

**SOLICITATION, OFFER AND AWARD**

RATING

PAGE OF

1

52 Pages

CONTRACT NO.

3. SOLICITATION NO.

4. TYPE OF SOLICITATION

6. DATE ISSUED

8. REQUISITION/PURCHASE

DTFA-02-00-D-01353

DTFA-02-99-R-07354a

NEGOTIATED

7-23-99

NO. 99-07364

(FAA Internal Use Only)

ISSUED BY

CODE

B. ADDRESS OFFER TO (If other than Item 7)

LA, Contracting Division (AMQ-310)  
500 South MacArthur Boulevard  
P.O. Box 25082  
Oklahoma City, OK 73125-4931

FAA, Bid & Proposal Officer (AMQ-77)  
Room 308, Multi-Purpose Building  
6500 South MacArthur Boulevard  
P.O. Box 25082  
Oklahoma City, OK 73125-4933

NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder".

INDEFINITE-DELIVERY/REQUIREMENTS SOLICITATION Administrative Support Services

9. Sealed offers in original and no copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if handcarried, in the depository located in Room 308, Multi-Purpose Building until 3:30 local time August, 10, 1999.  
(Hour) (Date)

CAUTION - LATE Submissions, Modifications, and Withdrawals: See Section L, Provision No.3.2.2.3-14. All offers are subject to all terms and conditions contained in this solicitation.

10. FOR INFORMATION CALL: >

A. NAME

Brent D. Foreman

B. TELEPHONE NO. (Include area code) (NO COLLECT CALLS)

(405) 954-7894 FAX (405) 954-3030

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OFFER (Must be fully completed by offeror)

12. In compliance with the above, the undersigned agrees, if this offer is accepted within 180 calendar days (120 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.

DISCOUNT FOR PROMPT PAYMENT	10 CALENDAR DAYS	20 CALENDAR DAYS	30 CALENDAR DAYS	CALENDAR DAYS
(See Section G, Clause No. 3.3.1-17) >	0 %	0 %	0 %	0 %

14. ACKNOWLEDGMENT OF AMENDMENTS	AMENDMENT NO.	DATE	AMENDMENT NO.	DATE
(The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated:	A001	7/23/99	A004	8/04/99
	A002	7/29/99	A005	9/16/99
	A003	8/03/99		

16A. NAME AND ADDRESS OF OFFEROR	CODE	FACILITY	18. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)
DataCom Sciences, Inc. 1806 N. Shartel Oklahoma City, OK 73013			Gregg Wadley, President

16B. TELEPHONE NO. (Include area code)	16C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE.	17. SIGNATURE	18. OFFER DATE
(405) 528-1116	<input type="checkbox"/>	Gregg Wadley	9/28/99

AWARD (To be completed by Government)

19. ACCEPTED AS TO ITEMS NUMBERED	20. AMOUNT EST	21. ACCOUNTING AND APPROPRIATION
CLINs 1.0 through 58.0 Base Year	\$4,881,055.00	To be stated on each task order issued here under.

22. reserved	23. SUBMIT INVOICES TO ADDRESS SHOWN IN (4 COPIES UNLESS OTHERWISE SPECIFIED) >	ITEM
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24. ADMINISTERED BY (If other than Item 7)	25. PAYMENT WILL BE MADE BY
FAA, Contract Management Division (AMQ-340) 6500 South MacArthur Boulevard P.O. Box 25082 Oklahoma City, OK 73125-4932	FAA, Financial Operations Division (AMZ-100) 6500 South MacArthur Boulevard P.O. Box 25082 Oklahoma City, OK 73125-4304

26. NAME OF CONTRACTING OFFICER (Type or print)	27. UNITED STATES OF AMERICA	28. AWARD DATE
BRENT D. FOREMAN	(Signature of Contracting Officer)	

IMPORTANT -- Award will be made on this Form, or on Standard Form 26, or by other authorized official written notice.

# DataCom

**Sciences, Incorporated**

October 18, 1999

Mr. Brent Foreman, Contracting Officer  
FAA, Contracting Division, AMQ-310  
6500 S. MacArthur Boulevard  
P. O. Box 25082  
Oklahoma City, OK 73125

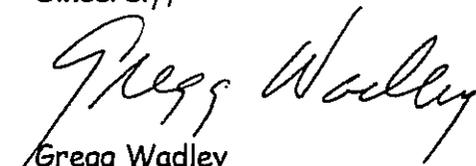
Subject: Administrative Support Services  
SIR/RFO DTFA-02-99-R-07354A  
DataCom Sciences, Inc. Offer

Dear Mr. Foreman:

Referencing your meeting with Chuck Guinn on Friday, October 15, 1999, DataCom will accept a contract for Administrative Support Services that includes a shortened first period of performance from 12 months to 10 months. This would provide for a base period beginning December 1, 1999, and ending September 30, 2000. We understand the benefits to the Government of retaining a contract that parallel's the Government's Fiscal Year. The rates contained in our proposal will not be impacted by this reduction in the base period.

Should you need any additional information, please call Chuck Guinn or me.

Sincerely,

  
Gregg Wadley  
President

*RESOURCES - EXPERTISE - INNOVATION*

**PART I - SECTION B  
SUPPLIES OR SERVICES AND PRICES/COSTS**

B. l(a) The contractor shall furnish all personnel and when required, space, materials, equipment and supplies to provide Administrative support services in accordance with the terms, conditions and provisions set forth herein and in the attached Statement of Work (SOW) Section J, Attachment I. The contractor shall be paid for services performed in accordance with the following price schedule:

CLIN Supplies/Services	Quantity	Unit	Unit Price	Amount
1.1 PHASE-IN	1	JOB	XXXX	(Not-Separately Priced)

(Not applicable to Option Years)

**B.1(b) SCHEDULE OF RATES BASE YEAR - October 1, 1999 through September 30, 2000)**

CLIN Labor Category		Estimated Annual Requirements	Unit	Hourly Composite Rate	Est Amount
2.1 Word Processor I	(Regular Hrs)	3,032	Hr	\$ 12.99	\$ 39,385.68
3.1 Word Processor II	(Regular Hrs)	8,844	Hr	\$ 15.55	\$ 137,524.20
4.1 Word Processor III	(Regular Hrs)	13,325	Hr	\$ 16.52	\$ 220,129.00
5.1 Computer Operator I	(Regular Hrs)	1,000	Hr	\$ 14.47	\$ 14,470.00
6.1 Computer Operator II	(Regular Hrs)	2,176	Hr	\$ 17.23	\$ 37,492.48
7.1 Computer Operator III	(Regular Hrs)	2,671	Hr	\$ 22.26	\$ 59,456.46
8.1 Key Entry Operator I	(Regular Hrs)	21,325	Hr	\$ 14.66	\$ 312,624.50
9.1 Key Entry Operator II	(Regular Hrs)	3,805	Hr	\$ 16.28	\$ 61,945.40
10.1 General Clerk I	(Regular Hrs)	16,973	Hr	\$ 14.80	\$ 251,200.40
11.1 General Clerk II	(Regular Hrs)	47,708	Hr	\$ 15.83	\$ 755,217.64
12.1 General Clerk III	(Regular Hrs)	13,325	Hr	\$ 19.21	\$ 255,973.25
13.1 General Clerk IV	(Regular Hrs)	10,230	Hr	\$ 26.11	\$ 267,105.30
14.1 Training Program Assistant I	(Regular Hrs)	3,262	Hr	\$ 22.11	\$ 72,122.82
15.1 Training Program Assistant II	(Regular Hrs)	10,552	Hr	\$ 24.88	\$ 262,533.76
16.1 Training Program Assistant III	(Regular Hrs)	1,920	Hr	\$ 29.24	\$ 56,140.80
17.1 Training Program Assistant IV	(Regular Hrs)	1,920	Hr	\$ 32.62	\$ 62,630.40
18.1 Instructor	(Regular Hrs)	1,920	Hr	\$ 29.64	\$ 56,908.80
19.1 Computer Based Training Specialist	(Regular Hrs)	1,920	Hr	\$ 32.40	\$ 62,208.00
20.1 Technical Writer I	(Regular Hrs)	1,920	Hr	\$ 21.79	\$ 41,836.80
21.1 Technical Writer II	(Regular Hrs)	1,920	Hr	\$ 25.25	\$ 48,480.00
22.1 Technical Writer III	(Regular Hrs)	1,920	Hr	\$ 31.22	\$ 59,942.40
23.1 Administrative Assistant I	(Regular Hrs)	3,500	Hr	\$ 20.84	\$ 72,940.00

