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General Services Administration

Authorized Federal Supply Service Information Technology Schedule Pricelist

General Purpose Commercial Information Technology Equipment, Software, and Services



Special Item No. 132-51 Information Technology Professional Services



Contract Number: GS-35F-5852H

**Contract Period: August 4, 2013 – August 3, 2018
Through MOD 0012, Effective August 4, 2013**

FSC Class 5810.. Communications Security Equipment
FSC Class 5895.. Miscellaneous Communications Equipment
FPDS Code J070 Maintenance and Repair Services Repair Parts/Spare Parts
FPDS Code D302IT Systems Development Services
FPDS Code D306IT Systems Analysis Services
FPDS Code D307Automated Information Systems Design and Integration 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.

Products and ordering information in this Authorized FSS Information Technology Schedule Pricelist are also available on the GSA Advantage! System. Agencies can browse GSA Advantage! by accessing the Federal Supply Service's Home Page via the Internet at <http://www.fss.gsa.gov>.

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**INFORMATION FOR ORDERING OFFICES
APPLICABLE TO ALL SPECIAL ITEMS NUMBERS**

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!™ on-line shopping service (www.fss.gsa.gov). The catalogs/pricelists, GSA Advantage!™ 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 pricelists 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

Domestic delivery is delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.

(1) Delivery will be f.o.b. inland carrier, point of exportation (FAR 52.247-38 [SEE C.2]), with the transportation charges to be paid by the Government from point of exportation to destination in Alaska, Hawaii, or the Commonwealth of Puerto Rico, as designated by the ordering office. The Contractor shall add the actual cost of transportation to destination from the point of exportation in the 48 contiguous States nearest to the designated destination. Such costs will, in all cases, be based upon the lowest regularly established rates on file with the Interstate Commerce Commission, the U.S. Maritime Commission (if shipped by water), or any State regulatory body, or those published by the U.S. Postal Service; and must be supported by paid freight or express receipt or by a statement of parcel post charges including weight of shipment.

(2) The right is reserved to ordering agencies to furnish Government bills of lading.

2. Contractor's Ordering Address and Payment Information

ORDERING ADDRESS

Electronic Warfare Associates, Inc.
13873 Park Center Road, Suite 500
Herndon, VA 20171

PAYMENT INFORMATION

Mailing Information:

Electronic Warfare Associates, Inc.
PNC Bank N.A.
Ref#820061
PO Box 28900
Baltimore, MD 21240-8900

ACH Information:

Electronic Warfare Associates, Inc.
PNC Bank N.A.
Washington, DC
ABA # 054000030
Account# 5300806439

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 not 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:

703-904-5700

3. Liability For Injury or Damage

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

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: [086352689](#)

Block 30: Type of Contractor: C. Small Business, Veteran Owned

Block 31: Woman-Owned Small Business: No

Block 36: EWA's Taxpayer Identification Number (TIN): [54-1082215](#)

4a. CAGE Code

[1P404](#)

4b. Central Contractor Registration Database

Contractor has registered with the Central Contractor Registration Database

5. FOB Destination

6. Delivery Schedule

6a. Time of Delivery

EWA 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 As Negotiated

Expedited Delivery Times are Negotiated between EWA and the ordering agency.

6b. 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 EWA for the purpose of obtaining accelerated delivery. EWA shall reply to the inquiry within 3 work days after receipt. (Telephonic replies shall be confirmed by EWA in writing.) If EWA 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.

7a. Government Educational Institutions Receive the Same Discount as All Other Government Customers

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

Not available

10. Small Requirements

The minimum dollar value of orders to be issued is \$100.00.

11. Maximum Order

All dollar amounts are exclusive of any discount for prompt payment.

11a. Special Item Number 132-51 – Information Technology (IT) Professional Services

The maximum dollar value per order for purchase of equipment and IT professional services will be **\$500,000**.

12. Ordering Procedures For Federal Supply Schedule Contracts

Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an order or establishing a BPA for supplies or services. These procedures apply to all schedules.

- a. FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.
- b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

12a. 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.

12b. 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.

12c. 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, EWA 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).

12d. 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.

12e. 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.

12f. 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.

12g. 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 EWA.

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 the 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 Telecommunications 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. Contractor Tasks / Special Requirements (C-FSS-370) (Nov 2001)

- (a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- (b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. The Industrial Funding Fee does NOT apply to travel and per diem charges.
- (c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- (d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated

with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.

- (e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- (f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- (g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- (h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- (i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- (j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.
- (k) Overtime: For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

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 (l) 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
- (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 Open Market Items

NOTE: Open Market Items are also known as incidental items, non-contract items, non-Schedule items, and items not on a Federal Supply Schedule contract.

