



**PROFESSIONAL ENGINEERING SERVICES (PES)
SCHEDULE PRICELIST**

GENERAL SERVICES ADMINISTRATION

FEDERAL SUPPLY SERVICE

**SPECIAL ITEM NUMBERS: 871 1, 871 1RC, 871 2, 871 2RC, 871 3, 871
3RC, 871 4, 871 4RC, 871 5, 871 5RC, 871 6 & 871 6RC**

CONTRACT NUMBER GS- 23F-0407K

PERIOD OF PERFORMANCE – 27 DECEMBER 2005 TO 28 AUGUST 2010

**925 EAST MAIN STREET, SUITE 66
HAVELOCK, NC 28532-2375**

PHONE (703) 257-1100

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GENERAL SERVICES ADMINISTRATION FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST
PROFESSIONAL ENGINEERING SERVICES (PES)
FSC STANDARD INDUSTRY GROUP 541; SERVICE CODE 871

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



LTM INC.

925 EAST MAIN STREET, SUITE 66

HAVELOCK, NC 28532-2375

PHONE: (703) 257-1100

FAX: (703) 935-0438

Internet Address: www.LTMINC.net

Business Size: Small Disadvantaged; Veteran Owned

Contract Number: GS-23F-0407K

Period Covered by Contract: 27 December 2005 to 28 August 2010

Pricelist current through Refresh # 11 Modification # PA-0012, dated 29 February 2008

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

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

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AMENDMENTS:

MOD #1 - Administrative Modification dated 6 April 2001 - Incorporates required new clauses or administrative changes.

MOD #2 - Administrative Modification dated 28 February 2003- Incorporates change of address and phone number.

Pricelist dated 16 December 2003 incorporates the GSA Industrial Funding Fee Modification.

Pricelist dated 27 December 2005 incorporates Modification PS08, 5 Year Extension Modification.

Pricelist dated 26 July 2006 incorporates the addition of Labor Categories under approved Modification PS09.

Pricelist dated 29 May 2007 is for Modification # PA-0011, dated 29 May 2007 and incorporates an updated Contract Administrator & POC.

Pricelist dated 29 February 2008 incorporates Modification # PA-0012, approved 29 February 2008 to update Point of Contact's, Authorized Negotiators, Authorized Negotiators Address, and Records Location Address.

Pricelist dated 21 April 2009 incorporates Administrative changes.

LTM INC. CORPORATE PROFILE

LTM is a provider of business solutions to federal, state and commercial customers. LTM offers 16 years of experience providing professional consulting, engineering, logistics, acquisition management, facility and technical support services at locations across the country.

MISSION AND GOALS

LTM's mission is to provide innovative and cost effective support to exceed our customers' needs. Associated with our Mission Statement are two goals:

1. To provide 100% customer satisfaction
2. To provide a challenging and rewarding professional work environment for LTM employees

ABOUT LTM INC

OVERVIEW

LTM INC, headquartered in Havelock, NC, provides consulting, program integration, project management, engineering, logistics, acquisition management, and information technology services to Department of Defense (DoD), and General Services Administration (GSA) customers. Founded in 1993, LTM was organized to become a leading provider of professional and high technology services to Government and Commercial industry. LTM has an on-going outstanding quality program in force and has been ISO 9001:2000 registered since April 2003 and as of April 2009 is ISO 9001:2008 registered. Following each ISO external audit, LTM has received numerous accolades complimenting our comprehensive quality system and our outstanding day-to-day customer interfaces. LTM employs continuous process improvement tools such as Lean Six Sigma and Theory of Constraints and has a qualified Black Belt to assist in directing ongoing quality improvement projects. Since its inception, LTM has experienced continual growth and has garnered success in all its endeavors. LTM received the North Carolina Minority Small Business Person Award twice and was recognized by *INC Magazine* as one of "America's 500 Fastest-Growing Private Companies" for three consecutive years.

HISTORY

In July 1994, LTM began operating in the eastern region of North Carolina in support of the Department of the Navy's H-46 Helicopter Program. In January 1995, the Corporation expanded northward, to the Washington, D.C. area, in support of other Government clientele including the Defense Finance Accounting Service, the Naval Air Systems Command, and the General Services Administration. In April 1997, the company was accepted into the U.S. Small Business Administration's 8(a) Program and successfully graduated in April 2006. Subsequent to graduation LTM was certified a Small Disadvantaged business by the Small Business Administration. With continued growth over the next two years, LTM exceeded small business size standards in most primary NAICS codes. In April 2008 LTM INC became an employee owned company. The LTM Board of Directors is headed by company founder, Mr. David W. Baldwin. Mr. Baldwin, a retired Marine aviator, possesses an MBA degree and is complemented by a team of specialized engineers, other degreed professionals, and a technical staff of varying academic backgrounds. The LTM staff is headed by Mr. Tom DeBenedetto, the company President.



BUSINESS ANALYSIS AND PROFESSIONAL CONSULTING

HIGHLIGHTS

- Business Case Analysis and Business Decision Models Professional Consulting Services
- Program Integration and Project Management Services
- Business Segment Analyses and Market/Industry Research
- Strategic Planning
- Financial and Budgeting Services
- Mission Oriented and Business Integrated Services

DETAILS

LTM has extensive experience in providing our Government customers strategic planning assistance through Business Case Analysis and Business Decision Model processes. We assist Government Program and Project Managers with identifying the issues that are foremost for consideration in preparing plans and making decisions. LTM analyzes the value of the business segment with respect to the Government customer and a potential vendor population, along with the impact on the Government with respect to inventory, demand, and business performance. LTM provides strategic planning advice, quality management guidance, and organizational counsel in the development of key strategies and manpower sourcing solutions. Organizational and financial impact are based on the results of market research performed on the applicable industry. Based on these results, LTM recommends a course of action that best achieves the program objectives and furthers our customers' ability to meet their goals. Business analysis and Professional Consulting services are available under LTM INC's Mission Oriented Business Integrated Services (MOBIS) General Services Administration Schedule Pricelist GS-10F-0149T including Consulting Services and Program and Project Management Services.

ENGINEERING

HIGHLIGHTS

- Life Cycle Management Support
- Systems Modification, Validation and Verification Services
- Reliability Centered Maintenance
- Systems Acquisition Management
- Integration, Test and Evaluation

DETAILS

LTM provides systems engineering life cycle management support services. Our capabilities include:

- Systems Modification and Validation/Verification Services
- Systems Engineering Life Cycle Program Management Support
- Systems Acquisition Management Support
- Reliability Centered Maintenance (RCM) Analysis and Support

System Engineering Services available from LTM's Professional Engineering Services (PES) General Service Administration Schedule Price List [GS-23F-0407](#) include:

- Strategic Planning for Technology Programs and Activities
- Concept Development and Requirements Analysis
- System Engineering and Integration
- Test and Evaluation
- Integrated Logistics Support
- Acquisition and Life Cycle Management

INTEGRATED / ACQUISITION LOGISTICS SUPPORT

HIGHLIGHTS

- Logistics Planning/Management
- Manpower/Personnel/Equipment

- Supply and Value Chain Management
- Transportation and Storage
- Comprehensive Acquisition Support
- Logistics Requirements Analysis
- System Configuration
- Software/Hardware Procurement
- Strategic Alliance and Sole Source Procurement Support
- Research, Spare Parts Competition
- Engineering Change Proposal
- Pricing Development/Kitting
- Obsolescence/Inventory Reduction

DETAILS

LTM provides a full range of Logistics Planning and Management Support services covering the following ILS elements:

- Maintenance Planning
- Manpower and Personnel
- Supply Support
- Support Equipment
- Technical Data
- Training and Training Support
- Computer Resources Support
- Facilities
- Packaging, Handling, Storage, and Transportation

Integrated Logistics Support Services available from LTM's Logistics Worldwide (LOGWORLD) Service Schedule Price List [GS-23F-0407K](#) include:

- Supply and Value Chain Management
- Acquisition Logistics
- Distribution and Transportation Logistics
- Deployment Logistics
- Logistics Training
- Operations & Maintenance Logistics Management and Support

FACILITY SUPPORT

HIGHLIGHTS

- Facilities Maintenance and Management
- Industrial Equipment Maintenance
- Preventative Maintenance
- Civil Engineering Repairs
- Industrial Power Plant
- General Maintenance
- Building Services
- Security

DETAILS

LTM INC provides Facilities Maintenance and Management services. LTM has several years of experience managing and assisting with facilities projects for Robins AFB, GA. LTM offers a complete range of management services, including but not limited to planning, scheduling, quality control, logistics, support services, and facilities management tasks. LTM's experienced personnel have the management and technical expertise to assure sound performance of the work and timely completion of all tasks in accordance with good management practices. See below for a summary listing of our services related to operations, maintenance and repair of commercial, military and civilian government facilities.