**B.1(b) SCHEDULE OF RATES BASE YEAR--(October 1, 1999 through September 30, 2000)**

<b>CLIN Labor Category</b>		<b>Estimated Annual Requirements</b>	<b>Unit</b>	<b>Hourly Composite Rate</b>	<b>Est Amount</b>
24.1 Administrative Assistant II	(Regular Hrs)	14,500	Hr	\$ 21.97	\$ 318,565.00
25.1 Administrative Assistant III	(Regular Hrs)	4,750	Hr	\$ 24.81	\$ 117,847.50
26.1 Administrative Assistant IV	(Regular Hrs)	3,840	Hr	\$ 26.76	\$ 102,758.40
27.1 Switchboard Operator	(Regular Hrs)	4,180	Hr	\$ 14.71	\$ 61,487.80
28.1 Supply Technician	(Regular Hrs)	1,920	Hr	\$ 25.56	\$ 49,075.20
29.1 Receptionist	(Regular Hrs)	1,920	Hr	\$ 14.71	\$ 28,243.20
30.1 Administrative Analysts I	(Regular Hrs)	3,840	Hr	\$ 22.96	\$ 88,166.40
31.1 Administrative Analysts II	(Regular Hrs)	3,840	Hr	\$ 25.37	\$ 97,420.80
32.1 Drafter I	(Regular Hrs)	100	Hr	\$ 17.28	\$ 1,728.00
33.1 Drafter II	(Regular Hrs)	100	Hr	\$ 19.61	\$ 1,961.00
34.1 Drafter III	(Regular Hrs)	100	Hr	\$ 25.09	\$ 2,509.00
35.1 Drafter IV	(Regular Hrs)	100	Hr	\$ 28.89	\$ 2,889.00
36.1 Peripheral Equipment Operator	(Regular Hrs)	100	Hr	\$ 16.82	\$ 1,682.00
37.1 Duplication/Office Machine Operat	(Regular Hrs)	100	Hr	\$ 16.72	\$ 1,672.00
38.1 Document Preparation Clerk	(Regular Hrs)	100	Hr	\$ 16.72	\$ 1,672.00
39.1 Film/Tape Librarian	(Regular Hrs)	100	Hr	\$ 17.75	\$ 1,775.00
40.1 Mail Clerk	(Regular Hrs)	100	Hr	\$ 17.14	\$ 1,714.00
41.1 Reserved	(Regular Hrs)		Hr	\$	\$ -
42.1 Computer Data Librarian I	(Regular Hrs)	100	Hr	\$ 14.96	\$ 1,496.00
43.1 Computer Data Librarian II	(Regular Hrs)	100	Hr	\$ 16.36	\$ 1,636.00
44.1 Inspector I	(Regular Hrs)	7840	Hr	\$ 16.11	\$ 126,302.40
45.1 Inspector II	(Regular Hrs)	7840	Hr	\$ 17.44	\$ 136,729.60
46.1 Inspector III	(Regular Hrs)	3840	Hr	\$ 19.00	\$ 72,960.00
47.1 Inspector IV	(Regular Hrs)	1960	Hr	\$ 23.11	\$ 45,295.60
48.1 Personnel Coordinator	(Regular Hrs)	100	Hr	\$ 24.30	\$ 2,430.00
49.1 Hotline Analyst I	(Regular Hrs)	1960	Hr	\$ 25.47	\$ 49,921.20
50.1 Hotline Analyst II	(Regular Hrs)	1960	Hr	\$ 26.66	\$ 52,253.60
<b>Estimated Total Hours (ETH)</b>		<b>240,558 hours</b>		<b>Estimated Total Price (ETP)</b>	<b>4,578,458.79</b>



**OPTION Year 1**  
**SCHEDULE OF RATES - (October 1, 2000 through September 30, 2001)**

<b>Labor Category</b>		<b>Estimated Annual Requirements</b>	<b>Unit</b>	<b>Hourly Composite Rate</b>	<b>Est Amount</b>
2.2	Word Processor I	(Regular Hrs) 3,032	Hr	\$ 13.04	\$ 39,537.28
3.2	Word Processor II	(Regular Hrs) 8,844	Hr	\$ 15.57	\$ 137,701.08
4.2	Word Processor III	(Regular Hrs) 13,325	Hr	\$ 16.54	\$ 220,395.50
5.2	Computer Operator I	(Regular Hrs) 1,000	Hr	\$ 14.48	\$ 14,480.00
6.2	Computer Operator II	(Regular Hrs) 2,176	Hr	\$ 17.27	\$ 37,579.52
7.2	Computer Operator III	(Regular Hrs) 2,671	Hr	\$ 22.31	\$ 59,590.01
8.2	Key Entry Operator I	(Regular Hrs) 21,325	Hr	\$ 14.69	\$ 313,264.25
9.2	Key Entry Operator II	(Regular Hrs) 3,805	Hr	\$ 16.34	\$ 62,173.70
10.2	General Clerk I	(Regular Hrs) 16,973	Hr	\$ 14.83	\$ 251,709.59
11.2	General Clerk II	(Regular Hrs) 47,708	Hr	\$ 15.86	\$ 756,648.88
12.2	General Clerk III	(Regular Hrs) 13,325	Hr	\$ 19.24	\$ 256,373.00
13.2	General Clerk IV	(Regular Hrs) 10,230	Hr	\$ 26.14	\$ 267,412.20
14.2	Training Program Assistant I	(Regular Hrs) 3,262	Hr	\$ 22.14	\$ 72,220.68
15.2	Training Program Assistant II	(Regular Hrs) 10,552	Hr	\$ 24.93	\$ 263,061.36
16.2	Training Program Assistant III	(Regular Hrs) 1,920	Hr	\$ 29.30	\$ 56,256.00
17.2	Training Program Assistant IV	(Regular Hrs) 1,920	Hr	\$ 32.68	\$ 62,745.60
18.2	Instructor	(Regular Hrs) 1,920	Hr	\$ 29.69	\$ 57,004.80
19.2	Computer Based Training Specialist	(Regular Hrs) 1,920	Hr	\$ 32.46	\$ 62,323.20
20.2	Technical Writer I	(Regular Hrs) 1,920	Hr	\$ 21.84	\$ 41,932.80
21.2	Technical Writer II	(Regular Hrs) 1,920	Hr	\$ 25.31	\$ 48,595.20
22.2	Technical Writer III	(Regular Hrs) 1,920	Hr	\$ 31.29	\$ 60,076.80
23.2	Administrative Assistant I	(Regular Hrs) 3,500	Hr	\$ 20.90	\$ 73,150.00
24.2	Administrative Assistant II	(Regular Hrs) 14,500	Hr	\$ 22.02	\$ 319,290.00
25.2	Administrative Assistant III	(Regular Hrs) 4,750	Hr	\$ 24.85	\$ 118,037.50
26.2	Administrative Assistant IV	(Regular Hrs) 3,840	Hr	\$ 26.83	\$ 103,027.20
27.2	Switchboard Operator	(Regular Hrs) 4,180	Hr	\$ 14.73	\$ 61,571.40
28.2	Supply Technician	(Regular Hrs) 1,920	Hr	\$ 25.60	\$ 49,152.00

**SCHEDULE OF RATES -(October 1, 2000 through September 30, 2001)**

<b>CLIN Labor Category</b>		<b>Estimated Annual Requirements</b>	<b>Unit</b>	<b>Hourly Composite Rate</b>	<b>Est Amount</b>
29.2 Receptionist	(Regular Hrs)	1,920	Hr	\$ 14.73	\$ 28,281.60
30.2 Administrative Analyst I	(Regular Hrs)	3,840	Hr	\$ 22.99	\$ 88,281.60
31.2 Administrative Analyst II	(Regular Hrs)	3,840	Hr	\$ 25.42	\$ 97,612.80
32.2 Drafter I	(Regular Hrs)	100	Hr	\$ 17.31	\$ 1,731.00
33.2 Drafter II	(Regular Hrs)	100	Hr	\$ 19.64	\$ 1,964.00
34.2 Drafter III	(Regular Hrs)	100	Hr	\$ 25.14	\$ 2,514.00
35.2 Drafter IV	(Regular Hrs)	100	Hr	\$ 28.93	\$ 2,893.00
36.2 Peripheral Equipment Operator	(Regular Hrs)	100	Hr	\$ 16.84	\$ 1,684.00
37.2 Duplication/Office Machine Operat	(Regular Hrs)	100	Hr	\$ 16.74	\$ 1,674.00
38.2 Document Preparation Clerk	(Regular Hrs)	100	Hr	\$ 16.74	\$ 1,674.00
39.2 Film/Tape Librarian	(Regular Hrs)	100	Hr	\$ 17.77	\$ 1,777.00
40.2 Mail Clerk	(Regular Hrs)	100	Hr	\$ 17.17	\$ 1,717.00
41.2 Reserved	(Regular Hrs)		Hr	\$	\$ -
42.2 Computer Data Librarian I	(Regular Hrs)	100	Hr	\$ 14.99	\$ 1,499.00
43.2 Computer Data Librarian II	(Regular Hrs)	100	Hr	\$ 16.39	\$ 1,639.00
44.2 Inspector I	(Regular Hrs)	7,840	Hr	\$ 16.13	\$ 126,459.20
45.2 Inspector II	(Regular Hrs)	7,840	Hr	\$ 17.46	\$ 136,886.40
46.2 Inspector III	(Regular Hrs)	3,840	Hr	\$ 19.03	\$ 73,075.20
47.2 Inspector IV	(Regular Hrs)	1,960	Hr	\$ 23.14	\$ 45,354.40
48.2 Personnel Coordinator	(Regular Hrs)	100	Hr	\$ 24.35	\$ 2,435.00
49.2 Hotline Analyst I	(Regular Hrs)	1,960	Hr	\$ 25.51	\$ 49,999.60
50.2 Hotline Analyst II	(Regular Hrs)	1,960	Hr	\$ 26.72	\$ 52,371.20

