

# MTS Technologies, Inc.

## Management & Technical Services

General Services Administration (GSA) Federal Supply Services (FSS)  
Authorized Federal Supply Schedule Price List



### Professional Engineering Services (PES) Schedule

Contract Number:	GS-23F-0045M
Period of Performance:	November 30, 2001 – November 29, 2011
Contract Value:	\$100 - \$ 750,000 (per order)
Type of Contract:	FFP or T&M

MTS has been awarded GSA's PES Schedule which offers Federal agencies quick and easy access to service requirements within the engineering field. Eligible customers include all agencies of the Federal Government. MTS has expertise that crosses the four primary engineering disciplines – Chemical, Civil, Electrical, and Mechanical.

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

For information on how to contract with MTS, please contact us at:

2800 Shirlington Road, Suite 1000  
Arlington, Virginia 22206  
(703) 575-2900 (main phone number)  
(703) 575-2965 (main fax number)  
[www.mtstech.com](http://www.mtstech.com)

**TABLE OF CONTENTS**

	<b><u>Page</u></b>
Customer Information.....	3
Terms and Conditions Applicable to Professional Engineering Services .....	7
Agency Ordering Procedures for Services.....	10
Scope of Services.....	13
Labor Category Descriptions .....	15
Labor Rates .....	21

**Customer Information****1. Special Item Numbers (SINs)**

- 871-1 Strategic Planning For Technology Programs/Activities
- 871-2 Concept Development and Requirements Analysis
- 871-3 System Design, Engineering and Integration
- 871-4 Test and Evaluation
- 871-5 Integrated Logistics Support
- 871-6 Acquisition and Life Cycle Management

**2. Maximum order.** \$750,000. Requirements exceeding the maximum order may be handled pursuant to clause I-FSS-125 (August 1995).

In accordance with FAR 8.404, there may be circumstances where an ordering activity finds it advantageous to request a price reduction such as where a quantity of an individual order clearly indicates the potential for obtaining a reduced price. To assist customer agencies in determining when they should seek a price decrease, a level called a Maximum Order has been established under the contract. When an agency order exceeds this maximum amount, it is recommended that the ordering activity contact the contractor for a reduced price.

- a. The contractor may:
  - 1. Offer a new lower price for this requirement (the Price Reduction clause is not applicable to orders placed over the Maximum Order in FAR 52.216-19);
  - 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.
- b. A delivery order for quantities that exceed the Maximum Order may be placed with the contractor selected in accordance with FAR 8.404. The order will be placed under the current contract.
- c. Sales for orders that exceed the Maximum Order shall be reported in accordance with GSAR 552.238-72.

**3. Minimum order.** \$100.**4. Geographic coverage.** Professional Engineering Services under this contract are available throughout the 48 contiguous states, the District of Columbia, Alaska, and Hawaii.**5. Point(s) of production (city, county, and state or foreign country).** All items listed herein are domestic end products, from designated countries under the Trade Agreement Act, or are U.S. made end products.**6. Discount from list prices or statement of net price.** All prices herein are net.

- 7. **Quantity discounts.** None.
- 8. **Prompt payment terms.** None.
- 9a. **Government Commercial Credit Card:** Government commercial credit cards are accepted.
- 9b. **Discount for Payment by Government Commercial Credit Card:** None
- 10. **Foreign Items:** None
- 11a. **Time of Delivery:** *MTS* will deliver within 30 days ARO.
- 11b. **Expedited Delivery:** Arrangements for faster delivery may be available by contacting *MTS*.
- 11c. **Overnight and 2-day Delivery:** Arrangements for overnight and 2-day delivery may be available by contacting *MTS*.
- 11d. **Urgent Requirements:** *MTS* is prepared to respond to the Government's urgent needs. Delivery arrangements for urgent requirements will be handled on a case by case basis.
- 12. **F.O.B. Point(s):** Destination
- 13. **Ordering Address:**  
  
*MTS Technologies, Inc.*  
2800 Shirlington Road, Suite 1000  
Arlington, VA 22206  
Attn: Ms. Elaine Hoffman, Director of Contracts  
703-575-2909 (direct number)  
703-575-2985 (direct fax)

- 14. **Payment Address:**  
  
*MTS Technologies, Inc.*  
2800 Shirlington Road, Suite 1000  
Arlington, VA 22206  
Attn: Accounts Receivable  
FEIN: 59-3082029

**15. Warranty Provision:** 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 representation and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the contractor.

The above is not intended to enlarge the scope of this schedule contract for individual orders. Terms and conditions of any orders are limited strictly to those specified in the schedule contract and price list and agreed to by GSA.

**16. Export Packaging Charges:** Export packing is not available.

**17. Terms and Conditions of Government Commercial Credit Card Acceptance:** Government Commercial Credit Cards will be acceptable for payment. In addition, bank account information for wire transfer payments will be shown on the invoice.

Below are the telephone number(s) that can be used by ordering agencies to obtain technical and/or ordering assistance.