For administrative convenience, an ordering office contracting officer may add items not on the Federal Supply Multiple Award Schedule (MAS) -- referred to as open market items -- to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, **only if-**

- (1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));
- (2) The ordering office contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
- (3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
- (4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

18. Contractor Commitments, Warranties and Representations

18a. 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 EWA.

18b. 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:

CALL EWA.

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. Blanket Purchase Agreements (BPAs)

The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPA and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). Ordering activities shall follow FAR 8.405-3 when creating and implementing BPA(s).

21. Contractor Team Arrangements

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Industrial Funding Fee and Sales Reporting, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

22. 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 receive 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.

23. 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:

N/A

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

24. Prime Contractor Ordering from Federal Supply Schedules

Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of a Federal Agency, shall follow the terms of the applicable schedule and authorization and include with each order

- (a) A copy of the authorization from the Agency with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and
- (b) The following statement:

This order is placed under written authorization from _____ dated _____. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

25. Insurance – Work on a Government Installation (JAN 1997) (FAR 52.228-5)

- (a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.
- (b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—
 - (1) For such period as the laws of the State in which this contract is to be performed prescribe; or
 - (2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.
- (c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

26. Advance Payments

A payment under this contract to provide a service or deliver an article for the United States Government may not be more than the value of the service already provided or the article already delivered. Advance or pre-payment is not authorized or allowed under this contract. (31 U.S.C. 3324).

**TERMS AND CONDITIONS APPLICABLE TO INFORMATION
TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM
NUMBER 132-51)**

1. SCOPE

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional apply exclusively to IT Services within the scope of this Information Technology Schedule.
- b. EWA shall provide services at EWA's facility and/or at the Government location, as agreed to by EWA and the ordering office.

2. PERFORMANCE INCENTIVES

- a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract in accordance with this clause.
- b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

3. ORDERING PROCEDURES

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 IT professional services (SIN 132-51) that are priced on schedule at hourly rates. These special ordering procedures which are outlined herein take precedence over the procedures in FAR 8.404(b)(2) through (b)(3).

When ordering services over \$100,000, Department of Defense (DOD) ordering offices and non-DOD agencies placing orders on behalf of the DOD must follow the policies and procedures in the Defense Federal Acquisition Regulation Supplement (DFARS) 208.404-70 – Additional ordering procedures for services. When DFARS 208.404-70 is applicable and there is a conflict between the ordering procedures contained in this clause and the additional ordering procedures for services in DFARS 208.404-70, the DFARS procedures take precedence.

GSA has determined that the rates for IT professional services contained in this pricelist 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 IT professional services ordering offices shall:

(1) Prepare a Request (Request for Quotation 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 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 quotation 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 material orders.

(iii) The request for quotation may request the contractors, if necessary or appropriate, 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 EWA 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. If consideration will be limited to schedule contractors who are small business concerns as permitted by paragraph (2) below, the request for quotations shall notify the contractors that will be the case.

(2) Transmit the Request to Contractors:

(i) Based upon an initial evaluation of catalogs and pricelists, 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) and transmit the request as follows:

NOTE: 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 at least three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not to exceed the maximum order threshold.

(iii) For proposed orders exceeding the maximum order threshold, the request for quotation should be provided to additional contractors that offer services that will meet the agency's needs.

(iv) In addition, the request shall be provided to any contractor who specifically requests a copy of the request for the proposed order.

(v) Ordering offices should strive to minimize the contractors' costs associated with responding to requests for quotations for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement.

(vi) Evaluate quotations and select the contractor to receive the order:

(vii) After responses have been evaluated against the factors identified in the request for quotation, 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 for quotation (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 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.

- (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 establishing the BPAs, the procedures in (a)(2) above must be followed. The procedures at (a)(2) do not apply to orders issued under multiple BPAs. Authorized users must transmit the request for quote to all BPA bidders, 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 ordering activity 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.

4. 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.

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.

5. PERFORMANCE OF SERVICES

- a. EWA shall commence performance of services on the date agreed to by EWA and the ordering activity.

- b. EWA agrees to render services only during normal working hours, unless otherwise agreed to by EWA and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- 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.

6. 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 (MAY 2001) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

7. RESPONSIBILITIES OF EWA

EWA 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.

8. 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.

9. INDEPENDENT CONTRACTOR

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

10. 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 EWA, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving EWA, any entity into or with which EWA subsequently merges or affiliates, or any other successor or assignee of EWA.