**Estimated Total Hours (ETH) 240,558 hours Estimated Total Price (ETP) \$ 4,586,832.55**

**OPTION Year 1**  
**SCHEDULE OF RATES - (October 1, 2000 through September 30, 2001)**

51.2	Overtime Premium Rate (OPR) <u>46%</u> IAW Section C, C.2 Definitions (Contractor Fill-in the applicable percentage rate they are proposing). Evaluation based on the following calculation: (ETP ÷ ETH) = Average Hourly Rate (AHR): AHR X 300 hours X OPR % = total dollars for Overtime. <b>NOTE-Actual rate that OPR is applied to will be the individual rate shown in CLINs 2 0 through 50. 0.</b>	Est Annual Hours 300	\$ <u>2,606.76</u> (not-to-exceed)
52.2	Functional Lead Premium Rate (FL <u>36%</u> IAW Section C., C.2, "Definitions" Evaluation based on the following calculation: (ETP ÷ ETH) = Average Hourly Rate (AHR): AHR X 1,920 hours X FLPR % = total dollars for Functional Lead. <b>NOTE-Actual rate that FLPR is applied to will be the individual rate shown in CLINs 2 0 through 50. 0.</b>	Est 1,920 Hr	\$ <u>13,345.16</u>
53.2	Task Lead Premium Rate (TLPR) <u>36%</u> IAW Section C., C.2, "Definitions" Evaluation based on the following calculation: (ETP ÷ ETH) = Average Hourly Rate (AHR): AHR X 1,920 hours X TLPR % = total dollars for TASK Lead Premiur <b>NOTE-Actual rate that TLPR is applied to will be the individual rate shown in CLINs 2 0 through 50. 0.</b>	Est 1,920 Hr	\$ <u>13,345.16</u>
54.2	Task Supervisor (full time) I (Regular Hrs) In accordance with Definitions In Section C.	Est 5,760 Hr	\$ <u>19.93</u> \$ <u>114,796.80</u>
55.2	Task Supervisor (full time) II (Regular Hrs) In accordance with Definitions In Section C.	Est 1,920 Hr	\$ <u>23.07</u> \$ <u>44,294.40</u>
56.2	Task Supervisor (full time) III (Regular Hrs) In accordance with Definitions In Section C.	Est 1,920 Hr	\$ <u>28.26</u> \$ <u>54,259.20</u>
57.2	Task Supervisor (full time) IV (Regular Hrs) In accordance with Definitions In Section C.	Est 1,920 Hr	\$ <u>29.71</u> \$ <u>57,043.20</u>
58.2	Travel and per diem/Subsistence PER YEAR-IAW Section G, and Statement of Work Paragraph 1.12.	Estimated	\$2,000.00 (Not-to-Exceed)

**OPTION Year 2**  
**SCHEDULE OF RATES - (October 1, 2001 through September 30, 2002)**

Labor Category		Estimated Annual Requirements	Unit	Hourly Composite Rate	Est Amount
2.3	Word Processor I	(Regular Hrs) 3,032	Hr	\$ 13.07	\$ 39,628.24
3.3	Word Processor II	(Regular Hrs) 8,844	Hr	\$ 15.62	\$ 138,143.28
4.3	Word Processor III	(Regular Hrs) 13,325	Hr	\$ 16.58	\$ 220,928.50
5.3	Computer Operator I	(Regular Hrs) 1,000	Hr	\$ 14.51	\$ 14,510.00
6.3	Computer Operator II	(Regular Hrs) 2,176	Hr	\$ 17.32	\$ 37,688.32
7.3	Computer Operator III	(Regular Hrs) 2,671	Hr	\$ 22.37	\$ 59,750.27
8.3	Key Entry Operator I	(Regular Hrs) 21,325	Hr	\$ 14.72	\$ 313,904.00
9.3	Key Entry Operator II	(Regular Hrs) 3,805	Hr	\$ 16.38	\$ 62,325.90
10.3	General Clerk I	(Regular Hrs) 16,973	Hr	\$ 14.86	\$ 252,218.78
11.3	General Clerk II	(Regular Hrs) 47,708	Hr	\$ 15.89	\$ 758,080.12
12.3	General Clerk III	(Regular Hrs) 13,325	Hr	\$ 19.31	\$ 257,305.75
13.3	General Clerk IV	(Regular Hrs) 10,230	Hr	\$ 26.23	\$ 268,332.90
14.3	Training Program Assistant I	(Regular Hrs) 3,262	Hr	\$ 22.21	\$ 72,449.02
15.3	Training Program Assistant II	(Regular Hrs) 10,552	Hr	\$ 24.99	\$ 263,694.48
16.3	Training Program Assistant III	(Regular Hrs) 1,920	Hr	\$ 29.39	\$ 56,428.80
17.3	Training Program Assistant IV	(Regular Hrs) 1,920	Hr	\$ 32.76	\$ 62,899.20
18.3	Instructor	(Regular Hrs) 1,920	Hr	\$ 29.77	\$ 57,158.40
19.3	Computer Based Training Specialist	(Regular Hrs) 1,920	Hr	\$ 32.54	\$ 62,476.80
20.3	Technical Writer I	(Regular Hrs) 1,920	Hr	\$ 21.89	\$ 42,028.80
21.3	Technical Writer II	(Regular Hrs) 1,920	Hr	\$ 25.36	\$ 48,691.20
22.3	Technical Writer III	(Regular Hrs) 1,920	Hr	\$ 31.36	\$ 60,211.20
23.3	Administrative Assistant I	(Regular Hrs) 3,500	Hr	\$ 20.94	\$ 73,290.00
24.3	Administrative Assistant II	(Regular Hrs) 14,500	Hr	\$ 22.07	\$ 320,015.00
25.3	Administrative Assistant III	(Regular Hrs) 4,750	Hr	\$ 24.93	\$ 118,417.50
26.3	Administrative Assistant IV	(Regular Hrs) 3,840	Hr	\$ 26.88	\$ 103,219.20
27.3	Switchboard Operator	(Regular Hrs) 4,180	Hr	\$ 14.76	\$ 61,696.80
28.3	Supply Technician	(Regular Hrs) 1,920	Hr	\$ 25.68	\$ 49,305.60

## SCHEDULE OF RATES - (October 1, 2001 through September 30, 2002)

CLIN	Labor Category		Estimated Annual Requirements	Unit	Hourly Composite Rate	Est Amount
29.3	Receptionist	(Regular Hrs)	1,920	Hr	\$ 14.76	\$ 28,339.20
30.3	Administrative Analyst I	(Regular Hrs)	3,840	Hr	\$ 23.07	\$ 88,588.80
31.3	Administrative Analyst II	(Regular Hrs)	3,840	Hr	\$ 25.48	\$ 97,843.20
32.3	Drafter I	(Regular Hrs)	100	Hr	\$ 17.37	\$ 1,737.00
33.3	Drafter II	(Regular Hrs)	100	Hr	\$ 19.69	\$ 1,969.00
34.3	Drafter III	(Regular Hrs)	100	Hr	\$ 25.21	\$ 2,521.00
35.3	Drafter IV	(Regular Hrs)	100	Hr	\$ 29.03	\$ 2,903.00
36.3	Peripheral Equipment Operator	(Regular Hrs)	100	Hr	\$ 16.88	\$ 1,688.00
37.3	Duplication/Office Machine Operat	(Regular Hrs)	100	Hr	\$ 16.80	\$ 1,680.00
38.3	Document Preparation Clerk	(Regular Hrs)	100	Hr	\$ 16.80	\$ 1,680.00
39.3	Film/Tape Librarian	(Regular Hrs)	100	Hr	\$ 17.82	\$ 1,782.00
40.3	Mail Clerk	(Regular Hrs)	100	Hr	\$ 17.21	\$ 1,721.00
41.3	Reserved	(Regular Hrs)		Hr	\$	\$ -
42.3	Computer Data Librarian I	(Regular Hrs)	100	Hr	\$ 15.04	\$ 1,504.00
43.3	Computer Data Librarian II	(Regular Hrs)	100	Hr	\$ 16.42	\$ 1,642.00
44.3	Inspector I	(Regular Hrs)	7,840	Hr	\$ 16.19	\$ 126,929.60
45.3	Inspector II	(Regular Hrs)	7,840	Hr	\$ 17.52	\$ 137,356.80
46.3	Inspector III	(Regular Hrs)	3,840	Hr	\$ 19.09	\$ 73,305.60
47.3	Inspector IV	(Regular Hrs)	1,960	Hr	\$ 23.21	\$ 45,491.60
48.3	Personnel Coordinator	(Regular Hrs)	100	Hr	\$ 24.43	\$ 2,443.00
49.3	Hotline Analyst I	(Regular Hrs)	1,960	Hr	\$ 25.59	\$ 50,156.40
50.3	Hotline Analyst II	(Regular Hrs)	1,960	Hr	\$ 26.78	\$ 52,488.80

Estimated Total Hours (ETH) 240,558 hours Estimated Total Price (ETP) \$ 4,598,568.06

