintain lab facilities and calibrate test equipment. May conduct engineering tests and detailed experimental testing.

WORKING KNOWLEDGE, SKILLS AND ABILITIES:

- This job requires a minimum of a two-year technical degree and six or more years work related experience or an equivalent combination of education and experience.
- Performing work in this job's occupational field requires the application of craft, vocational or administrative skills and methods taught in specialized training and or learned through formal apprenticeships.
- In relation to other jobs in the same functions, this job requires an advanced level of proficiency to apply significant job related experience. This job may assist others as a lead practitioner.
- The primary or most necessary skills required for this job are craft/vocational skills. Other important skills include manual skills.

JUNIOR TECHNICIAN

PURPOSE OF THE JOB: Performs a variety of complex technical functions in support of engineering activities such as design, test, checkout, modification, fabrication and assembly of electronic and electro-mechanical systems, experimental design circuitry, prototype models, and/or specialized test equipment. Establishes procedures for the maintenance of laboratory equipment and facilities.

MAJOR RESPONSIBILITIES:

- Assists engineering staff members in design, fabrication, integration and testing of electronic circuits and mechanical packaging including the development of electrical and mechanical prototypes.
- Performs detailed design tasks requiring the application of CAD equipment; designs projects such as simulation, printed circuit boards, and electronic and electrical assemblies requiring development of schematics.
- Performs on-site installation, troubleshooting and testing of company products and equipment. Provides technical support to customers on operational or maintenance aspects of system equipment.
- Develops test procedures, test plans, test reports and procedures to maintain lab facilities and calibrate test equipment. May conduct engineering tests and detailed experimental testing.
- Establishes procedures for the maintenance of laboratory facilities and equipment including cable diagrams, equipment schematics and configurations to support various system arrangements. May train laboratory personnel to operate, troubleshoot and maintain equipment.

WORKING KNOWLEDGE, SKILLS AND ABILITIES:

- This job requires a minimum of a two-year technical degree and three or more years work related experience or an equivalent combination of education and experience.
- Performing work in this job's occupational field requires the application of craft, vocational or administrative skills and methods taught in specialized training and or learned through formal apprenticeships.
- In relation to other jobs in the same functions, this job requires a senior level of proficiency to apply significant job related experience. This job may assist others as a lead practitioner.
- The primary or most necessary skills required for this job are craft/vocational skills. Other important skills include manual skills.

SCIENTIFIC RESEARCH CORPORATION

GSA Schedule Price List (SIN 132-51)

GENERAL SERVICES ADMINISTRATION FEDERAL SUPPLY SCHEDULE

CONTRACT NUMBER: GS-35F-35F-5173H

**Information Technology Professional Services
Price List (SIN132-51), SRC Site Rates**

Labor Category	SRC-site Rates				
	11/19/07 - 11/18/08	11/19/08 - 11/18/09	11/19/09 - 11/18/10	11/19/10 - 11/18/11	11/19/11 - 11/18/12
Senior Program Manager	\$154.87	\$160.29	\$165.90	\$171.71	\$177.72
Principal Communications Engineer	131.12	135.71	140.46	145.38	150.47
Principal Software Engineer	131.12	135.71	140.46	145.38	150.47
Principal Information Systems Engineer	131.12	135.71	140.46	145.38	150.47
Principal Computer Scientist	131.12	135.71	140.46	145.38	150.47
Senior Systems Engineer	118.74	122.90	127.20	131.65	136.26
Senior Communications Engineer	97.05	100.45	103.97	107.61	111.38
Senior Software Engineer	97.05	100.45	103.97	107.61	111.38
Senior Information Systems Engineer	97.05	100.45	103.97	107.61	111.38
Senior Computer Scientist	97.05	100.45	103.97	107.61	111.38
Program Manager	128.02	132.50	137.14	141.94	146.91
Communications Engineer III	84.66	87.62	90.69	93.86	97.15
Software Engineer III	84.66	87.62	90.69	93.86	97.15
Information Systems Engineer III	84.66	87.62	90.69	93.86	97.15
Computer Scientist III	84.66	87.62	90.69	93.86	97.15
Communications Engineer II	74.33	76.93	79.62	82.41	85.29
Software Engineer II	74.33	76.93	79.62	82.41	85.29
Information Systems Engineer II	74.33	76.93	79.62	82.41	85.29
Computer Scientist II	74.33	76.93	79.62	82.41	85.29
Communications Engineer I	66.07	68.38	70.77	73.25	75.81
Software Engineer I	66.07	68.38	70.77	73.25	75.81
Information Systems Engineer I	66.07	68.38	70.77	73.25	75.81
Computer Scientist I	66.07	68.38	70.77	73.25	75.81
Senior Program Administrator	74.33	76.93	79.62	82.41	85.29
Junior Program Administrator	66.07	68.38	70.77	73.25	75.81
Senior Technician	61.94	64.11	66.35	68.67	71.07
Junior Technician	53.69	55.57	57.51	59.52	61.60