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 EWA and its

affiliates, may either (i) result in an unfair competitive advantage to EWA or its affiliates or (ii) impair EWA'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 EWA, 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.

11. INVOICES

EWA, 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.

12. PAYMENTS

For firm-fixed price orders the Government shall pay EWA, 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 at FAR 52.232-7 (AUG 2012)) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (Aug 2012) applies to labor-hour orders placed under this contract.

13. RESUMES

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

14. 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.

15. APPROVAL OF SUBCONTRACTS

The ordering activity may require that EWA 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.

16. HAZARDOUS CONDITIONS

EWA does not have a standard OCONUS rate. Activity at hostile or remote overseas locations and/or OCONUS locations may be subject to a location premium. The precise amount of the differential applied to the labor rates will be based on the current US Department of State Indexes of Living Costs Abroad, Quarters Allowances and Hardship Differentials at the time of Task Order Award. This information can be found on the World Wide Web at http://www.state.gov/www/perdiems/quarterly_reports/.

17. DESCRIPTION OF IT SERVICES AND PRICING

EWA LABOR RATES FOR YEARS 16 THROUGH 20
Contractor / Client Sites

Labor Category	Site	Year 16	Year 17	Year 18	Year 19	Year 20
		8/4/13	8/4/14	8/4/15	8/4/16	8/4/17
		-	-	-	-	-
		8/3/14	8/3/15	8/3/16	8/3/17	8/3/18
Subject Matter Expert III	Contractor	\$433.97	\$446.99	\$460.40	\$474.21	\$488.44
	Client	\$315.86	\$325.33	\$335.09	\$345.15	\$355.50
Subject Matter Expert II	Contractor	\$385.54	\$397.10	\$409.01	\$421.28	\$433.92
	Client	\$280.60	\$289.02	\$297.69	\$306.62	\$315.82
Subject Matter Expert I	Contractor	\$309.86	\$319.16	\$328.73	\$338.60	\$348.75
	Client	\$225.53	\$232.29	\$239.26	\$246.44	\$253.83
Principal III	Contractor	\$317.22	\$326.74	\$336.54	\$346.64	\$357.04
	Client	\$230.88	\$237.81	\$244.95	\$252.29	\$259.86
Principal II	Contractor	\$281.42	\$289.86	\$298.56	\$307.51	\$316.74
	Client	\$204.82	\$210.97	\$217.30	\$223.82	\$230.53
Principal I	Contractor	\$245.61	\$252.98	\$260.57	\$268.39	\$276.44
	Client	\$178.77	\$184.13	\$189.65	\$195.34	\$201.20
Senior Program Manager	Contractor	\$324.86	\$334.60	\$344.64	\$354.98	\$365.63
	Client	\$236.44	\$243.54	\$250.84	\$258.37	\$266.12
Program Manager	Contractor	\$278.12	\$286.46	\$295.06	\$303.91	\$313.03
	Client	\$202.42	\$208.50	\$214.75	\$221.19	\$227.83
Project Manager III	Contractor	\$230.32	\$237.22	\$244.34	\$251.67	\$259.22
	Client	\$167.63	\$172.66	\$177.84	\$183.17	\$188.67
Project Manager II	Contractor	\$181.48	\$186.92	\$192.53	\$198.31	\$204.26
	Client	\$132.09	\$136.05	\$140.13	\$144.33	\$148.66
Project Manager I	Contractor	\$153.00	\$157.59	\$162.32	\$167.19	\$172.20
	Client	\$111.36	\$114.70	\$118.14	\$121.68	\$125.33
Principal Engineer	Contractor	\$317.22	\$326.74	\$336.54	\$346.64	\$357.04
	Client	\$230.88	\$237.81	\$244.95	\$252.29	\$259.86