**OPTION Year 2**  
**SCHEDULE OF RATES - (October 1, 2001 through September 30, 2002)**

51.3	<b>Overtime Premium Rate (OPR)</b> <u>46%</u> IAW Section C, C.2 Definitions (Contractor Fill-in the applicable percentage rate they are proposing). Evaluation based on the following calculation: (ETP ÷ ETH) = Average Hourly Rate (AHR): AHR X 300 hours X OPR % = total dollars for Overtime. <b>NOTE-Actual rate that OPR is applied to will be the individual rate shown in CLINs 2 0 through 50. 0.</b>	Est Annual Hours 300	\$ <u>2,613.03</u> <b>(not-to-exceed)</b>
52.3	<b>Functional Lead Premium Rate (FLPR)</b> <u>36%</u> IAW Section C., C.2, "Definitions" Evaluation based on the following calculation: (ETP ÷ ETH) = Average Hourly Rate (AHR): AHR X 1,920 hours X FLPR % = total dollars for Functional Lead. <b>NOTE-Actual rate that FLPR is applied to will be the individual rate shown in CLINs 2 0 through 50. 0.</b>	Est 1,920 Hr	\$ <u>13,383.11</u>
53.3	<b>Task Lead Premium Rate (TLPR)</b> <u>36%</u> IAW Section C., C.2, "Definitions" Evaluation based on the following calculation: (ETP ÷ ETH) = Average Hourly Rate (AHR): AHR X 1,920 hours X TLPR % = total dollars for TASK Lead Premium <b>NOTE-Actual rate that TLPR is applied to will be the individual rate shown in CLINs 2 0 through 50. 0.</b>	Est 1,920 Hr	\$ <u>13,383.11</u>
54.3	<b>Task Supervisor (full time) I</b> (Regular Hrs) In accordance with Definitions In Section C.	Est 5,760 Hr	\$ <u>19.97</u> \$ <u>115,027.20</u>
55.3	<b>Task Supervisor (full time) II</b> (Regular Hrs) In accordance with Definitions In Section C.	Est 1,920 Hr	\$ <u>23.13</u> \$ <u>44,409.60</u>
56.3	<b>Task Supervisor (full time) III</b> (Regular Hrs) In accordance with Definitions In Section C.	Est 1,920 Hr	\$ <u>28.35</u> \$ <u>54,432.00</u>
57.3	<b>Task Supervisor (full time) IV</b> (Regular Hrs) In accordance with Definitions In Section C.	Est 1,920 Hr	\$ <u>29.79</u> \$ <u>57,196.80</u>
58.3	<b>Travel and per diem/Subsistence PER YEAR-IAW Section G, and Statement of Work Paragraph I.12.</b>	Estimated	\$2,000.00 <b>(Not-to-Exceed)</b>

**OPTION Year 3**  
**SCHEDULE OF RATES - (October 1, 2002 through September 30, 2003)**

Labor Category		Estimated Annual Requirements	Unit	Hourly Composite Rate	Est Amount
2.4	Word Processor I	(Regular Hrs) 3,032	Hr	\$ 13.10	\$ 39,719.20
3.4	Word Processor II	(Regular Hrs) 8,844	Hr	\$ 15.68	\$ 138,673.92
4.4	Word Processor III	(Regular Hrs) 13,325	Hr	\$ 16.64	\$ 221,728.00
5.4	Computer Operator I	(Regular Hrs) 1,000	Hr	\$ 14.58	\$ 14,580.00
6.4	Computer Operator II	(Regular Hrs) 2,176	Hr	\$ 17.37	\$ 37,797.12
7.4	Computer Operator III	(Regular Hrs) 2,671	Hr	\$ 22.43	\$ 59,910.53
8.4	Key Entry Operator I	(Regular Hrs) 21,325	Hr	\$ 14.75	\$ 314,543.75
9.4	Key Entry Operator II	(Regular Hrs) 3,805	Hr	\$ 16.41	\$ 62,440.05
10.4	General Clerk I	(Regular Hrs) 16,973	Hr	\$ 14.89	\$ 252,727.97
11.4	General Clerk II	(Regular Hrs) 47,708	Hr	\$ 15.93	\$ 759,988.44
12.4	General Clerk III	(Regular Hrs) 13,325	Hr	\$ 19.35	\$ 257,838.75
13.4	General Clerk IV	(Regular Hrs) 10,230	Hr	\$ 26.31	\$ 269,151.30
14.4	Training Program Assistant I	(Regular Hrs) 3,262	Hr	\$ 22.27	\$ 72,644.74
15.4	Training Program Assistant II	(Regular Hrs) 10,552	Hr	\$ 25.06	\$ 264,433.12
16.4	Training Program Assistant III	(Regular Hrs) 1,920	Hr	\$ 29.48	\$ 56,601.60
17.4	Training Program Assistant IV	(Regular Hrs) 1,920	Hr	\$ 32.85	\$ 63,072.00
18.4	Instructor	(Regular Hrs) 1,920	Hr	\$ 29.87	\$ 57,350.40
19.4	Computer Based Training Specialist	(Regular Hrs) 1,920	Hr	\$ 32.64	\$ 62,668.80
20.4	Technical Writer I	(Regular Hrs) 1,920	Hr	\$ 21.97	\$ 42,182.40
21.4	Technical Writer II	(Regular Hrs) 1,920	Hr	\$ 25.44	\$ 48,844.80
22.4	Technical Writer III	(Regular Hrs) 1,920	Hr	\$ 31.46	\$ 60,403.20
23.4	Administrative Assistant I	(Regular Hrs) 3,500	Hr	\$ 21.02	\$ 73,570.00
24.4	Administrative Assistant II	(Regular Hrs) 14,500	Hr	\$ 22.13	\$ 320,885.00
25.4	Administrative Assistant III	(Regular Hrs) 4,750	Hr	\$ 25.00	\$ 118,750.00
26.4	Administrative Assistant IV	(Regular Hrs) 3,840	Hr	\$ 26.98	\$ 103,603.20
27.4	Switchboard Operator	(Regular Hrs) 4,180	Hr	\$ 14.81	\$ 61,905.80
28.4	Supply Technician	(Regular Hrs) 1,920	Hr	\$ 25.76	\$ 49,459.20

**OPTION Year 3**  
**SCHEDULE OF RATES - (October 1, 2002 through September 30, 2003)**

CLIN	Labor Category		Estimated Annual Requirements	Unit	Hourly Composite Rate	Est Amount
29.4	Receptionist	(Regular Hrs)	1,920	Hr	\$ 14.81	\$ 28,435.20
30.4	Administrative Analyst I	(Regular Hrs)	3,840	Hr	\$ 23.12	\$ 88,780.80
31.4	Administrative Analyst II	(Regular Hrs)	3,840	Hr	\$ 25.55	\$ 98,112.00
32.4	Drafter I	(Regular Hrs)	100	Hr	\$ 17.42	\$ 1,742.00
33.4	Drafter II	(Regular Hrs)	100	Hr	\$ 19.76	\$ 1,976.00
34.4	Drafter III	(Regular Hrs)	100	Hr	\$ 25.29	\$ 2,529.00
35.4	Drafter IV	(Regular Hrs)	100	Hr	\$ 29.10	\$ 2,910.00
36.4	Peripheral Equipment Operator	(Regular Hrs)	100	Hr	\$ 16.95	\$ 1,695.00
37.4	Duplication/Office Machine Operat	(Regular Hrs)	100	Hr	\$ 16.84	\$ 1,684.00
38.4	Document Preparation Clerk	(Regular Hrs)	100	Hr	\$ 16.84	\$ 1,684.00
39.4	Film/Tape Librarian	(Regular Hrs)	100	Hr	\$ 17.88	\$ 1,788.00
40.4	Mail Clerk	(Regular Hrs)	100	Hr	\$ 17.25	\$ 1,725.00
41.4	Reserved	(Regular Hrs)		Hr	\$	\$ -
42.4	Computer Data Librarian I	(Regular Hrs)	100	Hr	\$ 15.08	\$ 1,508.00
43.4	Computer Data Librarian II	(Regular Hrs)	100	Hr	\$ 16.48	\$ 1,648.00
44.4	Inspector I	(Regular Hrs)	7,840	Hr	\$ 16.23	\$ 127,243.20
45.4	Inspector II	(Regular Hrs)	7,840	Hr	\$ 17.57	\$ 137,748.80
46.4	Inspector III	(Regular Hrs)	3,840	Hr	\$ 19.15	\$ 73,536.00
47.4	Inspector IV	(Regular Hrs)	1,960	Hr	\$ 23.26	\$ 45,589.60
48.4	Personnel Coordinator	(Regular Hrs)	100	Hr	\$ 24.47	\$ 2,447.00
49.4	Hotline Analyst I	(Regular Hrs)	1,960	Hr	\$ 25.67	\$ 50,313.20
50.4	Hotline Analyst II	(Regular Hrs)	1,960	Hr	\$ 26.86	\$ 52,645.60