703-575-2909/2921

**18. Year 2000(Y2K) compliant.**

C.2.36 I-FSS-550-B YEAR 2000 Warranty - Commercial Supply Items (Jan 1999)

- (a) As used in this clause, "Year 2000 compliant" means, with respect to information technology, that the information technology accurately processes date/time data (including, but not limited to, calculating, comparing and sequencing) from, into, and between the twentieth and twenty-first centuries, and the years 1999 and 2000, and leap year calculations, to the extent that other information technology used in combination with the information technology being acquired, properly exchanges date/time data with it.
- (b) The Contractor shall warrant that each hardware, software, and firmware product delivered under this contract shall be able to accurately process date time data (including, but not limited to, calculating, comparing, and sequencing) from, into, and between the twentieth and twenty-first centuries, including leap year calculations, when used in accordance with the product documentation provided by the Contractor, provided that all products (e.g. hardware, software, firmware)

used in combination with products properly exchange date time data with it. If the contract requires that specific listed products must perform as a system in accordance with the foregoing warranty, then that warranty shall apply to those products as a system. The duration of this warranty and the remedies available under this warranty shall include repair or replacement of any product whose non-compliance is discovered and made known to the Contractor in writing within ninety (90) days after acceptance (installation is considered acceptance). The Contractor may offer an extended warranty to the Government to include repair or replacement of any product whose non-compliance is discovered and made known to the Contractor in writing at any time prior to June 1, 2000, or for a period of 6 months following acceptance (installation is considered acceptance) whichever is later. Nothing in this warranty shall be construed to limit any rights or remedies the Government may otherwise have under this contract with respect to defects other than Year 2000 performance.

19. **Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants.** Not applicable.
20. **Data Universal Number System (DUNS) number.** 798864393.
21. **Notification regarding registration in Central Contractor Registration (CCR) database.** MTS is registered in the DoD CCR database (registration information is available at [Central Contractor Registration](#)).

**Terms and Conditions Applicable to Professional Engineering Services****1. Order**

Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. 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 that 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.

**2. Special Provisions for Task Orders**

Agencies may incorporate provisions in their task orders (e.g. security clearances, hazardous substances, special handling, key personnel, etc). These provisions, when required, will be included in individual task orders. Any cost necessary for the contractor to comply with the provision(s) will be included in the task order proposal, unless prohibited by law.

**3. Indefinite Quantity Contract**

Any order issued during the effective period of this contract and not completed within that period shall be completed by the contractor within the time specified in the order. The contract shall govern the contractor's and the Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period.

**4. Performance Incentives**

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.

**5. Inspection and Acceptance**

The contractor will only tender for acceptance those items that conform to the requirements of this contract. The Government reserves the right to inspect or test any supplies or services that have been tendered for acceptance. The Government may require repair or replacement of nonconforming supplies or re-performance of nonconforming services at no increase in contract price. The Government must exercise its post acceptance rights (1) within a reasonable time after the defect was discovered or should have been discovered; and (2) before any substantial change occurs in the condition of the item, unless the change is due to the defect in the item.

**6. Support to be Provided by the Government**

As determined by the ordering agency, the contractor shall have reasonable access to: Government publications, archival material, videotape, film, and graphic art repositories; and government employees as is necessary and appropriate to satisfy the contractor's requirements in completing project work.

Managers and employees within agencies where work is being performed that are essential to carrying out contractual obligations; subject matter experts to advise and assist the contractor with respect to technical aspects of operating systems selected for improvement; and physical support for carrying out work, such as work space, utility services drawn from existing sources, currently available instructional equipment such as computer terminals and audiovisual display devices when such use does not conflict with the organization's operational schedule. Technical reference material not subject to Privacy Act restrictions.

**7. Excusable Delays**

The contractor will be liable for default unless nonperformance is caused by an occurrence beyond the reasonable control of the contractor and without its fault or negligence such as, acts of God or the public enemy, actions of the Government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, unusually severe weather, and delays of common carriers. The contractor shall notify the Contracting Officer in writing as soon as possible after the commencement of any excusable delay, setting forth the full particulars in connection therewith, shall remedy such occurrence with all reasonable dispatch, and shall promptly give written notice to the Contracting Officer of the cessation of such occurrence.

**8. Limitation of Liability**

Except as otherwise provided by an express or implied warranty, the contractor will not be liable to the Government for consequential damages resulting from any defect or deficiencies in accepted items.

**9. Invoices**

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

**10. Payment**

The office indicated on the task order will make payment directly to the contractor. The Government will make payment in accordance with the Prompt Payment Act (31 U.S.C. 3903) and the Office of Management and Budget (OMB) Circular A-125, Prompt Payment.

**11. Payments under Time and Materials Contracts**

Allowable costs of direct materials shall be determined by the Contracting Officer in accordance with FAR Subpart 31.2 in effect at the time of the order. Reasonable and allocable material handling costs may be included in the charge for material to the extent that they are clearly excluded from the hourly rate.

**12. Contractor Travel**

Any Contractor travel required in the performance of work must comply with the Federal Travel Regulations or the 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.

**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 guidelines set forth in the FAR.

**14. 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 agency for the open market items.

**15. Blanket Purchase Agreements**

Blanket Purchase Agreements (BPA's) can reduce costs and save time because individual purchase orders and invoices are not required for each procurement but can instead be documented on a consolidated basis. The BPA's effective period shall not exceed the period of the contract including option year periods. Any order placed under such agreements shall be issued in accordance with all applicable regulations and the terms and conditions of the contract.

**Agency Ordering Procedures for Services****1. 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 -

***a. Prepare a Request for Quotes:***

- 1) A performance-based statement of work that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.
- 2) A request for quotes should be prepared which includes the performance-based statement of work and requests the contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering office makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials quote may be requested. The firm fixed price shall be based on the hourly rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any travel costs or other incidental costs related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor-hour and time-and-materials orders.
- 3) 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.
- 4) The request for quotes shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an

explanation regarding the intended use of any experience and/or past performance information in determining technical acceptability of responses.