- Project management, budget administration, geographical information system services and predictive maintenance. Services related to overall management of Base installation or Government facilities.
- Maintaining buildings such as painting, roofing, carpeting, plumbing, electrical, HVAC and digital controls.
- Facility/Power Plant maintenance such as, HVAC, refrigeration, sewage treatment, water distribution, boiler plant operation and maintenance, low and high voltage electrical services and chiller operation.
- Fire suppression, locksmith, security guards, alarm services and maintenance and security monitoring systems.
- Maintenance, refuse collection, telephone maintenance, janitorial services, transportation services, truck drivers, vehicle maintenance, equipment filter changes and supply technicians.
- Hangar door operation and maintenance, generators, industrial machinery, flight line and barrier maintenance, air compressors. Predictive maintenance analysis, digital controls, welding, pipefitting, elevators and elevator services.

LTM can provide managers, tradesman and specialists as required to staff customers' projects. To view pricing information, please see our [Facilities Maintenance and Management \(FAC\) Services Schedule Pricelist GS-06F-0008S](#).

LTM INC. SERVICES

LTM INC. OFFERS THE FOLLOWING SERVICES TO ITS CLIENTS:

ENGINEERING SERVICES – Systems Design, Modification and Validation/Verification Services; Systems Engineering, Life Cycle Program Management Support; and Systems Acquisition Management Support.

LOGISTICS SERVICES – Validate Logistical Support Requirements; ILSMT Support; Logistical Support Plans; Integrated Logistics Support (ILS); Configuration Management (CM); Supply Support; Facilities Support; Support Equipment; Computer Resources Support; Manpower and Personnel Requirements; Functional Configuration Audits; Configuration Control Board (CCB) activities.

WEB PAGE SERVICES – Web Page Design, Hyperlink, Maintenance and Support.

DATABASE SERVICES – Develop Requirements; Database Design; Manage Automated Databases; Format Data and Files; Maintain Data Displays (including tables, charts, graphs and listings of data); Provide Computer Programming Support; Data Validation & Verification.

TEST SUPPORT – Provide test planning, technical analysis and reporting (to include test conditions, data requirements, engineering analysis, and calculation of instrumentation and other resources) for developmental and operational testing; make recommendations concerning test requirements and efficient test implementation; and prepare test documentation.

INDEPENDENT VERIFICATION AND VALIDATION (IV&V) – Provide technical support to develop plans for the Independent Verification and Validation (IV&V) of software products and systems, perform IV&V, and prepare related reports.

FINANCIAL MANAGEMENT SERVICES – Budget Planning, Preparation, Review and Execution, Financial Systems Audits Accreditation and Certifications, Budget Execution Assistance, Financial Database Development and Financial Document Assistance and Tracking.

ACQUISITION LOGISTICS MANAGEMENT /PROCUREMENT SERVICES – Logistics System Requirement Analysis; System Configuration and Design; Software/Hardware Procurement; GFE/CFE Systems Logistics and Component Acquisition and Delivery Assistance; Sole Source Procurement Support; Acquisition Research (Best Value), Spare Parts Competition Assistance; Commercial Off The Shelf (COTS) Hardware and Software Acquisition Evaluations. Engineering Change Proposal Support and Pricing Development.

FACILITIES MAINTENANCE & MANAGEMENT – Services related to project management, budget administration, geographical information system services and predictive maintenance. Services related to overall management of Base Installation or Government Facilities.

LTM INC. SPECIAL ITEM NUMBER (SIN) DESCRIPTIONS

871 1 & 871 1RC STRATEGIC PLANNING FOR TECHNOLOGY PROGRAMS/ACTIVITIES

Services 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:

- Analysis of mission
- Program goals and objectives
- Requirements analysis
- Organizational performance assessment
- Special studies and analysis
- Training
- Consulting

871 2 & 871 2RC CONCEPT DEVELOPMENT AND REQUIREMENTS ANALYSIS

Services involve abstract or concept studies and analysis, requirements definition, preliminary planning, the evaluation of alternative technical approaches and associated costs for the development of 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
- Regulator compliance support
- Technology/system conceptual designs
- Training
- Consulting

871 3 & 871 3RC SYSTEM DESIGN, ENGINEERING AND INTEGRATION

Services 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
- Consulting

871 4 & 871 4RC TEST AND EVALUATION

Services 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 to:

- 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 quality assurance
- Physical testing of the product system
- Training
- Consulting

871 5 & 871 5RC INTEGRATED LOGISTICS SUPPORT

Services involve 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 lifecycles, excluding those systems associated with real property. 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
- Consulting

871 6 & 871 6RC ACQUISITION AND LIFE CYCLE MANAGEMENT

Services involve all of the planning, budgetary, contract and systems/program management 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
- Consulting

INFORMATION FOR ORDERING OFFICES

FSS SIN(s): 871 1, 871 1RC, 871 2, 871 2RC, 871 3, 871 3RC, 871 4, 871 4RC, 871 5, 871 5RC, 871 6 & 871 6RC

Contract Number: GS-23F-0407K

Contract Period: 27 December 2005 to 28 August 2010

Contractor's Name: LTM INC.

Contractor's Address: 925 East Main Street, Suite 66
Havelock, NC 28532-2375

Business Size: Small Disadvantaged Business; Veteran Owned Small Business

Data Universal Numbering System (DUNS): 93-289-9784

Type of Contractor: B. Other Small Business

Woman Owned Small Business: No

Contractor's Taxpayer Identification Number (TIN): 54-1703253

CAGE Code: 06WH5

Primary Engineering Disciplines:

PED(S)	SIN(S) OFFERED UNDER PRIMARY ENGINEERING DISCIPLINES (PED)
Civil	871 5, 871 5RC, 871 6 & 871 6RC
Electrical	871 1, 871 1RC, 871 2, 871 2RC, 871 3, 871 3RC, 871 4, 871 4RC, 871 5, 871 5RC, 871 6 & 871 6RC
Mechanical	871 1, 871 1RC, 871 2, 871 2RC, 871 3, 871 3RC, 871 4, 871 4RC, 871 5, 871 5RC, 871 6 & 871 6RC
Chemical	871 3, 871 3RC, 871 4 & 871 4RC

1a. Awarded Special Item Numbers for this Contract*:

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

*All awarded item descriptions and awarded prices can be found on page 26 of this pricelist

1b. Lowest Priced Model Number and Lowest Unit Price: Not Under Contract

1c. Labor Category Rates and Descriptions begin on page 26

2. Maximum Order: All SIN(s): \$750,000

3. Minimum Order: \$100.00

4. Geographic Scope of Contract:

The geographic scope of this contract is the 48 contiguous states, the District of Columbia, Alaska, Hawaii and Puerto Rico and overseas locations.

Worldwide or Overseas locations are subject to negotiation, utilizing GSA schedule rates as base rates to negotiate a premium to compensate employees for entering "High Risk" duty areas or countries. All logistics and support issues will be negotiated with the Ordering Agency.

5. **Points of Production:** Located on the last page of this pricelist
6. **All prices listed reflect the NET price for those services**
7. **Quantity Discounts:** None
8. **Prompt Payment Terms:** Net 30 Days
- 9a. **LTM INC. accepts Government Purchase Cards at or below the micro-purchase threshold**
- 9b. **LTM INC. accepts Government Purchase Cards above the micro-purchase threshold**
10. **Foreign Items:** None
- 11a. **Time of Delivery:** As negotiated between LTM INC. and the ordering agency
- 11b. **Expedited Delivery:** As negotiated between LTM INC. and the ordering agency
- 11c. **Overnight & 2-Day Delivery:** As negotiated between LTM INC. and the ordering agency
- 11d. **Urgent Requirements:** As negotiated between LTM INC. and the ordering agency
12. **F.O.B. Point(s):** Not applicable to services
- 13a. **Ordering Address:**

LTM INC.
925 East Main Street, Suite 66
Havelock, NC 28532-2375
Attention: Mr. Eric Norris
Phone: (703) 257-1100
Fax: (703) 935-0438
gsa@LTMINC.net
- 13b. **Ordering Procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), are found in Federal Acquisition Regulation (FAR) 8.405-3.
14. **Contractors Payment Address:**

LTM INC.
925 East Main Street, Suite 66
Havelock, NC 28532-2375
Attention: Mr. Eric Norris
15. **Warranty Provision:** Not applicable to services
16. **Export Packing Charges:** Not applicable to services
17. **Terms and Conditions of Government Purchase Card Acceptance:** In accordance with Government Purchase Card Requirements
18. **Terms and Conditions of Rental, Maintenance and Repair:** Not applicable to services
19. **Terms and Conditions of Installation:** Not applicable to services

- 20. **Terms and Conditions of Repair Parts:** Not applicable to services
- 20a. **Terms and Conditions for any other services:** None Applicable
- 21. **List of Service and Distribution Points:** Located on the last page of this pricelist
- 22. **List of Participating Dealers:** None
- 23. **Preventative Maintenance:** Not applicable to services
- 24a. **Special Attributes such as Environmental Attributes:** None Applicable
- 24b. **Section 508 Compliance information:** Not applicable to services
- 25. **Data Universal Numbering System (DUNS) Number:** 93-289-9784
- 26. **LTM INC. is registered with the Central Contractor Registration (CCR) Database**

A SUMMARY OF HOW TO USE GSA SCHEDULES

This GSA Professional Engineering Services (PES) Schedule can be easily utilized to gain access to contractors for required services. Task Orders may be put in place quickly and efficiently by the Ordering Agency Contracting Officer. This summary reflects the ordering procedures provided in the following section.