**Estimated Total Hours (ETH) 240,558 hours Estimated Total Price (ETP) \$ 4,611,213.69**

## OPTION Year 3

## SCHEDULE OF RATES - (October 1, 2002 through September 30, 2003)

51.4	<b>Overtime Premium Rate (OPR)</b> <u>45%</u>	Est Annual Hours 300	\$	<u>2,615.76</u>	(not-to-exceed)
	IAW Section C, C.2 Definitions (Contractor Fill-in the applicable percentage rate they are proposing). Evaluation based on the following calculation: (ETP ÷ ETH) = Average Hourly Rate (AHR): AHR X 300 hours X OPR % = total dollars for Overtime. <b>NOTE-Actual rate that OPR is applied to will be the individual rate shown in CLINs 2 0 through 50. 0.</b>				
52.4	<b>Functional Lead Premium Rate (FLPR)</b> <u>36%</u>	Est 1,920 Hr	\$	<u>13,420.65</u>	
	IAW Section C., C.2, "Definitions" Evaluation based on the following calculation: (ETP ÷ ETH) = Average Hourly Rate (AHR): AHR X 1,920 hours X FLPR % = total dollars for Functional Lead. <b>NOTE-Actual rate that FLPR is applied to will be the individual rate shown in CLINs 2 0 through 50. 0.</b>				
53.4	<b>Task Lead Premium Rate (TLPR)</b> <u>36%</u>	Est 1,920 Hr	\$	<u>13,420.65</u>	
	IAW Section C., C.2, "Definitions" Evaluation based on the following calculation: (ETP ÷ ETH) = Average Hourly Rate (AHR): AHR X 1,920 hours X TLPR % = total dollars for TASK Lead Premiur <b>NOTE-Actual rate that TLPR is applied to will be the individual rate shown in CLINs 2 0 through 50. 0.</b>				
54.4	<b>Task Supervisor (full time) I</b> (Regular Hrs)	Est 5,760 Hr	\$	<u>20.04</u>	\$ <u>115,430.40</u>
	In accordance with Definitions In Section C.				
55.4	<b>Task Supervisor (full time) II</b> (Regular Hrs)	Est 1,920 Hr	\$	<u>23.21</u>	\$ <u>44,563.20</u>
	In accordance with Definitions In Section C.				
56.4	<b>Task Supervisor (full time) III</b> (Regular Hrs)	Est 1,920 Hr	\$	<u>28.43</u>	\$ <u>54,585.60</u>
	In accordance with Definitions In Section C.				
57.4	<b>Task Supervisor (full time) IV</b> (Regular Hrs)	Est 1,920 Hr	\$	<u>29.87</u>	\$ <u>57,350.40</u>
	In accordance with Definitions In Section C.				
58.4	<b>Travel and per diem/Subsistence PER YEAR-IAW Section G, and Statement of Work Paragraph 1.12.</b>		Estimated	\$2,000.00	(Not-to-Exceed)

**OPTION Year 4**  
**SCHEDULE OF RATES - (October 1, 2003 through September 30, 2004)**

Labor Category		Estimated Annual Requirements	Unit	Hourly Composite Rate	Est Amount
2.5	Word Processor I (Regular Hrs)	3,032	Hr	\$ 13.13	\$ 39,810.16
3.5	Word Processor II (Regular Hrs)	8,844	Hr	\$ 15.71	\$ 138,939.24
4.5	Word Processor III (Regular Hrs)	13,325	Hr	\$ 16.67	\$ 222,127.75
5.5	Computer Operator I (Regular Hrs)	1,000	Hr	\$ 14.61	\$ 14,610.00
6.5	Computer Operator II (Regular Hrs)	2,176	Hr	\$ 17.41	\$ 37,884.16
7.5	Computer Operator III (Regular Hrs)	2,671	Hr	\$ 22.49	\$ 60,070.79
8.5	Key Entry Operator I (Regular Hrs)	21,325	Hr	\$ 14.80	\$ 315,610.00
9.5	Key Entry Operator II (Regular Hrs)	3,805	Hr	\$ 16.47	\$ 62,668.35
10.5	General Clerk I (Regular Hrs)	16,973	Hr	\$ 14.94	\$ 253,576.62
11.5	General Clerk II (Regular Hrs)	47,708	Hr	\$ 15.98	\$ 762,373.84
12.5	General Clerk III (Regular Hrs)	13,325	Hr	\$ 19.42	\$ 258,771.50
13.5	General Clerk IV (Regular Hrs)	10,230	Hr	\$ 26.36	\$ 269,662.80
14.5	Training Program Assistant I (Regular Hrs)	3,262	Hr	\$ 22.34	\$ 72,873.08
15.5	Training Program Assistant II (Regular Hrs)	10,552	Hr	\$ 25.12	\$ 265,066.24
16.5	Training Program Assistant III (Regular Hrs)	1,920	Hr	\$ 29.55	\$ 56,736.00
17.5	Training Program Assistant IV (Regular Hrs)	1,920	Hr	\$ 32.95	\$ 63,264.00
18.5	Instructor (Regular Hrs)	1,920	Hr	\$ 29.95	\$ 57,504.00
19.5	Computer Based Training Specialist (Regular Hrs)	1,920	Hr	\$ 32.73	\$ 62,841.60
20.5	Technical Writer I (Regular Hrs)	1,920	Hr	\$ 22.01	\$ 42,259.20
21.5	Technical Writer II (Regular Hrs)	1,920	Hr	\$ 25.51	\$ 48,979.20
22.5	Technical Writer III (Regular Hrs)	1,920	Hr	\$ 31.55	\$ 60,576.00
23.5	Administrative Assistant I (Regular Hrs)	3,500	Hr	\$ 21.06	\$ 73,710.00
24.5	Administrative Assistant II (Regular Hrs)	14,500	Hr	\$ 22.18	\$ 321,610.00
25.5	Administrative Assistant III (Regular Hrs)	4,750	Hr	\$ 25.07	\$ 119,082.50
26.5	Administrative Assistant IV (Regular Hrs)	3,840	Hr	\$ 27.05	\$ 103,872.00
27.5	Switchboard Operator (Regular Hrs)	4,180	Hr	\$ 14.86	\$ 62,114.80
28.5	Supply Technician (Regular Hrs)	1,920	Hr	\$ 25.83	\$ 49,593.60

**OPTION Year 4**  
**SCHEDULE OF RATES - (October 1, 2003 through September 30, 2004)**

CLIN	Labor Category		Estimated Annual Requirements	Unit	Hourly Composite Rate	Est Amount
29.5	Receptionist	(Regular Hrs)	1,920	Hr	\$ 14.86	\$ 28,531.20
30.5	Administrative Analyst I	(Regular Hrs)	3,840	Hr	\$ 23.20	\$ 89,088.00
31.5	Administrative Analyst II	(Regular Hrs)	3,840	Hr	\$ 25.62	\$ 98,380.80
32.5	Drafter I	(Regular Hrs)	100	Hr	\$ 17.46	\$ 1,746.00
33.5	Drafter II	(Regular Hrs)	100	Hr	\$ 19.82	\$ 1,982.00
34.5	Drafter III	(Regular Hrs)	100	Hr	\$ 25.35	\$ 2,535.00
35.5	Drafter IV	(Regular Hrs)	100	Hr	\$ 29.18	\$ 2,918.00
36.5	Peripheral Equipment Operator	(Regular Hrs)	100	Hr	\$ 16.99	\$ 1,699.00
37.5	Duplication/Office Machine Operat	(Regular Hrs)	100	Hr	\$ 16.88	\$ 1,688.00
38.5	Document Preparation Clerk	(Regular Hrs)	100	Hr	\$ 16.88	\$ 1,688.00
39.5	Film/Tape Librarian	(Regular Hrs)	100	Hr	\$ 17.92	\$ 1,792.00
40.5	Mail Clerk	(Regular Hrs)	100	Hr	\$ 17.30	\$ 1,730.00
41.5	Reserved	(Regular Hrs)		Hr	\$	\$ -
42.5	Computer Data Librarian I	(Regular Hrs)	100	Hr	\$ 15.11	\$ 1,511.00
43.5	Computer Data Librarian II	(Regular Hrs)	100	Hr	\$ 16.52	\$ 1,652.00
44.5	Inspector I	(Regular Hrs)	7,840	Hr	\$ 16.29	\$ 127,713.60
45.5	Inspector II	(Regular Hrs)	7,840	Hr	\$ 17.62	\$ 138,140.80
46.5	Inspector III	(Regular Hrs)	3,840	Hr	\$ 19.20	\$ 73,728.00
47.5	Inspector IV	(Regular Hrs)	1,960	Hr	\$ 23.34	\$ 45,746.40
48.5	Personnel Coordinator	(Regular Hrs)	100	Hr	\$ 24.55	\$ 2,455.00
49.5	Hotline Analyst I	(Regular Hrs)	1,960	Hr	\$ 25.73	\$ 50,430.80
50.5	Hotline Analyst II	(Regular Hrs)	1,960	Hr	\$ 26.94	\$ 52,802.40

