



**ENERGETICS INCORPORATED**  
**7067 Columbia Gateway Drive, Suite 200**  
**Columbia, MD 21046**  
**Voice: (410) 953-6214; Fax: (410) 423-2194**

## **GSA Schedule**

# **Professional Engineering Services**

### **Price List and Catalog**

**Contract No. GS-23F-0072P**

**FSC Group: 87, FSC Class 871**

**Contract Period: December 17, 2003 through December 16, 2008**  
**Option Period: December 17, 2008 through December 16, 2013**

**Business Size: Large**  
**(NAICS #541710/SIC Code 8731)**  
**(NAICS #541330/SIC Code 8711)**

**GENERAL SERVICES ADMINISTRATION  
FEDERAL SUPPLY SERVICE  
AUTHORIZED FEDERAL SUPPLY SCHEDULE**

Price List and Catalog  
Revised 1-23-09

**PROFESSIONAL ENGINEERING SERVICES**

FSC Group: 87, FSC Class 871

Contract No. GS-23F-0072P

Contract Period: December 17, 2003 through December 16, 2008  
Option Period 1: December 17, 2008 through December 16, 2013

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:

<http://www.gsaadvantage.gov/>

For more information on ordering from Federal Supply Schedules, click on the FSS Schedules button at [fss.gsa.gov](http://fss.gsa.gov).

Energetics Incorporated  
Attention: Elaine A. Weber, Contracts Director  
7067 Columbia Gateway Drive, Suite 200  
Columbia, MD 21046

Voice: (410) 953-6214; Fax: (410) 423-2194

Email: [eweber@energetics.com](mailto:eweber@energetics.com)

Business Size: Large

## CUSTOMER INFORMATION

<b>Table of Contents</b>	<b>Page</b>
<a href="#"><u>SIN 871-1 – Strategic Planning for Technology Programs/Activities</u></a>	1
<a href="#"><u>SIN 871-2 – Concept Development and Requirements Analysis</u></a>	1
<a href="#"><u>SIN 871-3 – System Design, Engineering and Integration</u></a>	1
<a href="#"><u>Position Descriptions</u></a>	2
<a href="#"><u>Ordering Address</u></a>	5
<a href="#"><u>Labor Categories and Rates</u></a>	7
<a href="#"><u>GSA Ordering Procedures</u></a>	8
<a href="#"><u>GSA Ordering Procedures</u></a>	8

### **1a. Table of Awarded Special Item Numbers (SINs).**

#### **SIN 871-1 – Strategic Planning for Technology Programs/Activities**

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

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

#### **SIN 871-2 – Concept Development and Requirements Analysis**

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

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

#### **SIN 871-3 – System Design, Engineering and Integration**

Services required under this SIN involve the translation of a system (or subsystem, program, project, activity) concept into a preliminary and detailed design (engineering plans and specifications), performing risk identification/analysis/mitigation, traceability, and then

integrating the various components to produce a working prototype or model of the system. Typical associated tasks include, but are not limited to computer-aided design, design studies and analysis, high level detailed specification preparation, configuration management and document control, fabrication, assembly and simulation, modeling, training, privatization and outsourcing.

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

**NOTE:** Architect-Engineering (A/E) Services as that term is defined in [FAR 36.601-3](#) are excluded from the PES Schedule. If the agency’s statement of work, substantially or to a dominant extent, specifies performance or approval by a registered or licensed architect or engineer for services related to real property, the Brooks Architect-Engineers Act applies and such services must be procured in accordance with FAR Part 36. Use of this schedule for Brooks Act architectural or engineering services is not authorized. Inappropriate use of this SIN is providing professional engineering services not specifically related to system design, engineering and integration and associated disciplines.

The following table identifies the Special Item Numbers (SINs) and the corresponding Primary Engineering Disciplines (PEDs) where services are offered by this schedule.