- ◆ **Step 1: Identify the Requirement:** The Technical or Project Officer identifies a requirement and prepares a Statement of Work (SOW). This is sent to the contracting office that the agency will use. This contracting office can be within its own agency, an outside agency, or a GSA Regional contracting office.
- ◆ **Step 2a: Placing Small Task Orders of \$3000 or Less:** A Task Order may be placed directly with the GSA Schedule holder chosen to perform the effort, by the Ordering Agency.

OR

- ◆ **Step 2b: Large Task Orders Over \$3000:** The Technical or Project Officer prepares a Request for Quotation (RFQ) for the contracting office. This RFQ can use a simplified format for a contractor to respond to items such as experience, project schedule, cost, staffing, technical and/or logistics support requirements. Often the RFQ is tailored to minimize the effort expended by the contractors. The RFQ should be sent to three approved GSA PES schedule holders offering the required services.
- ◆ **Step 3: Contractors Submit Proposals:** Proposals may include cost, schedule, staffing, logistics concerns and technical requirements requested by the Ordering Agency to provide the requirements of the GSA Special Item Numbers (SIN) being requested under the Schedule. Oral presentations are encouraged by GSA. Resumes are usually only provided upon specific request of the Ordering Agency.
- ◆ **Step 4: Evaluate Proposals and Select a Contractor(s):** The Technical or Project Officer and the Contracting Officer evaluate the responses received and make contractor selection(s) based upon the best value. At times, the Ordering Agency may select multiple contractors or possibly a teaming arrangement of contractors. The Ordering Agency may even select several contractors to provide certain portions of the project using different GSA schedules.
- ◆ **Step 5: Placing a Task Order with the Contractor(s):** Once the Ordering Agency has selected its best value contractor(s), a Task Order may be issued to them immediately.

ORDERING PROCEDURES FOR SERVICES

FEDERAL ACQUISITION REGULATION SUBPART 8.4 – FEDERAL SUPPLY SCHEDULES

8.401 DEFINITIONS

As used in this subpart— “Ordering activity” means an activity that is authorized to place orders, or establish blanket purchase agreements (BPA), against the General Services Administration’s (GSA) Multiple Award Schedule contracts. A list of eligible ordering activities is available at <http://www.gsa.gov/schedules> (click “For Customers Ordering from Schedules” and then “Eligibility to Use GSA Sources”). “Multiple Award Schedule (MAS)” means contracts awarded by GSA or the Department of Veterans Affairs (VA) for similar or comparable supplies, or services, established with more than one supplier, at varying prices. The primary statutory authorities for the MAS program are Title III of the Federal Property and Administrative Services Act of 1949 ([41 U.S.C. 251](http://www.gsa.gov/schedules), *et seq.*) and Title [40 U.S.C. 501](http://www.gsa.gov/schedules), Services for Executive Agencies. “Requiring agency” means the agency needing the supplies or services. “Schedules e-Library” means the on-line source for GSA and VA Federal Supply Schedule contract award information. Schedules e-Library may be accessed at <http://www.gsa.gov/elibrary>. “Special Item Number (SIN)” means a group of generically similar (but not identical) supplies or services that are intended to serve the same general purpose or function.

8.402 GENERAL

(a) The Federal Supply Schedule program is also known as the GSA Schedules Program or the Multiple Award Schedule Program. The Federal Supply Schedule program is directed and managed by GSA and provides Federal agencies (see [8.002](http://www.gsa.gov/schedules)) with a simplified process for obtaining commercial supplies and services at prices associated with volume buying. Indefinite delivery contracts are awarded to provide supplies and services at stated prices for given periods of time. GSA may delegate certain responsibilities to other agencies (*e.g.*, GSA has delegated authority to the VA to procure medical supplies under the VA Federal Supply Schedules program). Orders issued under the VA Federal Supply Schedule program are covered by this subpart. Additionally, the Department of Defense (DoD) manages similar systems of schedule-type contracting for military items; however, DoD systems are not covered by this subpart.

(b) GSA schedule contracts require all schedule contractors to publish an “Authorized Federal Supply Schedule Pricelist” (pricelist). The pricelist contains all supplies and services offered by a schedule contractor. In addition, each pricelist contains the pricing and the terms and conditions pertaining to each Special Item Number that is on schedule. The schedule contractor is required to provide one copy of its pricelist to any ordering activity upon request. Also, a copy of the pricelist may be obtained from the Federal Supply Service by submitting a written e-mail request to schedules.infocenter@gsa.gov or by telephone at 1-800-488-3111. This subpart, together with the pricelists, contain necessary information for placing delivery or task orders with schedule contractors. In addition, the GSA schedule contracting office issues Federal Supply Schedules publications that contain a general overview of the Federal Supply Schedule (FSS) program and address pertinent topics. Ordering activities may request copies of schedules publications by contacting the Centralized Mailing List Service through the Internet at <http://www.gsa.gov/cmls>, submitting written e-mail requests to CMLS@gsa.gov; or by completing GSA Form 457, FSS Publications Mailing List Application, and mailing it to the GSA Centralized Mailing List Service (7SM), P.O. Box 6477, Fort Worth, TX 76115. Copies of GSA Form 457 may also be obtained from the above-referenced points of contact.

(c)(1) GSA offers an on-line shopping service called “GSA Advantage!” through which ordering activities may place orders against Schedules. (Ordering activities may also use GSA Advantage! to place orders through GSA’s Global Supply System, a GSA wholesale supply source, formerly known as “GSA Stock” or the “Customer Supply Center.” FAR [Subpart 8.4](http://www.gsa.gov/schedules) is not applicable to orders placed through the GSA Global Supply System.) Ordering activities may access GSA Advantage! through the GSA Federal Supply Service Home Page (<http://www.gsa.gov/fss>) or the GSA Federal Supply Schedule Home Page at <http://www.gsa.gov/schedules>.

(2) GSA Advantage! enables ordering activities to search specific information (*i.e.*, national stock number, part number, common name), review delivery options, place orders directly with Schedule contractors (except see [8.405-6](http://www.gsa.gov/schedules)) and pay for orders using the Governmentwide commercial purchase card.

(d) “e-Buy,” GSA’s electronic Request for Quotation (RFQ) system, is a part of a suite of on-line tools which complement GSA Advantage!. E-Buy allows ordering activities to post requirements, obtain quotes, and issue orders electronically. Ordering activities shall post an RFQ to e-Buy when an order contains brand name specifications (see

8.405-6). Ordering activities may access e-Buy at <http://www.ebuy.gsa.gov>. For more information or assistance on either GSA Advantage! or e-Buy, contact GSA at Internet e-mail address gsa.advantage@gsa.gov.

(e) For more information or assistance regarding the Federal Supply Schedule Program, review the following website: <http://www.gsa.gov/schedules>. Additionally, for on-line training courses regarding the Schedules Program, review the following website: <http://fsstraining.gsa.gov>.

(f) For administrative convenience, an ordering activity contracting officer may add items not on the Federal Supply Schedule (also 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 activity 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.

8.403 APPLICABILITY

(a) Procedures in this subpart apply to—

(1) Individual orders for supplies or services placed against Federal Supply Schedules contracts; and

(2) BPAs established against Federal Supply Schedule contracts.

(b) GSA may establish special ordering procedures for a particular schedule. In this case, that schedule will specify those special ordering procedures. Unless otherwise noted, special ordering procedures established for a Federal Supply Schedule take precedence over the procedures in [8.405](#).

(c) In accordance with section 1427(b) of Public Law 108-136, for requirements that substantially or to a dominant extent specify performance of architect-engineer services (as defined in [2.101](#)), agencies—

(1) Shall use the procedures at [Subpart 36.6](#); and

(2) Shall not place orders for such requirements under a Federal Supply Schedule.

8.404 USE OF FEDERAL SUPPLY SCHEDULES

(a) *General.* [Parts 13](#) (except [13.303-2\(c\)\(3\)](#)), [14, 15](#), and [19](#) (except for the requirement at [19.202-1\(e\)\(1\)\(iii\)](#)) do not apply to BPAs or orders placed against Federal Supply Schedules contracts (but see [8.405-5](#)). BPAs and orders placed against a MAS, using the procedures in this subpart, are considered to be issued using full and open competition (see [6.102\(d\)\(3\)](#)). Therefore, when establishing a BPA (as authorized by [13.303-2\(c\)\(3\)](#)), or placing orders under Federal Supply Schedule contracts using the procedures of [8.405](#), ordering activities shall not seek competition outside of the Federal Supply Schedules or synopsise the requirement.

(b) The contracting officer, when placing an order or establishing a BPA, is responsible for applying the regulatory and statutory requirements applicable to the agency for which the order is placed or the BPA is established. The requiring agency shall provide the information on the applicable regulatory and statutory requirements to the contracting officer responsible for placing the order.