***b. Transmit the Request for Quotes to Contractors:***

- 1) 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).
- 2) The request for quotes should be provided to three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold. For proposed orders exceeding the maximum order threshold, the request for quotes should be provided to additional contractors that offer services that will meet the agency's needs. Ordering offices should strive to minimize the contractors' costs associated with responding to requests for quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, when possible.

***c. Evaluate quotes and select the contractor to receive the order.*** After responses have been evaluated against the factors identified in the request for quotes, the order should be placed with the schedule contractor that represents the best value and results in the lowest overall cost alternative (considering price, special qualifications, administrative costs, etc.) to meet the Government's needs. The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPAs) for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering office the opportunity to secure volume discounts. When establishing BPAs ordering offices shall -

- Inform contractors in the request for quotes (based on the agency's requirement) if a single BPA or
  - Multiple BPAs will be established, and indicate the basis that will be used for selecting the contractors to be awarded the BPAs.
- 1) Single BPA: Generally, a single BPA should be established when the ordering office can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value and results in the lowest overall cost alternative to meet the agency's needs should be awarded the BPA.

- 2) **Multiple BPAs:** When the ordering office determines multiple BPAs are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing the BPAs. When multiple BPAs are established, the authorized users must follow the procedures in II.B above, and then place the order with the Schedule contractor that represents the best value and results in the lowest overall cost alternative to meet the agency's needs.
- d. 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.
- e. Small Business Preference.* 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.
- f. Section Based on Greatest Value.* 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.
- g. Required Documentation.* The ordering office, at a minimum, should document orders by identifying the contractor the services were purchased from, the services purchased, and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For agency requirements in excess of the micro-purchase threshold, the order file should document the evaluation of Schedule contractors' quotes that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.

## 2. Procedures for Fixed Prices on GSA Schedule.

The ordering procedures set forth at FAR 8.404 should be used for those services based on fixed prices. The Contractor is advised that based on the specific task identified at the task order level, it may use Clause 552.238-76, Price Reduction, to provide a proposed fixed price to the agency to more accurately reflect the actual work required.

## Scope of Services

For each of the primary disciplines, there are six Special Item Numbers (SINs) in this schedule:

- **871-1 Strategic Planning For Technology Programs/Activities Services** required under this SIN involve the definition and interpretation of high-level organizational engineering performance requirements such as projects, systems, missions, etc., and the objectives and approaches to their achievement. Typical associated tasks include, but are not limited to an analysis of mission, program goals and objectives, requirements analysis, organizational performance assessment, special studies and analysis, training, privatization and outsourcing.

*Example:* The evaluation and preliminary definition of new and/or improved performance goals for navigation satellites – such as launch procedures and costs, multi-user capability, useful service life, accuracy and resistance to natural and man made electronic interference.

Inappropriate use of this SIN is providing professional engineering services not specifically related to strategic planning for technology programs/activities and its associated disciplines.

- **871-2 Concept Development And Requirements Analysis Services** required under this SIN involve abstract or concept studies and analysis, requirements definition, preliminary planning, the evaluation of alternative technical approaches and associated costs for the development or enhancement of high level general performance specifications of a system, project, mission or activity. Typical associated tasks include, but are not limited to requirements analysis, cost/cost-performance trade-off analysis, feasibility analysis, regulatory compliance support, technology conceptual designs, training, privatization and outsourcing.

*Example:* The development and analysis of the total mission profile and life cycle of the improved satellite including examination of performance and cost tradeoffs.

Inappropriate use of this SIN is providing professional engineering services not specifically related to concept development and requirements analysis and its associated disciplines.

- **871-3 System Design, Engineering And Integration Services** required under this SIN involve the translation of a system (or subsystem, program, project, activity) concept into a preliminary and detailed design (engineering plans and specifications), performing risk identification/analysis/mitigation, traceability, and then integrating the various components to produce a working prototype or model of the system. Typical associated tasks include, but are not limited to computer-aided design, design studies and analysis, high level detailed specification preparation, configuration management and document control, fabrication, assembly and simulation, modeling, training, privatization and outsourcing.

*Example:* The navigation satellite concept produced in the preceding stage will be converted to a detailed engineering design package, performance will be computer simulated and a working model will be built for testing and design verification.

Inappropriate use of this SIN is providing professional engineering services not specifically related to concept development and requirements analysis and its associated disciplines.

- **871-4 Test and Evaluation Services** required under this SIN involve the application of various techniques demonstrating that a prototype system (subsystem, program, project or activity) performs in accordance with the objectives outlined in the original design. Typical associated tasks include, but are not limited testing of a prototype and first article(s) testing, environmental testing, independent verification and validation, reverse engineering, simulation and modeling (to test the feasibility of a concept), system safety, quality assurance, physical testing of the product or system, training, privatization and outsourcing.

*Example:* The navigation satellite working model will be subjected to a series of tests which may simulate and ultimately duplicate its operational environment.

Inappropriate use of this SIN is providing professional engineering services not specifically related to testing and evaluating and its associated disciplines.

- **871-5 Integrated Logistics Support Services** required under this SIN involves the analysis, planning and detailed design of all engineering specific logistics support including material goods, personnel, and operational maintenance and repair of systems throughout their life cycles. Typical associated tasks include, but are not limited to ergonomic/human performance analysis, feasibility analysis, logistics planning, requirements determination, policy standards/procedures development, long-term reliability and maintainability, training, privatization and outsourcing.

*Example:* The full range of life cycle logistics support for the navigation satellite will be identified and designed in this stage including training, operation and maintenance requirements, and replacement procedures.