SIN	Primary Engineering Disciplines		
	Chemical	Electrical	Mechanical
871-1	X	X	X
871-2	X	X	X
871-3	X	X	X

**1b. Lowest Price Model Number and Lowest Unit Price:** Not applicable to this service contract.

**1c. Position Descriptions:**

Energetics does not have formal position descriptions for its labor categories used for billing purposes; however, below are brief statements of minimum requirements for each category. Most, if not all, of our staff exceed the minimum requirements.

***Program Director***

Functional Responsibilities: Strategically plans and organizes resources to accomplish contract goals. Provides senior-level management in coordination of efforts with agency executive and senior level managers. Provides senior-level consultant services to address complex issues to develop reinvention strategies, organizational realignments, and productivity enhancements. Provides expert policy guidance, advice, and planning. Assesses and proposes policy changes. Provides leadership in government and industry meetings, briefings, and forums to facilitate exchange of ideas and concepts. Addresses issues of concern such as downsizing,

restructuring, outsourcing, and privatization. Provides facilitation services to promote total quality management and leadership.

**Minimum Education – Minimum/General Experience:** A graduate degree in administration, management, science, or engineering and 10 years experience in senior executive level management positions in government or industry; or a Bachelor’s degree in administration, business, science, or engineering, and 15 years experience in senior executive level management positions in government or industry; or an equivalent combination of education and experience. The degree of competency and depth of capability increases according to the minimum education and experience required for each level offered.

Title/Level	Minimum Education	Minimum Experience
<b><i>Program Director I</i></b>	Master’s degree	10 years
<b><i>Program Director II</i></b>	Bachelor’s degree	15 years

***Senior Technical Staff***

**Functional Responsibilities:** Demonstrates familiarity with program products, and project financial and management principles. Knowledgeable in technology development and application, project execution, evaluation and planning, process engineering and technology transfer. Must be recognized in industry as having expertise in the business or engineering area of endeavor. Shall possess general experience with one or more of the following: contract and personnel management, client interaction, product development/management, budget and resource management, performance-based contracting, workforce skills assessment, or metrics/performance accountability.

**Minimum Education – Minimum/General Experience:** An undergraduate degree in engineering, science, management, economics, or communications and general business or engineering experience. A graduate degree may be substituted for two years of experience. The degree of competency and depth of capability increases according to the minimum education and experience required for each level offered.

Title/Level	Minimum Education	Minimum Experience
<b><i>Senior Technical Staff I</i></b>	Bachelor’s or Master’s degree	14 years
<b><i>Senior Technical Staff II</i></b>	Bachelor’s or Master’s degree	12 years
<b><i>Senior Technical Staff III</i></b>	Bachelor’s degree	10 years

***Associate***

**Functional Responsibilities:** Facilitates management, functional, business processes, and procedural assessments to identify candidate areas for reengineering, realignment, or improvement considering quality, efficiency, and effectiveness. This may involve management, technical, engineering, communications, manufacturing, and/or production and include administrative, financial, and/or operational aspects of a government or industry enterprise. Performs engineering, technical and/or process analyses, documenting current state and designing future state performance criteria. Demonstrates strong knowledge of technology development and application, project execution, evaluation and planning, process reengineering, and/or technology transfer specific to one or more of the following: energy-

efficient technologies; alternate and advanced power; electronic or mechanical technology development; facility planning and design; environmental technologies; advanced fossil fuels recovery, development, and use; environmental restoration; waste management technologies; nuclear strategic processes; and other general technology-driven areas.

Minimum Education – Minimum/General Experience: An undergraduate degree in engineering, science, business, economics, computer science, communications, or in the arts, or an equivalent combination of education and experience. A graduate degree may be substituted for two years of experience. The degree of competency and depth of capability increases according to the minimum education and experience required for each level offered.

Title/Level	Minimum Education	Minimum Experience
<b><i>Associate I</i></b>	Bachelor's degree or equivalent	8 years
<b><i>Associate II</i></b>	Bachelor's degree or equivalent	6 years

### ***Analyst***

Functional Responsibilities: Reviews and evaluates data and information from databases and computer-generated documents/reports. Knowledgeable of techniques for conducting research, review, and process analysis associated with technical, financial, and management-related functions. Skilled at working with computer-generated reports and extracting data from databases to develop and generate information and summary data; capable of generating process flow charts to support such activities as management, engineering and technical evaluations; and able to perform management and financial record keeping, tracking, and reporting and validation of information in source documentation.