Labor Category	Site	Year 16	Year 17	Year 18	Year 19	Year 20
		8/4/13 - 8/3/14	8/4/14 - 8/3/15	8/4/15 - 8/3/16	8/4/16 - 8/3/17	8/4/17 - 8/3/18
Project Engineer	Contractor	\$213.22	\$219.62	\$226.21	\$233.00	\$239.99
	Client	\$155.19	\$159.85	\$164.64	\$169.58	\$174.67
Senior Engineer	Contractor	\$158.97	\$163.74	\$168.65	\$173.71	\$178.92
	Client	\$115.70	\$119.17	\$122.75	\$126.43	\$130.22
Engineer	Contractor	\$146.07	\$150.45	\$154.96	\$159.61	\$164.40
	Client	\$106.31	\$109.50	\$112.79	\$116.17	\$119.65
Assistant Engineer	Contractor	\$82.37	\$84.84	\$87.38	\$90.00	\$92.70
	Client	\$59.81	\$61.60	\$63.45	\$65.35	\$67.31
Network Engineer	Contractor	\$158.97	\$163.74	\$168.65	\$173.71	\$178.92
	Client	\$115.70	\$119.17	\$122.75	\$126.43	\$130.22
Draftsman	Contractor	\$105.82	\$108.99	\$112.26	\$115.63	\$119.10
	Client	\$77.02	\$79.33	\$81.71	\$84.16	\$86.68
Principal Software Designer	Contractor	\$225.93	\$232.70	\$239.69	\$246.88	\$254.28
	Client	\$164.44	\$169.37	\$174.45	\$179.68	\$185.07
Senior Software Designer	Contractor	\$172.65	\$177.83	\$183.16	\$188.66	\$194.32
	Client	\$125.66	\$129.43	\$133.31	\$137.31	\$141.43
Software Designer	Contractor	\$153.65	\$158.26	\$163.01	\$167.90	\$172.94
	Client	\$111.83	\$115.19	\$118.64	\$122.20	\$125.87
Senior Technician	Contractor	\$135.93	\$140.01	\$144.21	\$148.54	\$153.00
	Client	\$98.94	\$101.91	\$104.96	\$108.11	\$111.36
Technician	Contractor	\$112.15	\$115.51	\$118.98	\$122.55	\$126.22
	Client	\$81.63	\$84.07	\$86.60	\$89.19	\$91.87
Technical Writer	Contractor	\$102.07	\$105.14	\$108.29	\$111.54	\$114.88
	Client	\$74.29	\$76.52	\$78.82	\$81.18	\$83.62
Junior Technician	Contractor	\$45.14	\$46.49	\$47.89	\$49.33	\$50.81
	Client	\$32.85	\$33.84	\$34.86	\$35.90	\$36.98

Labor Category	Site	Year 16	Year 17	Year 18	Year 19	Year 20
		8/4/13 - 8/3/14	8/4/14 - 8/3/15	8/4/15 - 8/3/16	8/4/16 - 8/3/17	8/4/17 - 8/3/18
Principal Analyst	Contractor	\$220.91	\$227.54	\$234.37	\$241.40	\$248.64
	Client	\$160.79	\$165.61	\$170.58	\$175.70	\$180.97
Project Analyst	Contractor	\$174.08	\$179.30	\$184.68	\$190.22	\$195.93
	Client	\$132.02	\$135.98	\$140.06	\$144.26	\$148.59
Senior Analyst	Contractor	\$143.56	\$147.86	\$152.30	\$156.87	\$161.57
	Client	\$108.86	\$112.13	\$115.49	\$118.96	\$122.53
Analyst	Contractor	\$104.88	\$108.02	\$111.26	\$114.60	\$118.04
	Client	\$76.33	\$78.62	\$80.98	\$83.41	\$85.91
Document Specialist III	Contractor	\$115.96	\$119.44	\$123.02	\$126.71	\$130.51
	Client	\$84.24	\$86.76	\$89.37	\$92.05	\$94.81
Document Specialist II	Contractor	\$105.38	\$108.54	\$111.79	\$115.15	\$118.60
	Client	\$76.57	\$78.86	\$81.23	\$83.67	\$86.18
Document Specialist I	Contractor	\$97.47	\$100.39	\$103.40	\$106.51	\$109.70
	Client	\$70.94	\$73.07	\$75.26	\$77.52	\$79.84
Graphic Specialist	Contractor	\$108.56	\$111.81	\$115.17	\$118.62	\$122.18
	Client	\$78.82	\$81.18	\$83.62	\$86.13	\$88.71
Translator	Contractor	\$104.15	\$107.27	\$110.49	\$113.81	\$117.22
	Client	\$75.80	\$78.08	\$80.42	\$82.83	\$85.32
Security Supervisor	Contractor	\$191.49	\$197.23	\$203.15	\$209.24	\$215.52
	Client	\$139.02	\$143.19	\$147.48	\$151.91	\$156.47
Security	Contractor	\$134.25	\$138.28	\$142.43	\$146.70	\$151.10
	Client	\$97.71	\$100.65	\$103.67	\$106.78	\$109.98