**Estimated Total Hours (ETH) 240,558 hours Estimated Total Price (ETP) \$ 4,624,145.43**

## OPTION Year 4

## SCHEDULE OF RATES - (October 1, 2003 through September 30, 2004)

51.5	<b>Overtime Premium Rate (OPR)</b>	<u>46%</u>	Est Annual Hours 300		\$	<u>2,625.09</u>	
	IAW Section C, C.2 Definitions (Contractor Fill-in the applicable percentage rate they are proposing). Evaluation based on the following calculation: (ETP ÷ ETH) = Average Hourly Rate (AHR): AHR X 300 hours X OPR % = total dollars for Overtime. <i>NOTE-Actual rate that OPR is applied to will be the individual rate shown in CLINs 2 0 through 50. 0.</i>						
52.5	<b>Functional Lead Premium Rate (FLPR)</b>	<u>37%</u>	Est 1,920 Hr		\$	<u>13,478.87</u>	
	IAW Section C., C.2, "Definitions" Evaluation based on the following calculation: (ETP ÷ ETH) = Average Hourly Rate (AHR): AHR X 1,920 hours X FLPR % = total dollars for Functional Lead. <i>NOTE-Actual rate that FLPR is applied to will be the individual rate shown in CLINs 2 0 through 50. 0.</i>						
53.5	<b>Task Lead Premium Rate (TLPR)</b>	<u>37%</u>	Est 1,920 Hr		\$	<u>13,478.87</u>	
	IAW Section C., C.2, "Definitions" Evaluation based on the following calculation: (ETP ÷ ETH) = Average Hourly Rate (AHR): AHR X 1,920 hours X TLPR % = total dollars for TASK Lead Premium <i>NOTE-Actual rate that TLPR is applied to will be the individual rate shown in CLINs 2 0 through 50. 0.</i>						
54.5	<b>Task Supervisor (full time) I</b>	(Regular Hrs)	Est 5,760 Hr	\$	<u>20.09</u>	\$	<u>115,718.40</u>
	In accordance with Definitions In Section C.						
55.5	<b>Task Supervisor (full time) II</b>	(Regular Hrs)	Est 1,920 Hr	\$	<u>23.26</u>	\$	<u>44,659.20</u>
	In accordance with Definitions In Section C.						
56.5	<b>Task Supervisor (full time) III</b>	(Regular Hrs)	Est 1,920 Hr	\$	<u>28.51</u>	\$	<u>54,739.20</u>
	In accordance with Definitions In Section C.						
57.5	<b>Task Supervisor (full time) IV</b>	(Regular Hrs)	Est 1,920 Hr	\$	<u>29.96</u>	\$	<u>57,523.20</u>
	In accordance with Definitions In Section C.						
58.5	<b>Travel and per diem/Subsistence PER YEAR-IAW Section G, and Statement of Work Paragraph 1.12.</b>			Estimated		\$2,000.00	(Not-to-Exceed)

PART I - SECTION C  
DESCRIPTION/SPECS/WORK STATEMENT

C.1 SCOPE OF WORK

(a) The contractor shall provide all personnel and other items or services as necessary to perform the various administrative and technical support services as identified in the attached Statement of Work (SOW), dated June 15, 1999.

(b) The services required under this contract will be ordered by "task/delivery orders" signed and issued by the Contracting Officer. Task/delivery order pricing will be based on the composite hourly rates listed in Section B. The composite hourly rate for each skill category must be indicated. The "composite hourly" rate includes direct and indirect labor, indirect materials, overhead, G&A, and profit. The man-hours shown for each type skill are estimates only and are not an obligation for ordering on the part of the Government.

(c) The contractor shall be responsible for all on-site management of this contract. The contractor shall furnish an on-site project manager and an on-site assistant project manager as part of its other direct costs. If additional positions are necessary to effectively manage the contract, the contractor will also include those positions as part of its other direct costs. Charges for personnel that are not chargeable directly to a task/delivery order shall not be charged direct to the contract.

(d) Contractor supervisors will provide day-to-day supervision of contractor employees including but not limited to work assignments, leave, payroll records, etc. At no time will contractor employees be supervised by Government personnel.

C.2 DEFINITIONS

(a) "Overtime Premium Rate" (OPR)--all hours prepaid at the basic rate, the OT premium is paid on hours approved, worked as directed and paid to employees. Rate will be applied directly to the actual individual rate show in CLINs 2.0 through 50.0.

(b) "Functional Lead Premium Rate" (FLPR)--percentage rate as an additive to any personnel functioning in the capacity of a "functional lead." These personnel will be providing supervision for up-to but not-to-exceed 4 hours per week. In a 40-hour week, employee will receive 36 hours at regular hour rate and four (4) hours at the regular rate plus the premium. Will provide some supervision on immediate task and area only.

(c) "Task Lead Premium Rate" (TLPR) -- percentage rate as an additive to any personnel functioning in the capacity of a "functional lead." These personnel will be providing supervision for more than four (4) hours per week, not-to-exceed eight (8) hours per week. In a 40-hour week, employee will receive 32 hours at regular hour rate and eight (8) hours at the regular rate plus the premium percentage. Can provide cross task supervision within same area.

(d) "Task Supervisor" I, II, III, IV, V (full time)-- These personnel will be providing supervision as a full time job of forty hours per week. This category of employee will be considered on-site supervisors for the contractor's personnel. Shall provide cross task supervision for all areas. Level will be dependent upon Task, and personnel supervised.

(e) "Contractor's Cost"--means the net cost to the contractor (after deducting cash or trade discounts, rebates, commissions and any other allowances and credits available to the contractor, regardless of date purchased, plus properly identified and supported freight or transportation costs) for parts acquired by the contractor for performance under this contract.

(f) "Direct Labor Hours"--means those hours of labor which are identifiable as being performed directly on an item/task of the contract and which serve as the basis for payment of the Hourly Composite Rate set forth in Section B. The method of charging direct labor hours to this contract must conform to the contractor's accepted normal accounting practices and procedures, and allow for verification to the sources of the costs incurred. The term Direct Labor Hours does NOT include time for the indirect work of overhead and supervisory employees such as officers, engineers, supervisors, foremen, quality control inspectors, material handlers, clerks, typists, timekeepers, watchmen and truck drivers.

(g) "Direct Material"--means those materials, if required, which are not encompassed by the definition of "Indirect Materials."

(h) "Hourly Composite Rate"--includes direct and indirect labor, indirect material, management overheads and profit. Payment under the applicable labor rate will be computed by multiplying the Direct Labor Hours expended by the Hourly Composite Rate. The amounts payable for fractional parts of an hour may be prorated by fractions or increments not less than one-tenth (1/10) of one hour.

(i) "Indirect Material" means all supplies and materials, if required, which do not become an integrated part of the assembly, accessory, or component. Price of indirect material shall be included in the Hourly Composite Rate.

(j) "Direct Hourly Labor Rate"--Actual labor hour rates which are negotiated and set forth in this contract. These rates represent adequate compensation to attract the competence levels required in each labor category necessary for successful contract performance.

PART I - SECTION D - PACKAGING AND MARKING  
Not applicable

PART I - SECTION E - INSPECTION AND ACCEPTANCE

E.1 INSPECTION AND ACCEPTANCE

Inspection and acceptance of the services performed under this contract shall be at destination, Mike Monroney Aeronautical Center, 6500 South MacArthur Boulevard, Oklahoma City, Oklahoma, or as otherwise designated in the specific task order.

3.1-1 CLAUSES AND PROVISIONS INCORPORATED BY REFERENCE (August 1997)

This screening information request (SIR) or contract, as applicable, incorporates by reference one or more provisions or clauses with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make the full text available, or offerors and contractors may obtain the full text via Internet at: <http://fast.faa.gov> (on this web page, select "toolsets", then "procurement toolbox").

3.10.4-4 Inspection of Services-- Fixed-Price & Cost Reimbursement (April 1996)

3.10.4-5 Inspection--Time-and-Material and Labor-Hour (April 1996)

3.10.4-24 Year 2000 Warranty - Services (November 1997)

PART I - SECTION F  
DELIVERIES OR PERFORMANCE

F.1 CONTRACT PERIOD                      CLA.1604

The effective period of this contract is from October 1, 1999, or dates of award, whichever is later, through September 30, 2000 unless extended by exercise of options.

F.2 PHASE-IN PERIOD AND PERIOD OF PERFORMANCE

This contract contemplates a phase-in period beginning September 1, 1999, and ending September 30, 1999, followed by the basic period of performance beginning October 1, 1999. The basic period of performance is followed by four 1-year option periods to be exercised at the sole discretion of the Government. In the event award is not made as anticipated, the Government may alter the phase-in period, or the Government may reduce the basic contract period, and or/option contract periods.

F.3 DELIVERY SCHEDULE

All deliverables shall be in accordance with the provisions set forth in the Statement of Work as further defined by the individual task assignments issued during the term of the contract.

F.4 PLACE OF PERFORMANCE

The principal place of performance shall be the Mike Monroney Aeronautical Center, 6500 South MacArthur Boulevard, Oklahoma City, Oklahoma, and other FAA Oklahoma City Metro Facilities unless otherwise designated by specific task order.

F.5 CHANGE TO INDIVIDUAL DELIVERY ORDER SCHEDULE (JAN 1997)      CLA.1137

(a) The delivery schedule(s) of all delivery orders issued hereunder shall be established in accordance with the terms of the contract.

(b) In the event that the Contractor fails to deliver in accordance with the established delivery schedule(s) and if such failure is not due to an excusable delay as defined in the Default clause of this contract, the Government and the Contractor may at the Government's option, negotiate a revised delivery schedule(s) in exchange for adequate

consideration to the Government. A contract modification will not be required, but the delivery order(s) shall be amended in writing accordingly.

(c) A delivery order change or amendment made pursuant to this clause shall not affect the delivery schedule(s) of any other delivery order(s) issued under this contract.

(d) This clause shall not limit the Government's rights under the Default clause.

- 3.1-1 Clauses and Provisions Incorporated by Reference (August 1997)
- 3.10.1-9 Stop-Work Order (October 1996)
- 3.10.1-11 Government Delay of Work (April 1996)

PART I - SECTION G - CONTRACT ADMINISTRATION DATA

G.1 ACCOUNTING AND APPROPRIATION DATA (JAN 1997) CLA.0502

Accounting and appropriation data will be set forth on individual delivery orders issued hereunder.