Inappropriate use of this SIN is providing professional engineering services not specifically related to integrated logistics support and its associated disciplines.

- **871-6 Acquisition and Life Cycle Management Services** required under this SIN involve all of the planning, budgetary, contract and systems/program management execution functions required to procure and/or produce, render operational and provide life cycle support (maintenance, repair, supplies, engineering specific logistics) to technology-based systems, activities, subsystems, projects, etc. Typical associated tasks include, but are not limited to operation and maintenance, program/project management, technology transfer/insertion, training, privatization and outsourcing.

*Example:* During this stage the actual manufacturing, launch, and performance monitoring of the navigation satellite will be assisted through project management, configuration management, reliability analysis, engineering retrofit improvements and similar functions.

Inappropriate use of this SIN is professional engineering services not specifically related to acquisition and life cycle management and associated disciplines.

**Labor Category Descriptions**

<b>Descriptions of PES Labor Categories</b>		
<b>Labor Category</b>	<b>Education, Training, Certifications, and Experience Requirements</b>	<b>Description/Scope of Responsibilities</b>
<p><b>Executive Technical Management</b></p> <p><i>(Examples: President/ CEO/Vice-President/ Group Manager)</i></p>	<p>Master's degree in business or related discipline plus at least 12 years directly related experience, including prior significant management responsibility in a professional services company or related industry, or Bachelor's degree in business or related discipline plus at least 15 years directly related experience, including prior management responsibility in a professional services company or comparable industry.</p>	<p>Responsible for the leadership and direction necessary to achieve Company goals for revenue, marketing, and contract performance. This position has responsibility for overseeing the development and implementation of the Strategic Plan that enables the Company to attain its long and short-term business goals. As CEO, performs with maximum latitude, relying on past experience and knowledge of the industry, the Company, and its overall strategic business plan to achieve its goals. Assumes responsibility for leading and managing a significant area of business activity involving one or more functional areas. Accountable for profit/loss within area of responsibility. With general guidance from the CEO has complete latitude to recommend, interpret, and implement policies and procedures that facilitate attainment of Company goals.</p>
<p><b>Principal Technical Staff/Director</b></p> <p><i>A supplementary set of management/ leadership responsibilities for those employees already assigned at the "Principal" level within their specialty ladder.</i></p> <p><i>(Examples: Director, Division Manager, Group Manager)</i></p>	<p>The major orientation is the management of multiple contracts and annual revenue generally in excess of \$2,000,000 or a departmental budget of \$200,000 on a continuing basis (in excess of 6 months). This assignment covers the full range of general management responsibilities incorporating finance, business development, client management, and human resources.</p> <p>PhD in Engineering, Computer Science, Science or a related academic field plus at least 6 yrs directly related experience or MA/MS plus at least 8 yrs directly related experience or BA/BS plus at least 10 yrs directly related experience.</p>	<p>Responsible for planning, organizing, staffing, directing, and controlling 15 or more subordinates engaged in similar work. Recommends Human Resources actions to include hiring, firing, transfers, promotions, and salary increases. Contributes to the end results of the Company through organizing, planning, and managing an organizational activity (i.e., business development, special projects). Within broad objectives, performs in a professional position requiring high-level specialized knowledge and experience. Demonstrates ability to analyze complex problems, research and synthesize data, and propose unique solutions or alternatives. Is a recognized leader in one or more disciplines. May serve as a prime point of contact for clients.</p>
<p><b>Principal Technical Staff/Manager</b></p> <p><i>A supplementary set of management/ leadership responsibilities for those employees already assigned at the "Senior" or "Principal" level within their specialty ladder.</i></p> <p><i>(Examples: Program/ Project Manager)</i></p>	<p>The major orientation is the management of at least one major contract/project and annual revenues generally in excess of \$1,000,000 or a departmental budget of \$100,000 on a continuing basis (in excess of 6 months). This assignment covers the full range of general management responsibilities incorporating finance, business development, client management, and human resources.</p> <p>PhD in Engineering, Computer Science, Science or a related academic field plus at least 6 yrs directly related experience or MA/MS plus at least 8 yrs directly related experience or BA/BS plus at least 10 yrs directly related experience.</p>	<p>Responsible for planning, organizing, staffing, directing, and controlling 10 or more staff members engaged in similar work. Recommends Human Resources actions to include hiring, firing, transfers, promotions, and compensation increases. Contributes to the end results of the Company through organizing, planning, and managing an organizational activity (i.e., business development, special projects). Within broad objectives, performs in a professional position requiring high-level specialized knowledge and experience. Demonstrates ability to analyze complex problems, research and synthesize data, and propose unique solutions or alternatives. Is a recognized leader in one or more disciplines. May serve as a prime point of contact for clients.</p>