Minimum Education – Minimum/General Experience: A two-year degree is preferred but not required. An equivalent combination of education and experience may be substituted. The degree of competency and depth of capability increases according to the minimum education and experience required for each position offered.

Title/Level	Minimum Education	Minimum Experience
<b><i>Analyst I</i></b>	Associate's degree or equivalent	4 years
<b><i>Analyst II</i></b>	Associate's degree or equivalent	2 years

### ***Word Processor***

Functional Responsibility: Performs basic and complex data research and analysis to support management, engineering, and technical projects. Prepares data formats, collects and enters data into spreadsheets, and compiles data to develop and produce reports, information, data and documentation.

Minimum Education – Minimum/General Experience: Two-year college degree, or an equivalent combination of education and experience.

Title/Level	Minimum Education	Minimum Experience
<b><i>Word Processor I</i></b>	Associate's degree or equivalent	3 years
<b><i>Word Processor II</i></b>	Associate's degree or equivalent	2 years

**Technical Support**

Functional Responsibility: Provides word processing, data entry, drafting, reproduction, and clerical support services to fulfill the technical preparation and delivery of documentation and data needed to support professional and technical support personnel in the accomplishment of tasks assigned.

Minimum Education – Minimum/General Experience: High school diploma and technical school for functional area of support and relevant experience.

Title/Level	Minimum Education	Minimum Experience
<b>Technical Support I</b>	H.S. diploma and technical school	4 years
<b>Technical Support II</b>	H.S. diploma and technical school	2 years

**2. Maximum Order:** GSA has stated \$750,000 as the maximum order amount; however, the contractor is willing to accept orders which exceed this amount and is allowed to do so according to the terms of its contract.

**3. Minimum Order:** \$100

**4. General & Administrative:** In accordance with Energetics’ DCAA-approved accounting practices, G&A will be applied to all travel and other direct costs required in the performance of orders. In selected instances, G&A may be applied to subcontracted effort.

**5. Geographic Coverage (delivery area):** Worldwide

**6. Service Locations:**

Energetics Incorporated (HQ Office)  
7067 Columbia Gateway Drive,  
Suite 200  
Columbia, MD 21046

Energetics Incorporated  
901 D Street, S.W., Suite 100  
Washington, DC 20024

Energetics Incorporated  
3606 Collins Ferry Road, Suite 202  
Morgantown, WV 26505

Energetics Incorporated  
4601 North Fairfax Drive, Suite 110  
Arlington, VA 22203

**7. Discount from List Price:** Discounts may be offered on an order-by-order basis. See Attachment 1 for a list of billing rates.

**8. Quantity Discounts:** Not Applicable

**9. Prompt Payment terms:** Net 30 days.

**10. Payment by Government Credit Card:** Accepted for orders up to \$50,000.

**11. Foreign Items:** Not Applicable

**12a. Time of Delivery:** To be negotiated with ordering agency on each task order.

**12b. Expedited Delivery:** To be negotiated with ordering agency on each task order.

**12c. Overnight and 2-day delivery:** To be negotiated with ordering agency on each task order.

**12d. Urgent Requirements:** To be negotiated with ordering agency on each task order.

**13. F.O.B. Point(s):** Destination.

**14a. Ordering Address:**

Energetics Incorporated  
Attention: Elaine A. Weber, Contracts Director  
7067 Columbia Gateway Drive, Suite 200  
Columbia, MD 21046  
Phone: 410-953-6214  
Fax: 410-423-2194  
E-mail: eweber@energetics.com

**14b. Ordering Procedures:**

For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA), and a sample Blanket Purchase Agreement can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov](https://fss.gsa.gov)) or see Attachment 2 of this catalog.