G.2 OPTION TO EXTEND SERVICES (JAN 1997) CLA.0116

The Government may unilaterally exercise its option to extend the term of the contract for performance of specified services pursuant to Section I, AMS Clause 3.2.4-34, Option to Extend Services, by written notice to the contractor not later than the expiration date of the current contract period.

G.3 INVOICING PROCEDURES - GENERAL (JUL 1997) CLA.0135

(a) In addition to the requirements set forth at AMS Clause 3.3.1-17, Prompt Payment, for the submission of a proper invoice, the contractor shall submit a separate invoice for (1) each month of performance of services, or (2) those items of supplies furnished, as follows:

- (1) The original to: FAA, Mike Monroney Aeronautical Center  
Financial Operations Division (AMZ-100)  
P.O. Box 25710  
Oklahoma City, OK 73125-4913
- (2) One copy to: FAA, Mike Monroney Aeronautical Center  
(Applicable Task Contracting Officer Representative)  
(As designated on the individual Task Order)  
P.O. Box 25082  
Oklahoma City, OK 73125
- (3) One copy to: FAA, Mike Monroney Aeronautical Center  
Aviation, Medical & Training Division (AMQ-340)  
P.O. Box 25082  
Oklahoma City, OK 73125

(b) Each invoice shall highlight the following information:

- (1) Contract number and applicable Task/Delivery Order number.
- (2) Noun description of services and/or supplies, including applicable line item number(s) and quantity(s) that were provided.
- (3) Extended totals for invoiced quantities.
- (4) Hours by employee by labor category, with payroll documentation indicating the hourly rate/total wages paid to each employee (furnish only to AMQ-340 and Task Managers).
- (5) The cumulative hours by category billed and paid on the current Task/Delivery Order.

G.4 GOVERNMENT FURNISHED PROPERTY AND SERVICES

The Government shall provide, without cost, the facilities, equipment, materials and/or services listed in Statement of Work, Dated June 15, 1999, Paragraph 3.0.

G.5 OVERTIME

The FAA shall pay the basic hours as ordered and worked; paying overtime premium only on those hours approved in advance, worked as directed and paid to employees. (for example--If the contractor wants to use one employee 60 hours/week instead of two employees for the same 60-hour requirement on 1 or more tasks, FAA shall not pay overtime. If a contractor works exempt employees overtime and does not pay overtime, FAA shall not pay overtime). See--Definition C.2(a).

## G.6 PAYMENT PROCEDURES

- (a) Provisional payments to the contractor on task/delivery orders shall be made monthly (or bimonthly), upon receipt of the original invoice (s), without approval or certification by the Contracting Officer (CO) or the Contracting Officer's Representative (COR).
- (b) Certification will be made by the COR to the CO for verification of the services invoiced. Any adjustments required shall be made from the succeeding month's billings.
- (c) The first and last invoice of each fiscal and contract 1 year shall be certified by the CO or COR prior to payment.
- (d) Each invoice submitted shall show the contract number, month covered, and a description of work, services, or items being invoiced.
- (e) The withholding provisions of AMS 3.3.1-5(a)(2) are hereby deleted. The Government will not withhold or retain any payment or portion thereof pursuant to AMS-3.3.1-5.

### 3.10.1-22 CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (JULY 1996)

- (a) The Contracting Officer may designate other Government personnel (known as the Contracting Officer's Technical Representative) to act as his or her authorized representative for contract administration functions which do not involve changes to the scope, price, schedule, or terms and conditions of the contract. The designation will be in writing, signed by the Contracting Officer, and will set forth the authorities and limitations of the representative(s) under the contract. Such designation will not contain authority to sign contractual documents, order contract changes, modify contract terms, or create any commitment or liability on the part of the Government different from that set forth in the contract.
- (b) The Contractor shall immediately contact the Contracting Officer if there is any question regarding the authority of an individual to act on behalf of the Contracting Officer under this contract.

3.1-1 Clauses and Provisions Incorporated by Reference (August 1997)

3.3.1-17 PROMPT PAYMENT (APRIL 1996)

3.9.1-2 PROTEST AFTER AWARD (APRIL 1996)

## PART I - SECTION H - SPECIAL CONTRACT REQUIREMENTS

### H.1 AUTHORIZED PERFORMANCE (JAN 1997)

CLA.0168

The execution of a contract shall not constitute authority for the contractor to commence performance. Performance shall be ordered by the issuance of a formal delivery order by an authorized Contracting Officer of the Mike Monroney Aeronautical Center. Orders issued orally or by written telecommunications shall reference a formal delivery order number and shall be confirmed by issuance of the formal delivery order.

### H.2 TASK/DELIVERY ORDER PROCESSING

(a) The Contracting Officer shall issue task orders in order of priority, which may be periodically updated, during the performance period of the contract. Concurrent accomplishment of more than one task at a time may be required. The contractor shall perform the tasks in the priority order unless written approval is received from the Contracting Officer to deviate from the priority order.

(b) Task/delivery orders will be issued upon completion of the following sequence of actions:

(1) The Contracting Officer will issue a request for task proposal, with a copy of the Task Work Statement attached.

(2) Contractor will submit a task proposal to the Contracting Officer including:

- (i) A proposed management plan/Supervision requirements and levels.
- (ii) A milestone schedule.
- (iii) Proposed completion or delivery date.
- (iv) Proposed travel costs.
- (v) A breakdown of the proposed labor hours and costs by category of discipline/skill as shown in Part I, Section B of this contract.

(3) Each task will be negotiated by the Contracting Officer and, when mutual agreement is reached, a task/delivery order will be issued.

(4) The task/delivery order will be signed, dated and issued by the Contracting Officer. Each task/delivery order will contain the following information:

- (i) An appropriate delivery order number and a reference to this contract number.
- (ii) A description of the services to be performed presented in a Task Performance Work Statement format.
- (iii) Any special requirements relating to the specific task to be performed.
- (iv) Period of performance.
- (v) Ceiling Price.

(c) The Contracting Officer may issue Task/delivery orders under this contract at any time within the term of this contract or any extension under the option clause. The contractor will be given a minimum of 5 workdays to commence work under any task order issued.

(d) Whenever, in the opinion of the Contracting Officer, the need for services is an emergency, the Contracting Officer may issue a task/delivery order, with a copy of the Task Performance Work Statement attached, directing the Contractor to proceed with performance of the work specified. Such task/delivery order will specify a ceiling price. The contractor will proceed with the performance of the work required by task/delivery order. The contractor will submit a task proposal within 20 calendar days from the date of receipt of the task/delivery order. Following receipt of the contractor's task proposal, negotiations, if required, will be conducted to establish a new ceiling price.

(e) Any completion-type task/delivery order (performance work statement must state a definite goal or target and specify an end product) issued during the term of this contract and not completed within that term shall be completed by the contractor within the term specified in the task/delivery order. The rights and obligations of the contractor and the FAA respecting that task/delivery order shall be completed during the effective term of this contract. This paragraph (e) does not apply to term or level-of-effort type task.

### H.3 CEILING PRICE

(a) A "ceiling price" (see H.2, Task/Delivery Order Processing) is applicable to and will be established for each task/delivery order issued hereunder and will vary depending on the work to be performed.

(b) The FAA shall not be obligated to pay the Contractor any amount in excess of the ceiling price set forth in the task/delivery order, and the contractor shall not be obligated to continue performance if to do so would exceed the established ceiling price, unless and until the Contracting Officer shall have notified the Contractor in writing that the ceiling price has been increased and shall have specified in the notice a revised ceiling that shall constitute the ceiling price for performance under the respective task/delivery order. When and to the extent that the ceiling price set forth in the task/delivery order has been increased, any hours expended and material costs incurred by the Contractor in excess of the ceiling price before the increase shall be allowable to the same extent as if the hours expended and material costs had been incurred after the increase in the ceiling price.

### H.4 LIMITATION OF FAA'S OBLIGATION -- ALLOTMENT OF FUNDS

(a) The FAA shall not be obligated to pay the contractor any amount in excess of the amount so set forth in each delivery/task order and the contractor shall not be obligated to continue performance by virtue of which the FAA's obligation hereunder would exceed the amount set forth in each task/delivery order unless and until the Contracting Officer shall have notified the contractor in writing that such amount had been increased and shall have specified in such notice a revised amount which shall thereupon constitute the ceiling for performance of the task/delivery order.

(b) The contractor shall notify the Contracting Officer in writing at the earliest practicable time, whenever it is expected that costs to be incurred within the succeeding thirty (30) days will exceed 85 percent of the amount stated in the delivery/task order. The contractor will also notify the Contracting Officer in writing at any other time if expected costs to be incurred for items chargeable to each delivery/task order will be substantially greater or less than the amount of the task/delivery order.

(c) The FAA reserves the right to increase or decrease the funds allotted herein for a task/delivery by way of a "Change to Order" (Optional Form 347--Overprint) or "Amendment of Solicitation/Modification of Contract" (Standard Form 30) on a unilateral basis to the respective task/delivery order. In no event shall the Contracting Officer decrease funds below the amount incurred by the contractor at the time of the notice of decrease.

### H.5 DIRECT HOURLY LABOR RATE (JAN 1997)

CLA.0125

The purpose of this clause is to require the contractor to pay the labor rates that are negotiated and set forth in this contract. It is agreed by the parties that such rates

represent adequate compensation to attract the competence levels in each labor category necessary for successful contract performance.