<b>Descriptions of PES Labor Categories</b>		
<b>Labor Category</b>	<b>Education, Training, Certifications, and Experience Requirements</b>	<b>Description/Scope of Responsibilities</b>
<p><b>Principal Member of the Technical Staff</b>  <i>(Examples: Senior Electrical/Mechanical/ Chemical/ Civil Engineer, Senior Logistician)</i></p>	<p>PhD in Engineering, Computer Science, Science or a related academic field plus at least 6 yrs directly related experience or MA/MS plus at least 8 yrs directly related experience or BA/BS plus at least 10 yrs directly related experience.</p>	<p>Within broad objectives, performs in a professional position requiring high-level specialized knowledge and experience. Demonstrates ability to analyze complex problems, research and synthesize data, and propose unique solutions or alternatives. Is a recognized leader in one or more disciplines. May serve as a prime point of contact for clients.</p>
<p><b>Senior Member of the Technical Staff/ Manager</b>  <i>A supplementary set of management/ leadership responsibilities for those employees already assigned at the "Senior" or "Principal" level within their specialty ladder.</i>  <i>(Examples: Program/ Product/Project Manager)</i></p>	<p>The major orientation is the management of at least one major contract/project and annual revenues generally in excess of \$1,000,000 or a departmental budget of \$100,000 on a continuing basis (in excess of 6 months). This assignment covers the full range of general management responsibilities incorporating finance, business development, client management, and human resources.</p> <p>PhD in Engineering, Computer Science, Science or a related academic field plus 2-4 yrs directly related experience or MA/MS plus 4-6 yrs directly related experience or BA/BS plus 6-8 yrs directly related experience.</p>	<p>Responsible for planning, organizing, staffing, directing, and controlling 10 or more staff members engaged in similar work. Recommends Human Resources actions to include hiring, firing, transfers, promotions, and compensation increases. Contributes to the end results of the Company through organizing, planning, and managing an organizational activity (i.e., business development, special projects). Within defined objectives, but with considerable latitude, performs in a professional position requiring an in-depth knowledge. Capable of independent, complex analysis, concept formulation and new method identification. May serve as a prime point of contact for clients.</p>
<p><b>Senior Member of the Technical Staff/ Associate Manager</b>  <i>A supplementary set of management/ leadership responsibilities for those employees already assigned at the "Staff" or "Senior" level within their specialty ladder. First level of true management.</i>  <i>(Examples: Program/ Product/Project Manager)</i></p>	<p>The major orientation is the management of one or more major projects and annual revenues generally in excess of \$250,000, or a departmental budget in excess of \$25,000 on a continuing basis (in excess of 6 months). This assignment covers the full range of general management responsibilities incorporating finance, business development, client management, and human resources.</p> <p>PhD in Engineering, Computer Science, Science or a related academic field plus 2-4 yrs directly related experience or MA/MS plus 4-6 yrs directly related experience or BA/BS plus 6-8 yrs directly related experience.</p>	<p>Responsible for planning, organizing, staffing, directing, and controlling 3 or more staff members engaged in similar work. Recommends Human Resources actions to include hiring, firing, transfers, promotions, and compensation increases. Contributes to the end results of the Company through organizing, planning, and managing an organizational activity (i.e., business development, special projects). Within defined objectives, but with considerable latitude, performs in a professional position requiring an in-depth knowledge. Capable of independent, complex analysis, concept formulation and new method identification. May serve as a prime point of contact for clients.</p>

<b>Descriptions of PES Labor Categories</b>		
<b>Labor Category</b>	<b>Education, Training, Certifications, and Experience Requirements</b>	<b>Description/Scope of Responsibilities</b>
<p><b>Member of the Technical Staff/ Associate Manager</b>  <i>A supplementary set of management/ leadership responsibilities for those employees already assigned at the "Staff" or "Senior" level within their specialty ladder.</i></p> <p><i>First level of true management.</i></p> <p><i>(Examples: Project Manager/Leader)</i></p>	<p>The major orientation is the management of one or more major projects and annual revenues generally in excess of \$250,000, or a departmental budget in excess of \$25,000 on a continuing basis (in excess of 6 months). This assignment covers the full range of general management responsibilities incorporating finance, business development, client management, and human resources.</p> <p>PhD in Engineering, Computer Science, Science or a related academic field plus 0-2 yrs directly related experience or MA/MS plus 2-4 yrs directly related experience or BA/BS plus 4-6 yrs directly related experience.</p>	<p>Responsible for planning, organizing, staffing, directing, and controlling 3 or more staff members engaged in similar work. Recommends Human Resources actions to include hiring, firing, transfers, promotions, and compensation increases. Contributes to the end results of the Company through organizing, planning, and managing an organizational activity (i.e., business development, special projects). Works within general guidelines on broadly defined projects. Requires originality, with some latitude for unreviewed decision-making. Frequent client contact is routine.</p>
<p><b>Senior Member of the Technical Staff</b></p> <p><i>(Examples: Electrical/ Mechanical/ Chemical/ Civil Engineer, Senior Logistician, Senior Technical Writer)</i></p>	<p>PhD in Engineering, Computer Science, Science or a related academic field plus 2-4 yrs directly related experience or MA/MS plus 4-6 yrs directly related experience or BA/BS plus 6-8 yrs directly related experience.</p>	<p>Within defined objectives, but with considerable latitude, performs in a professional position requiring an in-depth knowledge. Capable of independent, complex analysis, concept formulation and new method identification. May serve as a prime point of contact for clients.</p>
<p><b>Member of the Technical Staff/Leader</b>  <i>A supplementary set of responsibilities for those employees already assigned at the "Associate" or "Staff" level within their specialty.</i></p> <p><i>(Examples: Electrical/ Mechanical/Chemical / Civil Engineer Task Leader, Logistics Task Leader, Technical Writing Task Leader)</i></p>	<p>Responsible for assigning and allocating work, providing advice and guidance about the work performed, and training others on the "how-to" aspects of the work. Performs this role for a staff of 2 or less.</p> <p>This is not a true management position.</p> <p>PhD in Engineering, Computer Science, Science or a related academic field plus 0-2 yrs directly related experience or MA/MS plus 2-4 yrs directly related experience or BA/BS plus 4-6 yrs directly related experience.</p>	<p>Works within general guidelines on broadly defined projects. Requires originality, with some latitude for unreviewed decision-making. Frequent client contact is routine.</p>
<p><b>Member of the Technical Staff</b></p> <p><i>(Examples: Electrical/ Mechanical/ Chemical/ Civil Engineer, Logistician, Technical Writer)</i></p>	<p>PhD in Engineering, Computer Science, Science or a related academic field plus 0-2 yrs directly related experience or MA/MS plus 2-4 yrs directly related experience or BA/BS plus 4-6 yrs directly related experience.</p>	<p>Works within general guidelines on broadly defined projects. Requires originality, with some latitude for unreviewed decision-making. Frequent client contact is routine.</p>