**15. Payment Address:**

Energetics Incorporated  
Attn: Accounting Department  
7067 Columbia Gateway Drive, Suite 200  
Columbia, MD 21046

Payment may also be made by wire transfer or electronic funds transfer (EFT). Please contact Elaine Weber, Contracts Director, for details (see 14a above for contact information).

**16. Warranty Provisions:** Multiple Award Schedule – Warrantee 552.246-76

**17. Export Packing Charges:** Not Applicable

**18. Terms and Conditions of Government Credit Card Acceptance:** See #10 above

**19. Terms and Conditions of Rental, Maintenance, and Repair:** Not Applicable

- 20. Terms and Conditions of Installation:** Not Applicable
- 21. Terms and Conditions of Repair Parts:** Not Applicable
- 21a. Terms and Conditions of any other services:** Not Applicable
- 22. List of Service and Distribution Points:** See #6 above
- 23. List of Participating Dealers:** Not Applicable
- 24. Preventative Maintenance:** Not Applicable
- 25a. Environmental Attributes:** Not Applicable
- 25b. Section 508 Compliance:** Not Applicable
- 26. Data Universal Numbering System (DUNS) number:** 09-940-0129
- 27. Notification Regarding Registration in Central Contractor Registration (CCR) database:**

Energetics Incorporated maintains current registration in the CCR.

**ATTACHMENT 1**

**Energetics' Labor Categories and Rates  
for GSA Schedule No. GS-023F-0072P**

**OPTION PERIOD 1 (5 Years)**

**SINs 871-1, 871-2, AND 871-3**

<b>Energetics Labor Categories</b>	<b>Option Period Fully-Burdened Billing Rates</b>				
	<b>Year 6 12/17/08 – 12/16/09</b>	<b>Year 7 12/17/09 – 12/16/10</b>	<b>Year 8 12/17/10 – 12/16/11</b>	<b>Year 9 12/17/11 – 12/16/12</b>	<b>Year 10 12/17/12 – 12/16/13</b>
<i><b>Columbia, MD, Arlington, VA &amp; Washington, DC Staff</b></i>					
Program Director I	\$223.91	\$232.87	\$242.18	\$251.87	\$261.94
Program Director II	\$193.15	\$200.88	\$208.92	\$217.28	\$225.70
Sr. Technical Staff I	\$160.68	\$167.11	\$173.79	\$180.74	\$187.97
Sr. Technical Staff II	\$134.98	\$140.38	\$146.00	\$151.84	\$157.91
Sr. Technical Staff III	\$103.69	\$107.84	\$112.15	\$116.64	\$121.31
Associate I	\$81.47	\$84.73	\$88.12	\$91.64	\$95.31
Associate II	\$68.55	\$71.29	\$74.14	\$77.11	\$80.19
Analyst I	\$58.53	\$60.87	\$63.30	\$65.83	\$68.46
Analyst II	\$48.57	\$50.51	\$52.53	\$54.63	\$56.82
Word Processor II	\$43.28	\$45.01	\$46.81	\$48.68	\$50.63
Technical Support	\$34.62	\$36.00	\$37.44	\$38.94	\$40.50
<i><b>Morgantown, WV Staff</b></i>					
Sr. Technical Staff I	\$159.01	\$165.37	\$171.98	\$178.86	\$186.01
Sr. Technical Staff II	\$128.39	\$133.53	\$138.87	\$144.42	\$150.20
Sr. Technical Staff III	\$102.61	\$106.71	\$110.98	\$115.42	\$120.04

NOTE: These rates include the .75% GSA Industrial Funding Fee.

## **ATTACHMENT 2**

### **GSA Ordering Procedures Blanket Purchase Agreement**

This information will help ordering offices understand how to use Blanket Purchase Agreements (BPAs) under GSA Federal Supply Schedule contracts.

Blanket Purchase Agreements (BPAs) are a simplified method of filling anticipated repetitive needs for services and products. BPAs are "charge accounts" that ordering offices establish with GSA Schedule contractors to provide themselves with an easy ordering tool. In accordance with Federal Acquisition Regulation (FAR) 8.404, ordering offices may establish BPAs under any GSA Schedule contract.