(c) *Acquisition planning.* Orders placed under a Federal Supply Schedule contract—

(1) Are not exempt from the development of acquisition plans (see [Subpart 7.1](#)), and an information technology acquisition strategy (see [Part 39](#));

(2) Must comply with all FAR requirements for a bundled contract when the order meets the definition of “bundled contract” (see [2.101\(b\)](#)); and

(3) Must, whether placed by the requiring agency, or on behalf of the requiring agency, be consistent with the requiring agency’s statutory and regulatory requirements applicable to the acquisition of the supply or service.

(d) *Pricing.* Supplies offered on the schedule are listed at fixed prices. Services offered on the schedule are priced either at hourly rates, or at a fixed price for performance of a specific task (*e.g.*, installation, maintenance, and repair). GSA has already determined the prices of supplies and fixed-price services, and rates for services offered at hourly rates, under schedule contracts to be fair and reasonable. Therefore, ordering activities are not required to make a separate determination of fair and reasonable pricing, except for a price evaluation as required by [8.405-2\(d\)](#).

By placing an order against a schedule contract using the procedures in [8.405](#), the ordering activity has concluded that the order represents the best value (as defined in FAR [2.101](#)) and results in the lowest overall cost alternative (considering price, special features, administrative costs, etc.) to meet the Government’s needs. Although GSA has already negotiated fair and reasonable pricing, ordering activities may seek additional discounts before placing an order (see [8.405-4](#)).

8.405 ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULES

Ordering activities shall use the ordering procedures of this section when placing an order or establishing a BPA for supplies or services. The procedures in this section apply to all schedules.

8.405-1 ORDERING PROCEDURES FOR SUPPLIES, AND SERVICES NOT REQUIRING A STATEMENT OF WORK

(a) Ordering activities shall use the procedures of this subsection when ordering supplies and services that are listed in the schedule contracts at a fixed price for the performance of a specific task, where a statement of work is not required (*e.g.*, installation, maintenance, and repair).

(b) *Orders at or below the micro-purchase threshold.* Ordering activities may place orders at, or below, the micro-purchase threshold with any Federal Supply Schedule contractor that can meet the agency's needs. Although not required to solicit from a specific number of schedule contractors, ordering activities should attempt to distribute orders among contractors.

(c) *Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold.*

(1) Ordering activities shall place orders with the schedule contractor that can provide the supply or service that represents the best value. Before placing an order, an ordering activity shall consider reasonably available information about the supply or service offered under MAS contracts by surveying at least three schedule contractors through the GSA Advantage! on-line shopping service, or by reviewing the catalogs or pricelists of at least three schedule contractors (see [8.405-5](#)).

(2) When an order contains brand name specifications, the contracting officer shall post the Request for Quote (RFQ) along with the justification or documentation as required by [8.405-6](#).

(3) In addition to price, when determining best value, the ordering activity may consider, among other factors, the following:

(i) Past performance.

(ii) Special features of the supply or service required for effective program performance.

(iii) Trade-in considerations.

(iv) Probable life of the item selected as compared with that of a comparable item.

(v) Warranty considerations.

(vi) Maintenance availability.

(vii) Environmental and energy efficiency considerations.

(viii) Delivery terms.

(d) *Orders exceeding the maximum order threshold.* Each schedule contract has a maximum order threshold established on a SIN-by-SIN basis. Although a price reduction may be sought at any time, this threshold represents the point where, given the dollar value of the potential order, the ordering activity shall seek a price reduction. In addition to following the procedures in paragraph (c) of this section and before placing an order that exceeds the maximum order threshold or establishing a BPA (see [8.405-3](#)), ordering activities shall—

(1) Review (except see (c)(2) of this subsection) the pricelists of additional schedule contractors (the GSA Advantage! on-line shopping service can be used to facilitate this review);

(2) Based upon the initial evaluation, seek price reductions from the schedule contractor(s) considered to offer the best value (see [8.404\(d\)](#)); and

(3) After seeking price reductions (see [8.405-4](#)), place the order with the schedule contractor that provides the best value. If further price reductions are not offered, an order may still be placed.

(e) *Minimum documentation.* The ordering activity shall document—

(1) The schedule contracts considered, noting the contractor from which the supply or service was purchased;

(2) A description of the supply or service purchased; and

(3) The amount paid.

8.405-2 ORDERING PROCEDURES FOR SERVICES REQUIRING A STATEMENT OF WORK

(a) *General.* Ordering activities shall use the procedures in this subsection when ordering services priced at hourly rates as established by the schedule contracts. The applicable services will be identified in the Federal Supply Schedule publications and the contractor's pricelists.

(b) *Statements of Work (SOWs).* All Statements of Work shall include the work to be performed; location of work; period of performance; deliverable schedule; applicable performance standards; and any special requirements (*e.g.*, security clearances, travel, special knowledge). To the maximum extent practicable, agency requirements shall be performance-based statements (see [Subpart 37.6](#)).

(c) *Request for Quotation procedures.* The ordering activity must provide the Request for Quotation (RFQ), which includes the statement of work and evaluation criteria (*e.g.*, experience and past performance), to schedule

contractors that offer services that will meet the agency's needs. The RFQ may be posted to GSA's electronic RFQ system, e-Buy (see [8.402\(d\)](#)).

(1) *Orders at, or below, the micro-purchase threshold.* Ordering activities may place orders at, or below, the micro-purchase threshold with any Federal Supply Schedule contractor that can meet the agency's needs. The ordering activity should attempt to distribute orders among contractors.

(2) *For orders exceeding the micro-purchase threshold, but not exceeding the maximum order threshold.*

(i) The ordering activity shall develop a statement of work, in accordance with [8.405-2\(b\)](#).

(ii) The ordering activity shall provide the RFQ (including the statement of work and evaluation criteria) to at least three schedule contractors that offer services that will meet the agency's needs.

(iii) The ordering activity should request that contractors submit firm-fixed prices to perform the services identified in the statement of work.

(3) *For proposed orders exceeding the maximum order threshold or when establishing a BPA.* In addition to meeting the requirements of [8.405-2\(c\)\(2\)](#), the ordering activity shall—

(i) Provide the RFQ (including the statement of work and evaluation criteria) to additional schedule contractors that offer services that will meet the needs of the ordering activity. When determining the appropriate number of additional schedule contractors, the ordering activity may consider, among other factors, the following:

(A) The complexity, scope and estimated value of the requirement.

(B) The market search results.

(ii) Seek price reductions.

(4) The ordering activity shall provide the RFQ (including the statement of work and the evaluation criteria) to any schedule contractor who requests a copy of it.

(d) *Evaluation.* The ordering activity shall evaluate all responses received using the evaluation criteria provided to the schedule contractors. The ordering activity is responsible for considering the level of effort and the mix of labor proposed to perform a specific task being ordered, and for determining that the total price is reasonable. Place the order, or establish the BPA, with the schedule contractor that represents the best value (see [8.404\(d\)](#)). After award, ordering activities should provide timely notification to unsuccessful offerors. If an unsuccessful offeror requests information on an award that was based on factors other than price alone, a brief explanation of the basis for the award decision shall be provided.

(e) *Minimum documentation.* The ordering activity shall document—

(1) The schedule contracts considered, noting the contractor from which the service was purchased;

(2) A description of the service purchased;

(3) The amount paid;

(4) The evaluation methodology used in selecting the contractor to receive the order;

(5) The rationale for any tradeoffs in making the selection;

(6) The price reasonableness determination required by paragraph (d) of this subsection; and

(7) The rationale for using other than—

(i) A firm-fixed price order; or

(ii) A performance-based order.

8.405-3 BLANKET PURCHASE AGREEMENTS (BPAS)

(a)(1) *Establishment.* Ordering activities may establish BPAs under any schedule contract to fill repetitive needs for supplies or services. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPAs and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). In determining how many BPAs to establish, consider—

(i) The scope and complexity of the requirement(s);

(ii) The need to periodically compare multiple technical approaches or prices;

(iii) The administrative costs of BPAs; and

(iv) The technical qualifications of the schedule contractor(s).

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

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

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

(b) Ordering from BPAs—

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

(2) *Multiple BPAs*. If the ordering activity establishes multiple BPAs, before placing an order exceeding the micro-purchase threshold, the ordering activity shall—

(i) Forward the requirement, or statement of work and the evaluation criteria, to an appropriate number of BPA holders, as established in the BPA ordering procedures; and

(ii) Evaluate the responses received, make a best value determination (see [8.404\(d\)](#)), and place the order with the BPA holder that represents the best value.

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

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

(d) *Review of BPAs*.

(1) The ordering activity that established the BPA shall review it at least once a year to determine whether—

(i) The schedule contract, upon which the BPA was established, is still in effect;

(ii) The BPA still represents the best value (see [8.404\(d\)](#)); and

(iii) Estimated quantities/amounts have been exceeded and additional price reductions can be obtained.

(2) The ordering activity shall document the results of its review.

8.405-4 PRICE REDUCTIONS

In addition to seeking price reductions before placing an order exceeding the maximum order threshold (see [8.405-1\(d\)](#)), or in conjunction with the annual BPA review, there may be other reasons to request a price reduction. For example, ordering activities should seek a price reduction when the supply or service is available elsewhere at a lower price, or when establishing a BPA to fill recurring requirements. The potential volume of orders under BPAs, regardless of the size of individual orders, offers 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 ordering activity for a specific order.