<b>Descriptions of PES Labor Categories</b>		
<b>Labor Category</b>	<b>Education, Training, Certifications, and Experience Requirements</b>	<b>Description/Scope of Responsibilities</b>
<p><b>Associate Member of the Technical Staff</b>  <i>(Examples: Electrical/Mechanical/Chemical/ Civil Engineer, Logistician, Technical Writer)</i></p>	<p>MA/MS in Engineering, Computer Science, Science or a related academic field plus 0-2 yrs directly related experience or BA/BS plus 2-4 yrs directly related experience or AA/AS plus 4-6 yrs directly related experience.</p>	<p>Performs professional work that is somewhat challenging and varied in nature, within general guidelines. Involves some originality and interpretations; situations outside parameters referred to management for clarification. Limited client contact.</p>
<p><b>Assistant Member of the Technical Staff</b>  <i>(Examples: Electrical/Mechanical/Chemical/ Civil Engineer, Logistician, Technical Writer)</i></p>	<p>BA/BS in Engineering, Computer Science, Science or a related academic field plus 0-2 yrs directly related experience or AA/AS plus 2-4 yrs directly related experience.</p>	<p>Under close supervision and within well-defined guidelines, performs in an entry-level professional position, usually as part of a team. Very limited to no direct client contact. Errors in work or actions limited to immediate work unit, usually corrected during normal quality control.</p>
<p><b>Technical Specialist II Semi-Skilled</b>  <i>(Examples: Electrical/Mechanical/Chemical/ Civil Technician, Technical Assistant)</i></p>	<p>High School diploma or equivalent. Actively engaged in a program, formal or informal, to learn the skills necessary to become self-sufficient. Some proficiency in most, but not all, of the tools and equipment appropriate to job responsibilities. A minimum of 1-3 years performing in related areas of responsibility. Ability to move or lift objects of 50 lbs. or more, as necessary.</p>	<p>Performs duties of position with explicit, detailed directions or with close supervision, seeking guidance on tasks where there may be uncertainty. General Understanding of policies, procedures, and regulations applicable to position.</p> <p><i>Note: Positions at this level may incorporate persons as engineering/technical/electronic/mechanical or other technicians, equipment/systems operators, PC/network support specialists, or skilled trades.</i></p>
<p><b>Technical Specialist I Unskilled/Inexperienced</b>  <i>(Examples: Electrical/Mechanical/Chemical / Civil Technician, Technical Assistant)</i></p>	<p>High School diploma or equivalent 0-1 year of experience performing "handyman" or general laborer duties. Aptitude for use of hand tools. Ability to move or lift objects of 50 lbs. or more, as necessary.</p>	<p>Performs duties of a general laborer or those requiring basic understanding and use of hand tools. Duties are well defined. Directions are either provided or supervision is readily available. Limited discretion or judgment required to complete assigned tasks.</p> <p><i>Note: Positions at this level may incorporate persons assigned as engineering/technical/electronic/mechanical or other technicians, equipment/systems operators, PC/network support specialists, or skilled trades.</i></p>
<p><b>Senior Member of the Business Staff/ Manager</b>  <i>A supplementary set of leadership/management responsibilities for those employees already assigned at the "Senior" or "Principal" level within their specialty ladder.</i>  <i>(Examples: Program/Product/Project Manager, Senior ILS Manager)</i></p>	<p>The major orientation is the management of at least one major project/contract and annual revenues generally in excess of \$1,000,000 or a departmental budget of \$100,000 on a continuing basis (in excess of 6 months). This assignment covers the full range of general management responsibilities incorporating finance, business development, client management, and human resources.</p> <p>MA/MS in Business Administration or appropriate specialized field of study plus 2-4 years directly related experience, or BA/BS plus 6-8 years directly related experience.</p>	<p>Responsible for planning, organizing, staffing, directing, and controlling 10 or more staff members engaged in similar work. Recommends Human Resources actions to include hiring, firing, transfers, promotions, and compensation increases. Contributes to the end results of the Company through organizing, planning, and managing an organizational activity (i.e., business development, special projects). Within defined objectives, but with considerable latitude, performs in a professional position requiring an in-depth knowledge. Capable of independent, complex analysis, concept formulation, and new method identification. Serves as a prime point of contact for clients.</p>