EWA LABOR CATEGORIES AND DESCRIPTIONS

Labor Category	Education	Experience	General Description
Subject Matter Expert			
Subject Matter Expert III	Doctorate level degree or equivalent technical expertise.	15 years of experience in applicable specialty.	Policy level consultation. Expert in specialty area. May offer a unique technical expertise.
Subject Matter Expert II	Doctorate level degree or equivalent technical expertise.	10 years of experience in applicable specialty.	Policy level consultation. Expert in specialty area. May offer a unique technical expertise.
Subject Matter Expert I	Doctorate level degree or equivalent technical expertise.	8 years of experience in applicable specialty.	Policy level consultation. Expert in specialty area. May offer a unique technical expertise.
Principal			
Principal III	Masters degree or equivalent experience.	15 Years	Policy level consultation to program. Experience in applicable SIN at the policy development or management level.
Principal II	Masters degree or equivalent experience.	10 Years	Policy level consultation to program. Experience in applicable SIN at the policy development or management level.
Principal I	Masters degree or equivalent experience.	8 Years	Policy level consultation to program. Experience in applicable SIN at the policy development or management level.
Program Manager			
Senior Program Manager	M.S/M.A degree desired, B.S/B.A degree required.	15 years technical experience. 4 years supervisory and management.	Provides management and technical direction to designated program managers and other program and project personnel. Exercises independent judgment, high level of analytical or engineering skill in solving complex and unusual technical, administrative, and managerial problems for multiple programs. Responsible for multiple programs of moderate scope, or a large complex multifaceted program, cost control and budgeting between program/project planning, implementation and performance.
Program Manager	M.S/M.A degree desired, B.S/B.A degree required.	15 years technical experience. 1 year supervisory and management.	Provides management and technical direction to designated program managers and other program and project personnel. Exercises independent judgment as well as a high level of analytical or engineering skill in solving complex and unusual technical, administrative, and managerial problems for multiple programs. Responsible for multiple programs of moderate scope, or a large complex multifaceted program, cost control and budgeting between program/project planning, implementation and performance.

Labor Category	Education	Experience	General Description
Project Manager			
Project Manager III	Masters degree desired, Bachelor's degree required.	Minimum of 15 years technical experience and 4 years supervisory and management experience.	Responsible for management, performance and completion of major new projects. Oversees all data preparation and collection for the new major project. Interfaces with other departments to prepare cost justifications, recommend priority and generate schedules. Ensures completion of detailed schedules for projects from initiation to delivery and keeps management informed of any deviations. Monitors status of projects including: cost, timing and staffing. Requires knowledge and understanding of project monitoring and reporting systems.
Project Manager II	Bachelor's degree.	Minimum of 8 years technical experience and 2 years supervisory and management experience.	Responsible for management, performance and completion of major new projects. Oversees all data preparation and collection for the new major project. Interfaces with other departments to prepare cost justifications, recommend priority and generate schedules. Ensures completion of detailed schedules for projects from initiation to delivery and keeps management informed of any deviations. Monitors status of projects including: cost, timing and staffing. Typically reports to Program Manager. May require knowledge and understanding of project monitoring and reporting systems.
Project Manager I	Bachelor's degree or equivalent.	Minimum of 6 years technical experience and 1 year supervisory and management experience.	Responsible for management, performance and completion of major new projects. Oversees all data preparation and collection for the new major project. Interfaces with other departments to prepare cost justifications, recommend priority and generate schedules. Ensures completion of detailed schedules for projects from initiation to delivery and keeps management informed of any deviations. Monitors status of projects including: cost, timing and staffing. Typically reports to Program Manager. May require knowledge and understanding of project monitoring and reporting systems.

Labor Category	Education	Experience	General Description
Engineer			
Principal Engineer	MS/M.A degree desired, B.S/B.A degree required.	15 Years	Makes decisions and recommendations that are recognized as authoritative and have an important impact on extensive engineering activities. May be responsible for directing and coordinating engineering and analytical activities and other support personnel on a program of moderate scope. Develops and applies advanced methods, theories, and techniques in solving unprecedented problems, determining program objectives, organizing programs and projects, and developing standards and duties for diverse engineering activities. May supervise other professional technical persons on an assigned task or as part of a work group, or work alone on projects requiring advanced knowledge in a particular field of specialization.
Project Engineer	B.S/B.A degree required.	10 Years	Performs engineering work including complex assignments or with little supervision or guidance. Applies intensive and diversified knowledge of engineering principles and practices in broad areas of assignments in related fields, makes decisions resolving important program issues and represents the company to various customers. May supervise one or more professional technical persons on an assigned project or task.
Senior Engineer	B.S/B.A degree.	5 Years	Performs engineering work be self or in a group on a complex major project with limited supervision on a less complex project. Applies technical knowledge of engineering principles and practices in broad areas of assignments in related fields. May provide engineering direction to lower level engineers and other personnel and may be responsible for the administrative duties of a small work group.
Engineer	B.S/B.A degree.	2 Years	Capable of handling complex engineering assignments with minimal supervision or guidance. Responsibilities include defining the problems, analyzing the steps, detailing the process, identifying critical points and documenting the assignment. May, at times, be called upon to lead a group but routinely will participate in work group activities.
Assistant Engineer	B.S/B.A degree.	0 Years	Capable of handling engineering assignments with some supervision and guidance. Responsibilities include defining the problems, analyzing the steps, detailing the process, identifying critical points and documenting the assignment. Routinely will participate in work group activities.