8.405-5 SMALL BUSINESS

(a) Although the mandatory preference programs of [Part 19](#) do not apply, orders placed against schedule contracts may be credited toward the ordering activity's small business goals. For purposes of reporting an order placed with a small business schedule contractor, an ordering agency may only take credit if the awardee meets a size standard that corresponds to the work performed. Ordering activities should rely on the small business representations made by schedule contractors at the contract level.

(b) Ordering activities may consider socio-economic status when identifying contractor(s) for consideration or competition for award of an order or BPA. At a minimum, ordering activities should consider, if available, at least one small business, veteran-owned small business, service disabled veteran-owned small business, HUBZone small business, women-owned small business, or small disadvantaged business schedule contractor(s). GSA Advantage! and Schedules e-Library at <http://www.gsa.gov/fss> contain information on the small business representations of Schedule contractors.

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

8.405-6 LIMITED SOURCES JUSTIFICATION AND APPROVAL

(a) Orders placed under Federal Supply Schedules are exempt from the requirements in [Part 6](#). However, an ordering activity must justify its action when restricting consideration—

(1) Of schedule contractors to fewer than required in [8.405-1](#) or [8.405-2](#); or

(2) To an item peculiar to one manufacturer (*e.g.*, a particular brand name, product, or a feature of a product, peculiar to one manufacturer). A brand name item, whether available on one or more schedule contracts, is an item peculiar to one manufacturer. Brand name specifications shall not be used unless the particular brand name, product, or feature is essential to the Government's requirements, and market research indicates other companies' similar products, or products lacking the particular feature, do not meet, or cannot be modified to meet, the agency's needs.

(b) Circumstances that may justify restriction cited in paragraph (a)(1) of this subsection include—

(1) Only one source is capable of responding due to the unique or specialized nature of the work;

- (2) The new work is a logical follow-on to an original Federal Supply Schedule order provided that the original order was placed in accordance with the applicable Federal Supply Schedule ordering procedures. The original order must not have been previously issued under sole source or limited source procedures;
- (3) An urgent and compelling need exists, and following the ordering procedures would result in unacceptable delays.
- (c) Ordering activities shall procure such requirements only if the need to do so is justified in writing and approved at the levels specified in paragraphs (f) and (h) of this subsection.
- (d) Except as provided in paragraph (e) of this subsection, when an order contains brand name specifications, the ordering activity shall post the following information along with the Request for Quotation (RFQ) to e-Buy (<http://www.ebuy.gsa.gov>):
- (1) For proposed orders exceeding \$25,000, but not exceeding the simplified acquisition threshold, the documentation required by paragraph (f) of this subsection.
- (2) For proposed orders exceeding the simplified acquisition threshold, the justification required by paragraph (g) of this subsection.
- (e) The posting requirement of paragraph (d) of this subsection does not apply when—
- (1) Disclosure would compromise the national security (*e.g.*, would result in disclosure of classified information) or create other security risks. The fact that access to classified matter may be necessary to submit a proposal or perform the contract does not, in itself, justify use of this exception;
- (2) The nature of the file (*e.g.*, size, format) does not make it cost-effective or practicable for contracting officers to provide access through e-Buy; or
- (3) The agency's senior procurement executive makes a written determination that access through e-Buy is not in the Government's interest.
- (f) *Orders exceeding the micro-purchase threshold, but not exceeding the simplified acquisition threshold as defined in 2.101.* For proposed orders exceeding the micro-purchase threshold, but not exceeding the simplified acquisition threshold, the ordering activity contracting officer shall document the circumstances when restricting consideration.
- (g) *Orders exceeding the simplified acquisition threshold.*
- (1) For proposed orders exceeding the simplified acquisition threshold, the requiring activity shall assist the ordering activity contracting officer in the preparation of the justification. The justification shall cite that the acquisition is conducted under the authority of the Multiple Award Schedule Program (see [8.401](#)).
- (2) As a minimum, each justification shall include the following information:
- (i) Identification of the agency and the contracting activity, and specific identification of the document as a "Limited Source Justification."
- (ii) Nature and/or description of the action being approved.
- (iii) A description of the supplies or services required to meet the agency's needs (including the estimated value).
- (iv) Identification of the justification rationale (see [8.405-6\(a\)](#) and (b)) and, if applicable, a demonstration of the proposed contractor's unique qualifications to provide the required supply or service.
- (v) A determination by the ordering activity contracting officer that the order represents the best value consistent with [8.404\(d\)](#).
- (vi) A description of the market research conducted among schedule holders and the results or a statement of the reason market research was not conducted.
- (vii) Any other facts supporting the justification.
- (viii) A statement of the actions, if any, the agency may take to remove or overcome any barriers that led to the restricted consideration before any subsequent acquisition for the supplies or services is made.
- (ix) The ordering activity contracting officer's certification that the justification is accurate and complete to the best of the contracting officer's knowledge and belief.
- (x) Evidence that any supporting data that is the responsibility of technical or requirements personnel (*e.g.*, verifying the Government's minimum needs or requirements or other rationale for limited sources) and which form a basis for the justification have been certified as complete and accurate by the technical or requirements personnel.
- (h) Justification approvals.
- (1) For proposed orders exceeding the simplified acquisition threshold, but not exceeding \$550,000, the ordering activity contracting officer's certification that the justification is accurate and complete to the best of the ordering activity contracting officer's knowledge and belief will serve as approval, unless a higher approval level is established in accordance with agency procedures.
- (2) For a proposed order exceeding \$550,000, but not exceeding \$11.5 million, the justification must be approved by the competition advocate of the activity placing the order, or by an official named in paragraph (h)(3) or (h)(4) of this subsection. This authority is not delegable.
- (3) For a proposed order exceeding \$11.5 million, but not exceeding \$57 million (or, for DoD, NASA, and the Coast Guard, not exceeding \$78.5 million), the justification must be approved by—

- (i) The head of the procuring activity placing the order;
 - (ii) A designee who—
 - (A) If a member of the armed forces, is a general or flag officer;
 - (B) If a civilian, is serving in a position in a grade above GS-15 under the General Schedule (or in a comparable or higher position under another schedule); or
 - (iii) An official named in paragraph (h)(4) of this subsection.
- (4) For a proposed order exceeding \$57 million (or, for DoD, NASA, and the Coast Guard, over \$78.5 million), the justification must be approved by the senior procurement executive of the agency placing the order. This authority is not delegable, except in the case of the Under Secretary of Defense for Acquisition, Technology, and Logistics, acting as the senior procurement executive for the Department of Defense.

8.405-7 PAYMENT

Agencies may make payments for oral or written orders by any authorized means, including the Governmentwide commercial purchase card.

8.406 ORDERING ACTIVITY RESPONSIBILITIES

8.406-1 ORDER PLACEMENT

Ordering activities may place orders orally (except for services requiring a statement of work (SOW) or orders containing brand name specifications that exceed \$25,000) or use [Optional Form 347](#), an agency-prescribed form, or an established electronic communications format to order supplies or services from schedule contracts. The ordering activity shall place an order directly with the contractor in accordance with the terms and conditions of the pricelists (see [8.402\(b\)](#)). Prior to placement of the order, the ordering activity shall ensure that the regulatory and statutory requirements of the requiring agency have been applied. Orders shall include the following information in addition to any information required by the schedule contract:

- (a) Complete shipping and billing addresses.
- (b) Contract number and date.
- (c) Agency order number.
- (d) F.o.b. delivery point; *i.e.*, origin or destination.
- (e) Discount terms.
- (f) Delivery time or period of performance.
- (g) Special item number or national stock number.
- (h) A statement of work for services, when required, or a brief, complete description of each item (when ordering by model number, features and options such as color, finish, and electrical characteristics, if available, must be specified).
- (i) Quantity and any variation in quantity.
- (j) Number of units.
- (k) Unit price.
- (l) Total price of order.
- (m) Points of inspection and acceptance.
- (n) Other pertinent data; *e.g.*, delivery instructions or receiving hours and size-of-truck limitation.
- (o) Marking requirements.
- (p) Level of preservation, packaging, and packing.

8.406-2 INSPECTION AND ACCEPTANCE

- (a) Supplies.
 - (1) Consignees shall inspect supplies at destination except when—
 - (i) The schedule contract indicates that mandatory source inspection is required by the schedule contracting agency; or
 - (ii) A schedule item is covered by a product description, and the ordering activity determines that the schedule contracting agency's inspection assistance is needed (based on the ordering volume, the complexity of the supplies, or the past performance of the supplier).
 - (2) When the schedule contracting agency performs the inspection, the ordering activity will provide two copies of the order specifying source inspection to the schedule contracting agency. The schedule contracting agency will notify the ordering activity of acceptance or rejection of the supplies.
 - (3) Material inspected at source by the schedule contracting agency, and determined to conform with the product description of the schedule, shall not be reinspected for the same purpose. The consignee shall limit inspection to kind, count, and condition on receipt.

(4) Unless otherwise provided in the schedule contract, acceptance is conclusive, except as regards latent defects, fraud, or such gross mistakes as amount to fraud.