<b>Descriptions of PES Labor Categories</b>		
<b>Labor Category</b>	<b>Education, Training, Certifications, and Experience Requirements</b>	<b>Description/Scope of Responsibilities</b>
<p><b>Senior Member of the Business Staff/ Associate Manager</b>  <i>A supplementary set of leadership/ management responsibilities for those employees already assigned at the "Staff" or "Senior" level within their specialty ladder. First level of true management. (Examples: Program/ Product/Project Manager, Senior ILS Manager, Senior Technical Writer/Manager)</i></p>	<p>The major orientation is the management of one or more major projects and annual revenues generally in excess of \$250,000, or a departmental budget in excess of \$25,000 on a continuing basis (in excess of 6 months). This assignment covers the full range of general management responsibilities incorporating finance, business development, client management, and human resources.</p> <p>MA/MS in Business Administration or appropriate specialized field of study plus 2-4 years directly related experience, or BA/BS plus 6-8 years directly related experience.</p>	<p>Responsible for planning, organizing, staffing, directing, and controlling 3 or more staff members engaged in similar work. Recommends Human Resources actions to include hiring, firing, transfers, promotions, and salary increases. Contributes to the end results of the Company through organizing, planning, and managing an organizational activity (i.e., business development, special projects). Within defined objectives, but with considerable latitude, performs in a professional position requiring an in-depth knowledge. Capable of independent, complex analysis, concept formulation, and new method identification. Serves as a prime point of contact for clients.</p>
<p><b>Senior Member of the Business Staff</b>  <i>(Examples: Senior Logistician, Senior Business Analyst, Senior Technical Writer/Editor)</i></p>	<p>MA/MS in Business Administration or appropriate specialized field of study plus 2-4 years directly related experience, or BA/BS plus 6-8 years directly related experience.</p>	<p>Within defined objectives, but with considerable latitude, performs in a professional position requiring an in-depth knowledge. Capable of independent, complex analysis, concept formulation, and new method identification. Serves as a prime point of contact for clients.</p>
<p><b>Member of the Business Staff</b>  <i>(Examples: Logistician, Business Analyst, Technical Writer/Editor, Executive Business Assistant)</i></p>	<p>BA/BS in Business Administration or appropriate specialized field of study plus 4-6 years directly related experience, or AA/AS plus 6-8 years directly related experience.</p>	<p>Works within general guidelines on broadly defined projects. Requires originality, with some latitude for unreviewed decision-making. Frequent client contact is routine if assigned to a project.</p>
<p><b>Associate Member of the Business Staff/ Leader</b>  <i>A supplementary set of responsibilities for those employees already assigned at the "Associate" or "Staff" level within their specialty. (Examples: Logistics Task Leader, Technical Writing Task Leader, Business Analyst Task Leader)</i></p>	<p>Responsible for assigning and allocating work, providing advice and guidance about the work performed, and training others on the "how-to" aspects of the work. Performs this role for a staff of 2 or less.</p> <p>This is not a true management position.</p> <p>BA/BS in Business Administration or appropriate specialized field of study plus 2-4 years directly related experience, or AA/AS plus 4-6 years directly related experience, or HS diploma plus 6-8 years directly related experience.</p>	<p>Performs professional work that is somewhat challenging and varied in nature, within general guidelines. Involves some originality and interpretations; situations outside parameters referred to management for clarification. Limited client contact if assigned to a project.</p>

<b>Descriptions of PES Labor Categories</b>		
<b>Labor Category</b>	<b>Education, Training, Certifications, and Experience Requirements</b>	<b>Description/Scope of Responsibilities</b>
<p><b>Associate Member of the Business Staff</b>                      (Examples: <i>Logistician, Business Analyst, Technical Writer/Editor</i>)</p>	<p>BA/BS in Business Administration or appropriate specialized field of study plus 2-4 years directly related experience, or AA/AS plus 4-6 years directly related experience, or HS diploma plus 6-8 years directly related experience.</p>	<p>Performs professional work that is somewhat challenging and varied in nature, within general guidelines. Involves some originality and interpretations; situations outside parameters referred to management for clarification. Limited client contact if assigned to a project.</p>
<p><b>Assistant Member of the Business Staff</b>                      (Examples: <i>Logistician, Business Analyst, Technical Writer/Editor</i>)</p>	<p>BA/BS in Business Administration or appropriate specialized field of study plus 0-2 years directly related experience, or AA/AS plus 2-4 years directly related experience, or HS diploma plus 4-6 years directly related experience.</p>	<p>Under close supervision and within well-defined guidelines, performs in an entry-level professional position, usually as part of a team. If assigned to a project, very limited to no direct client contact.</p>
<p><b>Business Operations Specialist IV</b>                      Experienced/Skilled                      (Examples: <i>Senior Administrative Assistant</i>)</p>	<p>High School diploma plus a minimum of 2 years additional training or education in area of specialization. Extensive related experience performing responsibilities in area of specialization. Advanced skills using standard office equipment and machinery. Proficiency in personal computer operation and in the use of advanced word processing, spreadsheet, and/or graphics applications. Ability to communicate effectively with all levels of employees, including vendors, clients, public officials, etc.</p>	<p>Performs a variety of administrative/paraprofessional responsibilities frequently confidential or complex in nature, in direct support of management in order to enhance their operating efficiency. Employees at this level are expected to perform within broad guidelines, relying on their proficiency and past experience to accomplish most activities with limited direction. Employees at this level will also have advanced manual skills and dexterity and/or rely on past experience to research problems/issues in order to recommend appropriate action. Employees at this level may allocate work and provide guidance and training to others in their field of specialization.</p>
<p><b>Business Operations Specialist III</b>                      Skilled                      (Examples: <i>Administrative Assistant</i>)</p>	<p>High School diploma or equivalent with at least one year of additional, formal education beyond high school preferred. Considerable related experience performing administrative, clerical, or office support responsibilities in a similar office environment. Proficiency using a variety of office equipment and machines such as: photocopiers, scanners, microfilm readers and printers, fax machines, etc. Proficiency in operating a personal computer and using more advanced applications in word processing, spreadsheet, and graphics.</p>	<p>Performs a variety of administrative/paraprofessional responsibilities sometimes confidential or complex in nature, related to: filing; preparation of correspondence; customer contact; answering questions from employees, vendors, and other representatives, soliciting bids from potential vendors; making travel arrangements; diagnosing and making adjustments in equipment to ensure their operating efficiency. Employees at this level are expected to perform within general guidelines, relying on past experience to accomplish the majority of assignments with limited direction.</p>
<p><b>Business Operations Specialist II</b>                      Semi-Skilled                      (Examples: <i>Administrative Assistant</i>)</p>	<p>High School diploma or equivalent plus some course work or computer training beyond high school. Demonstrated capability in use of standard office equipment and machinery. Demonstrated capability in operating a personal computer and in standard word processing and spreadsheet applications.</p>	<p>Performs a variety of clerical or administrative responsibilities, occasionally complex or confidential in nature, relating to: preparing correspondence; organizing and filing documents for easy retrieval; providing vendors, clients, and work associates with information; answering routine questions about the nature of the work; preparing charts, graphs, or spreadsheets from data provided; setting up meetings; making travel arrangements, etc. Employees at this level are expected to perform with some latitude, but activities are generally not complex and can be easily learned and understood. Procedures are defined and supervision is readily accessible.</p>