#### **Benefits and Advantages of Using BPAs**

Contractual terms and conditions are contained in GSA Schedule contracts and are not to be re-negotiated for GSA Federal Supply Schedule BPAs. Therefore, as a purchasing option, BPAs eliminate such contracting and open market costs as the search for sources, the need to prepare solicitations, and the requirement to synopsise the acquisition. BPAs also—

- Satisfy recurring requirements;
- Reduce acquisition costs through quantity discounts;
- Save time by eliminating repetitive, individual purchases and payments;
- Reduce administrative efforts and paperwork;
- Obtain better value by leveraging an ordering office's buying power through volume purchasing;
- Enable an ordering office to use streamlined ordering procedures with no dollar limitations on individual task/delivery orders;
- Permit an ordering office to incorporate Contractor Team Arrangements;
- Allow for quicker turnarounds on orders; and
- Permit an ordering office to incorporate terms and conditions not in conflict with the underlying contract.

A BPA can be set up for field offices across the nation to use, thus allowing them to participate in an ordering office's BPA and place orders directly with GSA Federal Supply Schedule contractors. In doing so, the entire agency reaps the benefits of additional discounts negotiated into the BPA. In addition, the ordering office reduces the administrative burden of writing numerous task/delivery orders, while still being able to order as much as it wants and as often as it wants. The flexibility and advantages are endless when setting up a BPA.

## **Setting Up a BPA**

BPAs are established directly with GSA Schedule contractors. In accordance with FAR 8.404, an ordering office may request a price reduction based on the total estimated volume of the BPA, regardless of the size of individual orders. The Request For Quotation (RFQ) should specify the ordering office's requirements, including estimated quantities and work to be performed, and should advise GSA Schedule contractors whether the ordering office intends to establish a single BPA or multiple BPAs.

Generally, a single BPA should be established when the ordering office can easily define its services and/or products requirements and a firm-fixed price or ceiling price can be established. Since a best value selection is made when the single BPA is established, the ordering office does not need to make a separate best value selection for each order under the BPA.

Multiple BPAs should be established when the ordering office cannot easily define its services and/or products requirements, or it determines that more than one BPA is needed to meet its needs. First determine which GSA Schedule contractors are technically qualified and then establish BPAs with them. When multiple BPAs are established, each order must be competed among all BPA holders and a best value selection must be made each time an order is placed.

### **All BPAs must contain certain information, such as:**

- The name of the GSA Schedule contractor;
- The GSA Schedule contract number;
- The BPA number assigned by the ordering office;
- description of the requirement, to include estimated quantities and work to be performed;
- The prices and/or discounts;
- The extent of the obligation;
- Any additional price reductions negotiated by the ordering office, based on the proposed dollar value of the BPA;
- A listing of individuals authorized to purchase under the BPA;
- The delivery or performance time frames;
- The location of deliveries;
- The frequency of ordering and invoicing;
- The date of BPA expiration; and
- A statement that all other terms and conditions are contained in the GSA Federal Supply Schedule contract.

**Note:** Prices under GSA Federal Supply Schedule contracts have already been determined to be fair and reasonable.

**TYPICAL BPA**  
**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 blanket purchase 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: the search for sources; the development of technical documents and solicitations; and the evaluation of bids and offers. Contractor Team Arrangements are permitted with Federal Supply Schedule contractors in accordance with Federal Acquisition Regulation (FAR) Subpart 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 services/products 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:

<u>ITEM (Model/Part Number or Type of Service)</u>	<u>SPECIAL BPA DISCOUNT/PRICE</u>
_____	_____
_____	_____

(2) Delivery:

<u>DESTINATION</u>	<u>DELIVERY SCHEDULE/DATES</u>
_____	_____
_____	_____

(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:

<u>OFFICE</u>	<u>POINT OF CONTACT</u>
_____	_____
_____	_____

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

(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 as 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.

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