Labor Category	Education	Experience	General Description
Network Engineer	Certifications, BS Degree, Specialized Training, or equivalent experience	5 years	Maintain the Local Area Network. Install and maintain hardware. Troubleshooting. Provides analysis related to the design, development, and implementation of hardware for products. Performs stress and performance tests on a variety of computer hardware including circuit boards, processors and wiring. May lead and direct the work of others.
Draftsman	No formal degree is required. Experience in subject area.	2 Years	Prepares and revises engineering drawings for submission in technical reports. This individual assists in preparing documentation for all phases of engineering tasks. This position is not subject to close supervision.
Software Designer			
Principal Software Designer	Advanced technical degree or equivalent.	10+ Years	Establishes state-of-the-art techniques for designing and modifying computer programs for software products and/or customer applications. Work involves performing highly complex analysis and design of computer programs for current and future requirements. May require to work as a solo scientist on projects requiring advanced knowledge of a particular field of specialization, or provide leadership to a group. This is a top level non-supervisory position.
Senior Software Designer	Minimum of an advanced degree or of an advanced degree in an appropriate discipline and 5 years related experience, 7 years BS/BA in an appropriate discipline and 7 years related experience, or an A/A degree or equivalent technical software training plus 8 years related experience.	M / 5 Years B / 7 Years A / 8 Years	Performs software design work as part of a work group on a complex major project, or performs with limited supervision on a less complex project. Applies technical knowledge of software designing principles and practices in broad areas of assignments in related fields. Designs, develops, implements, tests, reviews and documents software.
Software Designer	Minimum of an advanced degree in an appropriate discipline and 1 year related experience, a BA in an appropriate discipline and 2 years related experience, or an AA degree or equivalent technical software training plus 3 years related experience.	M / 1 Year B / 2 Years A / 3 Years	Capable of handling complex software designing assignments with minimal supervision or guidance. Responsibilities include defining the problems, analyzing the steps, detailing the process, identifying critical points and documenting the assignment. Assists in the design, development and testing of software.
Business Specialist			
Business Specialist IV	Bachelor degree or equivalent experience.	15 Years	Provides project input relating to business, finance and accounting. May include, but is not limited to, analytical support, project control, finance, accounting, contracts, cost estimating, security, project planning and scheduling.

Labor Category	Education	Experience	General Description
Business Specialist III	Bachelor degree or equivalent experience.	8 Years	Provides project input relating to business, finance and accounting. May include, but is not limited to, analytical support, project control, finance, accounting, contracts, cost estimating, security, project planning and scheduling.
Business Specialist II	Bachelor degree or equivalent experience.	5 Years	Provides project input relating to business, finance and accounting. May include, but is not limited to, analytical support, project control, finance, accounting, contracts, cost estimating, security, project planning and scheduling.
Business Specialist I	Bachelor degree or equivalent experience.	0 Year	Provides project input relating to business, finance and accounting. May include, but is not limited to, analytical support, project control, finance, accounting, contracts, cost estimating, security, project planning and scheduling.
Technician			
Senior Technician	A.A. degree required in a technical specialty.	6 Years	Works with design engineers and assists in the design and development of equipment and assemblies. Uses basic engineering principles, develops or directs the setup of test equipment and the appropriate testing on new or experimental units, and analyzes and summarizes the results. Typically, work assignments are non-repetitive R&D tasks, and require considerable judgment and initiative in resolving problems and making recommendations.
Technician	High School degree and Advanced Electronics Course.	5 Years	Works with design engineers performing electronic fabrication and assembly of electronic subassemblies for prototype models. Must be able to work from schematics, rough sketches, and verbal instruction. Will perform calibration checks on electronic systems and determine the cause and remedy any malfunctions. Performs engineering tests and detailed experimental testing and must be able to solve mechanical or electronic problems involved in the operation of the product. Work at this level is distinguished by its technical complexity and versatility rather than by supervisory responsibility.
Technical Writer	High School degree and technical/academic (2 years) training required in an associated discipline.	1 Year	Prepares operation and maintenance manuals and technical publications, written texts, and coordinating the layout and manual organization. Researches available engineering information such as drawings, design reports, equipment, and test specifications, and interviews engineers and other technical personnel.
Junior Technician	High School degree and Coursework or Demonstrated Knowledge in Specialty Area.	0 Years	Works with design engineers performing electronic fabrication and assembly of electronic subassemblies for prototype models. Must be able to work from schematics, rough sketches, and verbal instruction. Performs engineering tests and detailed experimental testing. Will be supervised by higher level Technicians.
Senior Specialist	No formal degree is required.	10 Years	Performs technical or analytical work with little supervision or guidance. May provide direction to lower level specialists and other personnel, and may be responsible for the supervision of a small work group.