(b) *Services*. The ordering activity has the right to inspect all services in accordance with the contract requirements and as called for by the order. The ordering activity shall perform inspections and tests as specified in the order's quality assurance surveillance plan in a manner that will not unduly delay the work.

8.406-3 REMEDIES FOR NONCONFORMANCE

(a) If a contractor delivers a supply or service, but it does not conform to the order requirements, the ordering activity shall take appropriate action in accordance with the inspection and acceptance clause of the contract, as supplemented by the order.

(b) If the contractor fails to perform an order, or take appropriate corrective action, the ordering activity may terminate the order for cause or modify the order to establish a new delivery date (after obtaining consideration, as appropriate). Ordering activities shall follow the procedures at [8.406-4](#) when terminating an order for cause.

8.406-4 TERMINATION FOR CAUSE

(a)(1) An ordering activity contracting officer may terminate individual orders for cause. Termination for cause shall comply with FAR [12.403](#), and may include charging the contractor with excess costs resulting from repurchase.

(2) The schedule contracting office shall be notified of all instances where an ordering activity contracting officer has terminated for cause an individual order to a Federal Supply Schedule contractor, or if fraud is suspected.

(b) If the contractor asserts that the failure was excusable, the ordering activity contracting officer shall follow the procedures at [8.406-6](#), as appropriate.

(c) If the contractor is charged excess costs, the following apply:

(1) Any repurchase shall be made at as low a price as reasonable, considering the quality required by the Government, delivery requirement, and administrative expenses. Copies of all repurchase orders, except the copy furnished to the contractor or any other commercial concern, shall include the notation:

Repurchase against the account of _____ [*insert contractor's name*] under Order _____ [*insert number*] under Contract _____ [*insert number*].

(2) When excess costs are anticipated, the ordering activity may withhold funds due the contractor as offset security. Ordering activities shall minimize excess costs to be charged against the contractor and collect or set-off any excess costs owed.

(3) If an ordering activity is unable to collect excess repurchase costs, it shall notify the schedule contracting office after final payment to the contractor.

(i) The notice shall include the following information about the terminated order:

(A) Name and address of the contractor.

(B) Schedule, contract, and order number.

(C) National stock or special item number(s), and a brief description of the item(s).

(D) Cost of schedule items involved.

(E) Excess costs to be collected.

(F) Other pertinent data.

(ii) The notice shall also include the following information about the purchase contract:

(A) Name and address of the contractor.

(B) Item repurchase cost.

(C) Repurchase order number and date of payment.

(D) Contract number, if any.

(E) Other pertinent data.

(d) Only the schedule contracting officer may modify the contract to terminate for cause any, or all, supplies or services covered by the schedule contract. If the schedule contracting officer has terminated any supplies or services covered by the schedule contract, no further orders may be placed for those items. Orders placed prior to termination for cause shall be fulfilled by the contractor, unless terminated for the convenience of the Government by the ordering activity contracting officer.

8.406-5 TERMINATION FOR THE GOVERNMENT’S CONVENIENCE

- (a) An ordering activity contracting officer may terminate individual orders for the Government’s convenience. Terminations for the Government’s convenience shall comply with FAR [12.403](#).
- (b) Before terminating orders for the Government’s convenience, the ordering activity contracting officer shall endeavor to enter into a “no cost” settlement agreement with the contractor.
- (c) Only the schedule contracting officer may modify the schedule contract to terminate any, or all, supplies or services covered by the schedule contract for the Government’s convenience.

8.406-6 DISPUTES

- (a) Disputes pertaining to the performance of orders under a schedule contract.
 - (1) Under the Disputes clause of the schedule contract, the ordering activity contracting officer may—
 - (i) Issue final decisions on disputes arising from performance of the order (but see paragraph (b) of this section); or
 - (ii) Refer the dispute to the schedule contracting officer.
 - (2) The ordering activity contracting officer shall notify the schedule contracting officer promptly of any final decision.
- (b) *Disputes pertaining to the terms and conditions of schedule contracts.* The ordering activity contracting officer shall refer all disputes that relate to the contract terms and conditions to the schedule contracting officer for resolution under the Disputes clause of the contract and notify the schedule contractor of the referral.
- (c) *Appeals.* Contractors may appeal final decisions to either the Board of Contract Appeals servicing the agency that issued the final decision or the U.S. Court of Federal Claims.
- (d) *Alternative dispute resolution.* The contracting officer should use the alternative dispute resolution (ADR) procedures, to the maximum extent practicable (see [33.204](#) and [33.214](#)).

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

PREAMBLE

LTM INC. 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 Eric Norris at the LTM INC. Contracts Department at (703) 257-1100; Email: gsa@LTMINC.net; Fax (703) 935-0438.

**BEST VALUE BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE**

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act
_____(Agency)_____ and _____(Contractor)_____ 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

DATE

CONTRACTOR

DATE

BPA NUMBER _____

**(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT**

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

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

MODEL NUMBER/PART NUMBER	*SPECIAL BPA DISCOUNT/PRICE
_____	_____
_____	_____

(2) Delivery:

DESTINATION	DELIVERY SCHEDULE/DATES
_____	_____
_____	_____

(3) The Government estimates, but does not guarantee, that the volume of purchases through this agreement will be _____.

(4) This BPA does not obligate any funds.

(5) This BPA expires on _____ or at the end of the contract period, whichever is earlier.

(6) The following office(s) is hereby authorized to place orders under this BPA:

OFFICE	POINT OF CONTACT
_____	_____
_____	_____

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

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

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);
- (e) Task/Delivery 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 task/delivery order transmission issued against this BPA.

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

BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”

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

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

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

Each member of the “Acquisition Team” is to exercise personal initiative and sound business judgment and is responsible for making acquisition decisions that deliver the best value product or service to meet the customers' needs. FAR 1.102-4 further empowers Government Team members to make acquisition decisions within their areas of responsibility including selection, negotiation and administration. The contracting officer has the authority to the maximum extent practical, to determine the applications of rules, regulations, and policies.

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

BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”

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

Here is a general outline on how it works:

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

For more information contact:

Email Address: kathrynbrinkley@gsa.gov
Phone: (253) 931-7066 or Fax: (253) 931-7174.

LTM INC. LABOR CATEGORY RATES

Professional Engineering Services (PES) Offering for SINs 871 1, 871 4RC, 871 2, 871 2RC, 871 3, 871 3RC, 871 4, 871 4RC, 871 5, 871 5RC, 871 6 & 871 6RC. **Proposed Rates are Off-site (at LTM INC. facility) only.**

ORDER #	LABOR CATEGORY TITLE	EFFECTIVE 08/29/08	EFFECTIVE 08/29/09
LE001	Executive Manager/Principle Engineer	\$ 129.03	\$ 133.55
LE002	Project Director	\$ 116.36	\$ 120.44
LE003	Program Manager	\$ 111.00	\$ 114.89
LE004	Senior Engineer	\$ 104.48	\$ 108.13
LE005	Engineer	\$ 82.88	\$ 85.78
LE006	Junior Engineer	\$ 42.36	\$ 43.84
LE007	Senior Engineering Technician	\$ 80.97	\$ 83.80
LE008	Engineering Technician	\$ 46.34	\$ 47.96
LE009	Junior Engineering Technician	\$ 32.30	\$ 33.44
LE010	Technical Support Staff	\$ 32.65	\$ 33.79
LE011	Senior Program Analyst	\$ 90.25	\$ 93.41
LE012	Program Analyst	\$ 53.17	\$ 55.03
LE013	Junior Program Analyst	\$ 28.74	\$ 29.74
LE014	Management Analyst	\$ 55.73	\$ 57.68
LE015	Financial/Budget Analyst	\$ 47.02	\$ 48.66
LE016	Subject Matter Expert	\$ 86.09	\$ 89.10
LE017	Logistics Program Manager II	\$ 95.40	\$ 98.74
LE018	Logistics Program Manager I	\$ 80.97	\$ 83.80
LE019	Logistics Engineer	\$ 50.28	\$ 52.04
LE020	Logistics Manager II	\$ 94.17	\$ 97.46
LE021	Logistics Manager I	\$ 52.74	\$ 54.58
LE022	Logistics Specialist II	\$ 77.86	\$ 80.59
LE023	Logistics Specialist I	\$ 32.30	\$ 33.44
LE024	Configuration Manager	\$ 75.55	\$ 78.20
LE025	Configuration Management Specialist	\$ 50.28	\$ 52.04
LE026	Computer Systems Specialist	\$ 138.12	\$ 142.96
LE027	Network/Communications Sys. Specialist	\$ 100.46	\$ 103.97
LE028	Applications Programmer	\$ 100.46	\$ 103.97
LE029	Data Technician	\$ 32.30	\$ 33.44
LE030	Technical Writer	\$ 39.83	\$ 41.22
LE031	Technical Publication Specialist	\$ 33.95	\$ 35.14
LE032	Administrative Assistant III	\$ 94.17	\$ 97.46
LE033	Administrative Assistant II	\$ 33.95	\$ 35.14
LE034	Administrative Assistant I	\$ 27.42	\$ 28.38
LE035	Technical Typist/Word Processor	\$ 27.42	\$ 28.38
LE051	Executive Program Manager	\$290.32	\$300.48
LE052	Senior Program Manager	\$226.64	\$234.58
LE053	Senior Project Leader	\$192.11	\$198.83
LE054	Project Leader I	\$169.44	\$175.37
LE055	Technical Specialist I	\$121.96	\$126.22
LE056	Technical Specialist II	\$111.16	\$115.05
LE057	Technical Specialist III	\$100.37	\$103.88
LE058	Analyst/Engineer I	\$89.58	\$92.71
LE059	Administration Support	\$63.68	\$65.90