**Labor Rates**

**Labor Rates are for all SINs and include a .75% Industrial Funding Fee (IFF).**

PES Labor Category	Option Period: February 2007 – November 2011				
	Year 1	Year 2	Year 3	Year 4	Year 5
Exec. Technical Management	\$ 173.43	\$ 179.51	\$ 185.79	\$ 192.29	\$ 199.02
Principal Tech Staff/Director	\$ 118.03	\$ 122.16	\$ 126.44	\$ 130.86	\$ 135.44
Principal Tech Staff/Manager	\$ 109.83	\$ 113.68	\$ 117.66	\$ 121.78	\$ 126.04
Principal Technical Staff	\$ 102.81	\$ 106.40	\$ 110.13	\$ 113.98	\$ 117.97
Sr. Tech Staff/Assoc. Manager	\$ 93.28	\$ 96.55	\$ 99.93	\$ 103.43	\$ 107.05
Sr. Tech Staff/Manager	\$ 82.93	\$ 85.84	\$ 88.84	\$ 91.95	\$ 95.17
Tech Staff/Assoc. Manager	\$ 68.73	\$ 71.14	\$ 73.63	\$ 76.21	\$ 78.87
Sr. Technical Staff	\$ 82.68	\$ 85.57	\$ 88.56	\$ 91.66	\$ 94.87
Technical Staff/Leader	\$ 84.31	\$ 87.26	\$ 90.32	\$ 93.48	\$ 96.75
Associate Tech Staff	\$ 53.33	\$ 55.20	\$ 57.13	\$ 59.13	\$ 61.20
Assistant Tech Staff	\$ 43.45	\$ 44.97	\$ 46.54	\$ 48.17	\$ 49.86
Technical Staff	\$ 65.97	\$ 68.28	\$ 70.67	\$ 73.14	\$ 75.70
Tech Operations Spec I	\$ 23.67	\$ 24.50	\$ 25.36	\$ 26.24	\$ 27.16
Tech Operations Spec II	\$ 31.83	\$ 32.94	\$ 34.09	\$ 35.29	\$ 36.52
Sr. Business Staff/Assoc Mgr.	\$ 78.89	\$ 81.65	\$ 84.51	\$ 87.46	\$ 90.53
Sr. Business Staff/Manager	\$ 87.92	\$ 91.00	\$ 94.19	\$ 97.48	\$ 100.89
Sr. Business Staff	\$ 74.91	\$ 77.54	\$ 80.25	\$ 83.06	\$ 85.96
Business Staff	\$ 62.47	\$ 64.66	\$ 66.92	\$ 69.26	\$ 71.69
Assoc. Bus Staff/Leader	\$ 49.38	\$ 51.11	\$ 52.90	\$ 54.75	\$ 56.66
Assoc. Business Staff	\$ 47.34	\$ 49.00	\$ 50.71	\$ 52.49	\$ 54.32
Assistant Business Staff	\$ 37.55	\$ 38.86	\$ 40.22	\$ 41.63	\$ 43.09
Bus. Operations Spec. II	\$ 30.07	\$ 31.12	\$ 32.21	\$ 33.34	\$ 34.50
Bus. Operations Spec. III	\$ 33.68	\$ 34.86	\$ 36.08	\$ 37.34	\$ 38.65
Bus. Operations Spec. IV	\$ 42.89	\$ 44.39	\$ 45.95	\$ 47.55	\$ 49.22

**Sales and Service Points**

**Florida**

11315 Corporate Boulevard, Suite 100  
Orlando, FL 32817  
407.384.4300 telephone  
407.384.4329 facsimile

**Michigan**

2301 W. Big Beaver Road, Suite 950  
Troy, MI 48084  
248.637.5120 telephone  
248.637.5130 facsimile

**Pennsylvania**

One Pasquerilla Plaza, 2nd Floor  
Johnstown, PA 15907  
814.262.3700 telephone  
814.262.3705 facsimile

**Virginia**

2800 Shirlington Road, Suite 1000  
Arlington, VA 22206  
703.575.2900 telephone  
703.575.2965 facsimile

208 Golden Oak Court, Suite 100  
Virginia Beach, VA 23452  
757.518.2200 telephone  
757.518.2239 facsimile