Labor Category	Education	Experience	General Description
Specialist	No formal degree is required.	2 Years	Performs technical or analytical work with supervision and guidance. May involve fabrication and assembly, engineering tests and experimental testing.

Labor Category	Education	Experience	General Description
Analyst			
Principal Analyst	M.S./M.A degree desired, B.S/B.A degree required.	15 Years	Makes decisions and recommendations that are recognized as authoritative and have an important impact on extensive analytical activities. May be responsible for directing and coordinating engineering and analytical activities and other support personnel on a program of moderate scope. Develops and applies advanced methods, theories, and techniques in solving unprecedented problems, determining program objectives, organizing programs and projects, and developing standards and guides for diverse analytical activities. May supervise other professional technical persons on an assigned task or as part of a work group, or work alone on projects requiring advanced knowledge in a particular field of specialization.
Project Analyst	B.S/B.A degree required.	10 Years	Performs analytical work including complex assignments with little supervision or guidance. Applies intensive and diversified knowledge of analytical principles and practices in broad areas of assignments in related fields. Makes decisions resolving important program issues and represents the company to various customers. May supervise one or more professional technical persons on an assigned project or task.
Senior Analyst	B.S/B.A degree required.	5 Years	Performs analytical work as part of a work group on a complex major project, or performs with limited supervision on a less complex project. Applies technical knowledge of analytical principles and practices in broad areas of assignments in related fields. May provide analytical direction to lower level analysts and other personnel, may be responsible for the administrative duties of a small work group.
Analyst	B.S/B.A degree required.	2 Years	Capable of handling complex analytical assignments with minimal supervision or guidance. Responsibilities include defining the problems, analyzing the steps, detailing the process, identifying critical points and documenting the assignment. May, be called upon to lead a group but routinely will participate in work group activities.
Junior Analyst	B.S/B.A degree preferred, A.A degree required in an associated discipline or four (4) years of relevant experience in a related field.	1 Year	Assists in analytical assignments of a technical nature working under the direction of more senior analysts. Has a clear indication of the necessary analytical project requirements. Can handle simple analytical assignments with moderate supervision or guidance.
Documentation Specialist			
Documentation Specialist III	Bachelor degree or equivalent experience.	8 Years	Provides project support relating to designing, developing project documentation efforts to include user's manuals, training materials, reports and deliverables.

Labor Category	Education	Experience	General Description
Documentation Specialist II	Bachelor degree or equivalent experience.	4 Years	Provides project support relating to designing, developing project documentation efforts to include user's manuals, training materials, reports and deliverables.
Documentation Specialist I	Bachelor degree or equivalent experience.	0 Year	Provides project support relating to designing, developing project documentation efforts to include user's manuals, training materials, reports and deliverables.
Administrative Support			
Administrative Support III	Bachelor degree or equivalent experience.	8 Years	Provides non-technical support to project staff. May include support in areas including, but not limited to, documentation planning, project administration, general office support, human resources planning, event planning, facilities management and/or mail services.
Administrative Support II	Bachelor degree or equivalent experience.	4 Years	Provides non-technical support to project staff. May include support in areas including, but not limited to, documentation planning, project administration, general office support, human resources planning, event planning, facilities management and/or mail services.
Administrative Support I	Bachelor degree or equivalent experience.	0 Year	Provides non-technical support to project staff. May include support in areas including, but not limited to, documentation planning, project administration, general office support, human resources planning, event planning, facilities management and/or mail services.
Administrative Assistant	High School degree and formal training in a word processing program, spreadsheet program and graphics program.	5 Years Typing - Min 45 WPM	Perform advanced and complicated clerical duties requiring independent judgment and a thorough knowledge of organizational paperwork and company policies and procedures. May include setting up and preparing complex reports and analyses, maintaining complicated records, and conducting special studies.
Graphic Specialist	No formal Degree is required.	4 Years	Prepares charts, illustrations, diagrams, line drawings, page set-ups, and formal layouts for technical manuals, etc. This individual prepares design specifications and camera ready artwork related to printing and must be familiar with production steps, procedures, materials, and equipment. In addition, this individual translates inputs into visual forms including viewgraphs and three-dimensional types. This position requires a working knowledge of required equipment as well as automation experience.
Translator	Bachelor Degree or equivalent experience	2 Years	Capable of handling foreign literature searches and translation assignments with little supervision or guidance.