Note: 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. **For additional information please contact Eric Norris at (703) 257-1100, Fax (703) 935-0438, Email: gsa@LTMINC.net**

LTM INC. LABOR CATEGORY DESCRIPTIONS

ORDER #	LABOR CATEGORY TITLE	MINIMUM EXPERIENCE	MINIMUM EDUCATION	FUNCTIONAL RESPONSIBILITIES
LE001	Executive Manager/ Principle Engineer	Ten years of project related experience	Master's degree in engineering, technical, management, or project related field.	Conducts senior level management or technical tasks. Plans and manages production sequences, develops and maintains in-process controls and schedules, conducts and evaluates risk analysis of multi-disciplined engineering or management tasks. Coordination of department and multiple project activities. Performs work requiring specialized knowledge of project related systems.
LE002	Project Director	Ten years of project related experience	Bachelor's degree in engineering, technical, management, or project related field.	Directs the design, installation, operation, repair and maintenance of systems. Conducts strategic planning and resource allocation tasks. Manages, directs and exercises direct control and responsibility over subordinate groups in a technical or engineering discipline. Manages complex or multiple technical projects. Plans, develops and implements quality assurance and quality control measures for enterprise wide project application. Directs the development of test and evaluation parameters and exit criteria for successful project completion.
LE003	Program Manager	Eight years of project related experience	Bachelor's degree in engineering, technical, management, or project related field.	Manages and coordinates the program staff and project functions and provides financial, schedule, and progress reporting. Develops resource planning and execution requirements and conducts quality reviews. Coordinates project deliverables and supports technical coordination requirements, meetings and training issues for management, logistics, and systems configuration issues. Provides expertise and guidance in technical or management areas to support project tasking requirements. Oversees configuration and life cycle management activities. Plans and tracks budget targets for technical and support functions.
LE004	Senior Engineer	Six years of project related experience	Bachelor's degree in engineering, technical, computer science or project related field.	Analyzes project related engineering problems. Provides system design analysis and recommends technical solutions. Applies engineering principals to investigate, analyze, plan, design, implement, test, and troubleshoot project related systems. Applies engineering experience to perform functions such as hardware/software design, system integration, and configuration management tasks. Leads and trains engineering and technical teams. Supports various engineering tasks for project related systems. Resolves technical, scientific, engineering and design problems. Prepares detail specifications and conducts periodic technical performance reviews. Conducts life cycle engineering tasks.

ORDER #	LABOR CATEGORY TITLE	MINIMUM EXPERIENCE	MINIMUM EDUCATION	FUNCTIONAL RESPONSIBILITIES
LE005	Engineer	Four years of project related experience.	Bachelor's degree in engineering, technical, computer science or project related field.	Provides system design analysis and recommends technical solutions. Applies engineering principals to investigate, analyze, plan, design, implement, test, and troubleshoot project related systems. Applies engineering experience to perform functions such as hardware/software design, system integration, and configuration management tasks. Leads engineering and technical teams. Supports various engineering tasks for project related systems. Resolves technical, scientific, engineering and design problems. Prepares detail specifications and participates in periodic technical performance reviews. Conducts life cycle engineering tasks.
LE006	Junior Engineer	No experience required.	Bachelor's degree in engineering, technical, computer science or project related field.	Assists with system design analyses and recommends technical solutions. Applies engineering principals to investigate, analyze, plan, design, implement, test, and troubleshoot project related systems. Supports various engineering tasks for project related systems. Reviews technical, scientific, engineering and design problems. Participates in periodic technical performance reviews. Assists with life cycle engineering tasks.
LE007	Senior Engineering Technician	Twelve years of project related experience	Associate's degree in project related field. Military Training or Trade School may be substituted for degree.	Manages and conducts efforts to test, evaluate, integrate and install electrical, mechanical or project related systems, components, software, or networks. Plans and conducts troubleshooting and fault isolation activities for systems, components, wiring or fiber optical networks.
LE008	Engineering Technician	Six years of project related experience	Associate's degree in project related field. Military Training or Trade School may be substituted for degree.	Tests, evaluates, integrates and installs electrical, mechanical or project related systems, components, software, or networks. Plans and conducts troubleshooting and fault isolation activities for systems, components, wiring or fiber optical networks.
LE009	Junior Engineering Technician	Two years of project related experience	High School diploma or equivalent.	Assists in test, evaluation, integration and installation of electrical, mechanical or project related systems, components, software, or networks. Plans and conducts systems troubleshooting and fault isolation activities for systems, components, and wiring or fiber optical networks.
LE010	Technical Support Staff	Two years of project related experience	High School diploma or equivalent.	Collects catalogs and updates technical data and systems specifications for the project team. Assists engineering staff to develop deliverables for customer review. Provides technical support for project engineering and technical staff.

ORDER #	LABOR CATEGORY TITLE	MINIMUM EXPERIENCE	MINIMUM EDUCATION	FUNCTIONAL RESPONSIBILITIES
LE011	Senior Program Analyst	Six years of project related experience.	Bachelor's degree in a technical, management, financial or project related field.	Develops and conducts project related systems functional analysis, test and evaluation procedures, and system test requirements. Performs program management and financial related configuration management and life cycle management tasks. Reviews and evaluates technical and management planning documentation and develops financial plans and support documentation. Supports the acquisition milestone review process. Directs and leads program analyst teams.
LE012	Program Analyst	Four years of project related experience.	Associates degree in a technical, management, financial or project related field.	Develops and conducts project related systems functional analyses, test and evaluation procedures, and system test requirements. Performs program management and financial related configuration management and life cycle management tasks. Reviews and evaluates technical and management planning documentation and develops financial plans and support documentation. Supports the acquisition milestone review process.
LE013	Junior Program Analyst	One year of project related experience.	Associates degree in a technical, management, financial or project related field.	Assists with development of functional analyses, test and evaluation procedures, and system test requirements. Assists with program management and financial related configuration management and life cycle management tasks. Supports project financial planning cycles and reviews associated planning documentation. Supports the acquisition milestone review process.
LE014	Management Analyst	Five years of project or business related experience.	Bachelor's degree in business management or project related discipline.	Analyzes project related impact of acquisition milestone process decisions. Applies knowledge of management functions, process and analytical methods or techniques to gather, analyze and evaluate information required by program, project or functional managers and customers. Develops and drafts program or project milestones, progress monitoring, financial, quality control, maintenance or training documentation. Conducts work measurement, project operations efficiency, costs, and workload management analyses. Uses automated tools to perform fact finding, analytical, and advisory functions.
LE015	Financial/Budget Analyst	Three years of financial or budgeting experience.	Associates degree.	Conducts cost, budget, and financial analyses. Tracks financial aspects of the program/project with respect to contract requirements. Supports the acquisition milestone review process. Develops and tracks budget milestones and project progress.

ORDER #	LABOR CATEGORY TITLE	MINIMUM EXPERIENCE	MINIMUM EDUCATION	FUNCTIONAL RESPONSIBILITIES
LE016	Subject Matter Expert	Five years of project related experience.	Bachelor's degree, vocational training or industry certification in field of expertise.	Uses knowledge in field of expertise to review, plan, recommend and direct project development. Performs as program technical advisor and leads program management problem resolution. Develops and recommends program management procedures and controls. Advises on project related hardware, software and systems requirements, functionality, integration efforts and new technologies. Reviews engineering and technical analyses and makes recommendations and changes based on subject matter knowledge and expertise.
LE017	Logistics Program Manager II	Ten years of project related experience.	Master's degree. Certification as professional logistician (e.g., SOLE certification) and four additional years experience may be substituted for Master's degree.	Oversees all project related logistics and configuration management tasking. Manages complex and/or multiple logistics programs. Interfaces with customers at all levels. Uses expertise and experience in logistics to lead and direct logistics teams and tasking. Conducts and manages site visits and logistics reviews and conferences. Responsible for acquisition life cycle logistics support.
LE018	Logistics Program Manager I	Eight years of project related experience.	Bachelor's degree or certification as professional logistician (e.g., SOLE certification)	Oversees all project related logistics and configuration management tasking. Manages midsize and/or multiple small logistics programs. Interfaces with customers at all levels. Uses expertise and experience in logistics to lead and direct logistics teams and tasking. Conducts and manages site visits and logistics reviews and conferences. Responsible for acquisition life cycle logistics support.
LE019	Logistics Engineer	Eight years of project related experience.	Bachelor's degree in a technical discipline.	Researches and analyzes project related logistics elements requirements. Develops logistics plans and conducts logistic support analyses to design and implement logistic support systems for new and existing acquisition programs. Reviews and analyzes systems and support equipment drawings, specifications and procedures.
LE020	Logistics Manager II	Seven years of project related experience.	Bachelor's degree in a technical or business discipline or certification as a Professional Logistician.	Manages the development, implementation and maintenance of the integrated logistics support requirements on complex weapons platforms or commercial projects, hardware or software systems, related support equipment and test program sets. Manages and directs logistics support development planning and documentation. Reviews and assesses logistics program status in relation to the project goals and acquisition milestone process.