**Information Technology Professional Services
Price List (SIN132-51), Government Site Rates***

Labor Category	Government-site Rates				
	11/19/07 - 11/18/08	11/19/08 - 11/18/09	11/19/09 - 11/18/10	11/19/10 - 11/18/11	11/19/11 - 11/18/12
Senior Program Manager	\$132.15	\$136.78	\$141.57	\$146.52	\$151.65
Principal Communications Engineer	112.54	116.48	120.56	124.78	129.15
Principal Software Engineer	112.54	116.48	120.56	124.78	129.15
Principal Information Systems Engineer	112.54	116.48	120.56	124.78	129.15
Principal Computer Scientist	112.54	116.48	120.56	124.78	129.15
Senior Systems Engineer	101.18	104.72	108.39	112.18	116.11
Senior Communications Engineer	82.59	85.48	88.47	91.57	94.77
Senior Software Engineer	82.59	85.48	88.47	91.57	94.77
Senior Information Systems Engineer	82.59	85.48	88.47	91.57	94.77
Senior Computer Scientist	82.59	85.48	88.47	91.57	94.77
Program Manager	109.44	113.27	117.23	121.33	125.58
Communications Engineer III	73.30	75.87	78.53	81.28	84.12
Software Engineer III	73.30	75.87	78.53	81.28	84.12
Information Systems Engineer III	73.30	75.87	78.53	81.28	84.12
Computer Scientist III	73.30	75.87	78.53	81.28	84.12
Communications Engineer II	62.98	65.18	67.46	69.82	72.26
Software Engineer II	62.98	65.18	67.46	69.82	72.26
Information Systems Engineer II	62.98	65.18	67.46	69.82	72.26
Computer Scientist II	62.98	65.18	67.46	69.82	72.26
Communications Engineer I	56.78	58.77	60.83	62.96	65.16
Software Engineer I	56.78	58.77	60.83	62.96	65.16
Information Systems Engineer I	56.78	58.77	60.83	62.96	65.16
Computer Scientist I	56.78	58.77	60.83	62.96	65.16
Senior Program Administrator	62.98	65.18	67.46	69.82	72.26
Junior Program Administrator	56.78	58.77	60.83	62.96	65.16
Senior Technician	52.65	54.49	56.40	58.37	60.41
Junior Technician	45.43	47.02	48.67	50.37	52.13

*Government site rates for individuals are not available for terms less than 90 days.

Sample BPA

SUGGESTED FORMAT

**BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE
SCIENTIFIC RESEARCH CORPORATION**

In the spirit of the Federal Acquisition Streamlining Act ___(Agency)___ and Scientific Research Corporation enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Service Administration (GSA) Federal Supply Schedule Contract(s) _____.

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

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

Signatures:

_____ DATE _____ CONTRACTOR _____ DATE

BPA NUMBER _____

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

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

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

**MODEL NUMBER/PART NUMBER
DISCOUNT/PRICE**

***SPECIAL BPA**

(2) Delivery:

DESTINATION

DELIVERY
SCHEDULE/DATES

- (3) The Government estimates, but does not guarantee, that the volume of purchases through this agreement will be _____.
- (4) This BPA does not obligate any funds.
- (5) This BPA expires on _____ or at the end of the contract period, whichever is earlier.
- (6) The following office(s) is hereby authorized to place orders under this BPA:
OFFICE POINT OF CONTACT

- (7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX or paper.
- (8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:
- (a) Name of contractor;
 - (b) Contract number;
 - (c) BPA number;
 - (d) Model number or National Stock Number (NSN);
 - (e) Purchase order number;
 - (f) Date of purchase;
 - (g) Quantity, unit price, and extension of each item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
 - (h) Date of shipment.
- (9) The requirements of a proper invoice are as specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.
- (10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

*IMPORTANT -- A new feature to the Federal Supply Schedules Program permits contractors to offer price reductions in accordance with commercial practice. Teaming Arrangements are permitted with Federal Supply contractors in accordance with FAR Part 9.6.