Labor Category	Education	Experience	General Description
Security			
Security Supervisor	BS Degree Preferred Associate Degree in related field, Specialized Training, or equivalent experience	7 Years	Must possess good oral and written communication skills and prior supervisory experience is helpful. This individual must have extensive knowledge of the Defense Industrial Security Program (DISP) and be familiar with the Industrial Security Manual (ISM). Prior attendance at the Defense Industrial Security Management Course is required, and working knowledge of government regulations pertaining to the operation of a Sensitive Compartmented Information (SCI) facility may also be required. An Associate Degree in Security or Business and at least five years experience in the security of classified information is required. A Degree may be substituted with two additional years of experience at a contractor facility.
Security	Associate Degree in related field, Specialized Training, or equivalent experience	3 Years	Must possess good oral and written communication skills. This individual must have extensive knowledge of the Defense Industrial Security Program (DISP) and be familiar with the Industrial Security Manual (ISM). Prior attendance at the Defense Industrial Security Management Course is required, and working knowledge of government regulations pertaining to the operation of a Sensitive Compartmented Information (SCI) facility may also be required. An Associate Degree in Security or Business and at least three years experience in the security of classified information is required. A Degree may be substituted with two additional years of experience at a contractor facility.



... where concepts become realities

**USA COMMITMENT
TO PROMOTE SMALL BUSINESS PARTICIPATION
Procurement Programs**

PREAMBLE

Electronic Warfare Associates, Inc. (EWA) 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 Kim Thomas, Vice President of Contracts, (703) 904-5060, (703) 904-5778 fax, or Kthomas@ewa.com.

**BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE
ELECTRONIC WARFARE ASSOCIATES, INC.**

In the spirit of the Federal Acquisition Streamlining Act

 (Agency) and Electronic Warfare Associates, Inc. enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) _____.

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

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

Signatures

_____	_____
AGENCY	CONTRACTOR
DATE	DATE

**BLANKET PURCHASE AGREEMENT
ELECTRONIC WARFARE ASSOCIATES, INC.**

BPA NUMBER _____

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

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

MODEL NUMBER/PART NUMBER	*SPECIAL BPA DISCOUNT/PRICE
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(2) Delivery:

DESTINATION	DELIVERY SCHEDULE/DATES
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(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
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**BLANKET PURCHASE AGREEMENT
ELECTRONIC WARFARE ASSOCIATES, INC.
(CONTINUED)**

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

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

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

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

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

**BASIC GUIDELINES FOR USING
"CONTRACTOR TEAM ARRANGEMENTS"**

Federal Supply Schedule Contractors may use "Contractor Team Arrangements" (see FAR 9.6) to provide solutions when responding to a customer agency requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions or the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customer's needs, or -
- Federal Supply Schedule Contractors may individually submit a Schedules "Team Solution" to meet the customer's requirement.
- Customers make a best value selection.

**SERVICE AND DISTRIBUTION POINTS
ELECTRONIC WARFARE ASSOCIATES, INC.**

Bowling Green

2413 Nashville Road
Suite 126
Bowling Green, KY 42101
PH) (270) 842-4793
FX) (270) 842-4767

Fairmont Mall

5000 NASA Boulevard
Suite 1100
Fairmont, WV 26554
PH) (304) 367-0776
FX) (304) 366-6882

Fairmont Tech Drive

5000 NASA Boulevard
Suite 1200
Fairmont, WV 26554
PH) (304) 367-0770
FX) (304) 367-0775

Herndon (Corporate Office)

13873 Park Center Road
5th Floor
Herndon, VA 20171
PH) (703) 904-5700
FX) (703) 904-5779

Mt. Laurel

123 Gaither Drive
Mt. Laurel, NJ 08054
PH) (856) 234-9955
FX) (856) 234-9903

Dayton, Ohio

2661 Commons Blvd
Suite 132
Beavercreek, OH 45431
PH) (937) 234-7084

Ridgecrest

400 West Reeves Avenue
Ridgecrest, CA 93555
PH) (760) 446-7961
FX) (760) 446-7967

San Antonio

45 Northeast Loop 410
Suite 125
San Antonio, TX 78216
PH) (210) 541-8300
FX) (210) 541-3990