ORDER #	LABOR CATEGORY TITLE	MINIMUM EXPERIENCE	MINIMUM EDUCATION	FUNCTIONAL RESPONSIBILITIES
LE021	Logistics Manager I	Five years of project related experience.	Bachelor's degree in a technical or business discipline or certification as a Professional Logistician.	Manages the development, implementation and maintenance of the integrated logistics support requirements on simple weapons platforms or commercial projects, hardware or software systems, related support equipment and test program sets. Manages and directs logistics support development planning and documentation. Reviews and assesses logistics program status in relation to the project goals and acquisition milestone process.
LE022	Logistics Specialist II	Four years of project related experience.	Associate's degree. Two years of equivalent military logistics training and support may be substituted for degree.	Performs various logistics tasks related to the development, operations, evaluation, and improvement of the systems supportability and maintainability programs. Executes Integrated Logistics Support (ILS), and Reliability and Maintainability (R&M) programs and plans. Provides inventory, supply and support equipment support.
LE023	Logistics Specialist I	One year of project related experience.	Associate's degree. Two years of equivalent military logistics training and support may be substituted for degree.	Performs various logistics tasks related to the development, operations, evaluation, and improvement of the systems supportability and maintainability programs. Executes Integrated Logistics Support (ILS), and Reliability and Maintainability (R&M) programs and plans. Provides inventory, supply and support equipment support.
LE024	Configuration Manager	Eight years of project related experience.	Bachelor's degree in a technical or business discipline or certification as a Professional Logistician.	Directs configuration management team. Identifies project system configuration and monitors and controls status. Prepares configuration management plans and procedures, performs configuration audits, monitors trouble reports and engineering change requests and implementation. Tracks and updates system configuration via manual and automated systems. Documents all systems configuration changes and informs users of current systems versions, improvements and support availability. Assists with system life cycle budgeting and execution.
LE025	Configuration Management Specialist	Five years of project related experience.	Bachelor's degree in a technical or business discipline or certification as a Professional Logistician.	Assists development and execution of configuration management plans and procedures. Performs configuration audits, monitors trouble reports and change reports. Tracks system configuration as directed and reports on status as required.

ORDER #	LABOR CATEGORY TITLE	MINIMUM EXPERIENCE	MINIMUM EDUCATION	FUNCTIONAL RESPONSIBILITIES
LE026	Computer Systems Specialist	Five years of project related experience.	Bachelor's degree information technology related field or project related discipline. Specialized industry training or certification may be substituted for degree.	Provides support for computer hardware or software systems. Monitors and controls systems configuration and technology upgrades. Advises on latest technologies available and compatibility with current systems.
LE027	Network or Communications Systems Specialist	Five years of project related experience.	Bachelor's degree information technology related field or project related discipline. Specialized industry training or certification may be substituted for degree.	Provides support for network and communications hardware or software systems. Monitors and controls systems configuration and technology upgrades. Advises on latest technologies available and compatibility with current systems.
LE028	Applications Programmer	Five years of project related experience.	Bachelor's degree information technology related field or project related discipline. Specialized industry training or certification may be substituted for degree.	Writes or modifies systems applications and software. Uses current technology and high level languages as required to support project changes and upgrades. Analyzes new applications tools.
LE029	Data Technician	Three years of general experience in the area of data analysis.	High School diploma or equivalent.	Reviews and compiles project related information into useable formats and tables. Assists preparation of project documentation including plan of action and milestones, requirements analysis reports, test and evaluation plans and reports, systems specifications, usage/performance data analysis.
LE030	Technical Writer	Five years of technical writing or project related experience.	Bachelor's degree in English, business, engineering, science, or journalism field.	Prepares, edits and publishes technical materials such as technical and operating manuals, hardware and software specifications, training plans, data item descriptions and systems security procedures. Assist technical personnel in preparation of formal documents through interpretation and research of technical documentation standards and terminology. Translate technical information into clear, readable documents to be used by non-technical personnel.

ORDER #	LABOR CATEGORY TITLE	MINIMUM EXPERIENCE	MINIMUM EDUCATION	FUNCTIONAL RESPONSIBILITIES
LE031	Technical Publication Specialist	Two years of project related experience.	High School diploma or equivalent.	Collects catalogs and updates technical data, information and systems specifications for the project team. Assists engineering staff to develop deliverables for customer review. Provides on-the job support for engineers and technicians performing repairs, fabrication and troubleshooting activities.
LE032	Administrative Assistant III	Five years of project related experience.	High School diploma or equivalent.	Manages office staff. Transcribes data and updates systems records, technical documentation and configuration documents. Operates commercial software packages for administrative support of project requirements. Assists project staff members with administrative efforts, organize records and administrative activities.
LE033	Administrative Assistant II	Three years of project related experience.	High School diploma or equivalent.	Transcribes data and updates systems records, technical documentation and configuration documents. Operates commercial software packages for administrative support of project requirements. Assists project staff members with administrative efforts, organize records and administrative activities.
LE034	Administrative Assistant I	One year of project related experience.	High School diploma or equivalent.	Operates commercial software packages for administrative support of project requirements. Assists project staff members with administrative efforts, organize records and administrative activities.
LE035	Technical Typist/ Word Processor	One year of experience, ability to type 40 wpm.	High School diploma or equivalent.	Types technical reports, papers, test plans, or other program/project documentation in final format from rough notes or drafts. Applies familiarity with specialized and technical terminology to edit, proofread, and correct spelling, grammar, and phraseology. Operates word processing and reproduction equipment.
Line Items LE036 to LE050 Not Used.				
LE051	Executive Program Manager	Twenty years of government or private-sector experience in project management.	Advanced degree in project related field.	Manages the research program to ensure successful completion of tasks on time and within budget. Maintains relationships with high-level government customers to ensure customer satisfaction.

ORDER #	LABOR CATEGORY TITLE	MINIMUM EXPERIENCE	MINIMUM EDUCATION	FUNCTIONAL RESPONSIBILITIES
LE052	Senior Program Manager	Fifteen years of experience. Significant management experience with projects of increasing size and difficulty.	Advanced degree in project related field.	Supervises multiple large-scale, complex technical projects. Responsible for allocating resources among tasks and is the principal liaison with customer for business and technical matters.
LE053	Senior Project Leader	Fifteen years of experience. Supervisory or project management experience in technical and analytic fields.	Advanced degree in project related field.	Supervises multiple small to medium-sized, complex projects in the leader's area of technical expertise. Responsible for allocating resources among tasks and is the principal liaison with customer for business and technical matters.
LE054	Project Leader I	Twelve years of experience in leading increasingly complex technical projects.	Advanced degree in project related field.	Responsible for business and technical execution of large, complex projects. Interacts with customers or technical issues.
LE055	Technical Specialist I	Ten years of experience.	Bachelor's degree in project related field.	Provides specific technical expertise in engineering or other disciplines, performing high-level analytical assignments.
LE056	Technical Specialist II	Eight years of experience.	Bachelor's degree in project related field.	Provides specific technical expertise in engineering or other disciplines, performing mid-level analytical assignments.
LE057	Technical Specialist III	Five years of experience.	Bachelor's degree in project related field.	Provides specific technical expertise in engineering or other disciplines, performing entry-level analytical assignments.
LE058	Analyst/Engineer I	Three years of experience.	Bachelor's degree in an engineering or other technical specialty.	Serves as a project team member.

ORDER #	LABOR CATEGORY TITLE	MINIMUM EXPERIENCE	MINIMUM EDUCATION	FUNCTIONAL RESPONSIBILITIES
LE059	Administration Support	Five years of experience in preparing and reviewing reports, briefings, and other materials.	None required.	Prepares graphical and print/production-ready materials, integrates material from various sources, and provides meeting support.

LTM INC. LABOR CATEGORY SUBSTITUTIONS INFORMATION

LTM INC. will provide only people who meet or exceed the minimum qualifications within the labor category descriptions stated herein. LTM INC.'s labor categories provide for substituting experience for minimum education requirements and substituting educational degrees for years of experience.

ALLOWABLE SUBSTITUTIONS

The table below presents the allowable substitutions based on the education and experience of the labor categories in the Pricelist. Experience should be professional and job related, however it does not have to be specific to the project to be accomplished. However, if a degree is used in place of experience, the degree should be related to the project or task.

DEGREE	DEGREE AND EXPERIENCE SUBSTITUTION	RELATED EXPERIENCE SUBSTITUTION
Associate's	2 Years	2 Years
Bachelor's	Associate's + 2 Years	4 Years
Master's	Bachelor's + 4 Years	8 Years
Doctorate	Master's + 4 Years	12 Years

LTM INC. CORPORATE FACILITIES

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