(a) The contractor agrees to pay all employees a direct hourly labor rate for each labor category required by Section B, Schedule of Supplies/Services and Prices/Costs, whose weighted average is no less than 98 percent of the final negotiated direct labor rate (the direct labor portion of the negotiated composite/billing rate) for each labor category.

(b) Weighted averages (i.e., labor dollars paid divided by the direct labor hours billed under each labor category) shall be computed by the contractor on a cumulative basis for each billing period and this information provided to the Contracting Officer in three month intervals, as a minimum.

(c) The contractor shall include a clause substantially the same as this in any subcontract for labor awarded for work under this contract. Wage rates paid to all subcontractor employees performing in the required labor categories are covered by this clause.

(d) Failure to pay the specified weighted average labor rates for each labor category, on a cumulative annual basis, shall constitute a variance from the contract requirements. Any credit to the Government shall be shown on the final invoice for the initial contract term and each renewal option period term. Credits shall be computed for each labor category on which the cumulative weighted average labor rate is less than 98 percent of the final negotiated direct hourly labor rate. No adjustment shall be made if the weighted average direct hourly labor rate for the labor category exceed 98 percent of the final negotiated rates.

NOTE: Prospective contractors must complete the attachment entitled "Negotiated Direct Hourly Labor Rates" and return as part of their proposal offer.

EXAMPLE

(This example assumes a final negotiated direct labor rate of \$21.50/hr for Skill I, taken from a separate listing of such rates; and a billing rate of \$38.00/hr taken from Section B, Supplies or Services and Prices/Cost. For Skill II, the final negotiated direct labor rate is assumed to be \$18.75/hr and a billing rate of \$32.00/hr.)

<u>Labor Category</u>	<u>Rate Paid</u>	<u>Actual Labor Worked</u>	<u>Hours</u>	<u>Total Labor</u>
			<u>Dollars</u>	
Contract Skill I		Employee A - \$22.00	100	\$ 2,200.00
		Employee B - \$20.00	100	2,000.00
		Employee C - \$19.00	100	1,900.00
		Employee D - \$19.50	<u>100</u>	<u>1,950.00</u>
Invoice Total			400	\$ 8,050.00
Previous Totals (All other invoices)			<u>4,000</u>	<u>79,950.00</u>
Cumulative Total			<u>4,400</u>	<u>\$88,000.00</u>

Cumulative Weighted Average:  $\$88,000 / 4,400 \text{ hours} = \$20.00$

Cumulative Amount Billed:  $\$38.00 \times 4,400 \text{ hours} = \$167,200$

Contract Skill II		Employee G - \$18.00	100	\$ 1,800.00
		Employee H - \$19.00	100	1,900.00
		Employee J - \$18.50	<u>100</u>	<u>1,850.00</u>
Invoice Total			300	\$ 5,550.00
Previous Totals (All other invoices)			<u>4,000</u>	<u>74,400.00</u>
Cumulative Total			<u>4,300</u>	<u>\$79,950.00</u>

Cumulative Weighted Average  $\$79,950 / 4,300 \text{ hours} = \$18.59$

Cumulative Amount Billed:  $\$32.00 \times 4,300 \text{ hours} = \$137,600$

Final Billing Adjustment

Skill I

Wage ratio 93% (\$20.00/\$21.50), Variance 7% (100%-93%),  
Adjustment 5% (98%-93%)  
Credit to Government \$8,360 (\$167,200 x 5%)

Skill II

Wage ratio 99% (\$18.59/\$18.75), Variance 1% (100%-99%),  
Adjustment 0% (98%-99%)  
Credit to Government \$-0- (\$137,600 x 0%)

H.6 ADMINISTRATIVE MATTERS

(a) In the event a contractor clearance form(s) and/or procedure is instituted by the Mike Monroney Aeronautical Center (MMAC), such form and procedure will be hereby incorporated and utilized by all contractor employees on this contract terminating employment here at the MMAC.

(b) Contractor Identification in the workplace--All contractor employees shall have nameplates at their individual workstations. Each nameplate shall identify the Company by name or logo, and include the contract employee's name. All contract employees shall be required to wear at all times the FAA issued identification card above the waist. This card shall be visible on the person at all time when on the Center.

H.7 TRAVEL COSTS (JUL 1997) CLA.4531

(a) The FAA will reimburse the contractor for actual subsistence and travel costs required and incurred by contractor personnel traveling outside their assigned work location in performance of this contract. Travel must be authorized in advance by the Contracting Officer or Contracting Officer's Technical Representative.

(b) Travel and per diem expenses will be reimbursed at the contractor's actual purchase price not to exceed subsistence rates authorized by the Federal Travel Regulations, FPMR 101-7 as amended, issued by the General Services Administration (GSA). Airfare costs in excess of the lowest customary standard, coach, or equivalent airfare offered during normal business hours are unallowable. Expenses for travel by motor or other common carrier shall be reimbursed on a mileage basis at the GSA local automobile transportation rate in effect at the time the travel is accomplished, per vehicle, plus necessary tolls in lieu of actual expenses of such travel. The provisions of the Foreign Service Act of 1980 shall govern any travel outside the United States, the Commonwealth of Puerto Rico and U.S. territories and possessions.

(c) The contractor shall not be entitled to reimbursement for additional travel associated with contractor-directed personnel changes, personnel/labor disputes, for employee convenience, or for travel to and from the normal assigned work location.

(d) Travel, per diem, and subsistence costs, transportation (including local area), and other related expenses shall not be burdened by any indirect costs, e.g., overhead and G&A, or profit.

H.8 PHASE-IN

(a) To ensure a smooth transition in the change of work effort from the current contractor, this contract contains a phase-in period, the purpose of which is to:

(1) Observe work accomplishment by the incumbent contractor;  
(2) Become thoroughly familiar with work requirements, work procedures, and status of all tasks;

(3) Complete training requirements and accomplish necessary training of contractor employees; and

(4) Obtain identification badges for contractor employees.

(b) The contractor will be allowed access to the facilities to familiarize the key personnel with the current operations. Such access, however, must not interfere with the activities of current contract personnel. To preclude such interference, arrangements will be made with the Contracting Officer or the designated representative.

(c) At the beginning of full contract performance, the contractor shall assume responsibility for all tasks.

#### H.9 PHASE-OUT

(a) In the event that the follow-on contract is awarded to other than the incumbent, the incumbent contractor shall cooperate to the extent required to permit an orderly change over to the successor contractor pursuant to the requirements of AMS Clause 3.8.2-11, Continuity of Services, and PWS.

(b) With regard to a successor contractor's access to incumbent employees, a recruitment notice may be placed in each facility.

#### H.10 TRANSITION REQUIREMENTS

(a) Approximately 180 employees currently working on current Administrative Services contract (Contract No. DTFA-02-94-D-94318) may transition to this follow-on contract as that contract expires or task/delivery orders are completed.

(b) Transition:

(1) Immediately following the contract start date, a period not to exceed 30 days will be allowed for the transition from one contractor to another to be accomplished in a well-planned, orderly, and efficient manner. This transition period will be the time for initial orientation for contract administration and will provide a time for detailed operational orientation for contract supervisory personnel. It will include a time for transition of administrative processes from the current contract to the new contract.

(2) The FAA will provide a transition team, which will be used to provide technical and administrative orientation to contractor personnel, familiarize the contractor with required services, and provide other guidance and assistance as mutually determined necessary by the FAA and the contractor.

(3) The contractor is responsible for the transition of their personnel and the assumption of ongoing tasks during the transition period.

(4) The FAA's transition team will remain available to answer technical and administrative questions throughout the transition period. After this period, the contractor shall report and/or coordinate efforts in accordance with the Statement of Work and the contract.

#### H.11 QUALITY CONTROL PLAN

The contractor shall submit a "final" Quality Control Plan (QCP) to the Contracting Officer pursuant to PWS paragraph 1.5. This QCP shall be approved by the Contracting Officer prior to performance of the contract IAW the PWS.

#### H.12 STRIKE CONTINGENCY PLAN

The contractor shall submit a "final" Strike Contingency Plan (SCP) to the Contracting Officer within two weeks after contract award. The SCP will ensure continuity of all operations in the event of a strike by contractor personnel. Contractor operations under a SCP shall be at no additional cost to the Government.

#### H.13 SECURITY INVESTIGATION OF CONTRACTOR PERSONNEL (APRIL 1998)

CLA.0088

(a) A background investigation will be required for each contractor employee, including all subcontractors, having a requirement to visit or work unescorted by Government personnel at the Mike Monroney Aeronautical Center (MMAC) under this contract. The type of investigation will depend on what the Government requires for a particular position. The contractor will be advised of the security designation level for contract positions by the Contracting Officer or his/her designated representative.

(b) The completed security forms prescribed herein for initiating the required security investigations must be submitted to the Civil Aviation Security Division (AMC-700) prior to contractor employees being allowed access to the contract work area and prior to their access to Government information under this contract:

(1) (Level 1) Non-Sensitive Positions:

(A) Standard Form 85, Questionnaire for Non-sensitive Positions, revised September 1995. The SF-85 shall be completed (all questions answered) in accordance with the instruction sheet. Standard Form 85P may be required for other levels.

(B) Optional Form 306, Declaration for Federal Employment, revised September 1994. Answer questions 1, 7, 8-12, 15, and 16a.

(C) One single sheet fingerprint chart (FD-258). The FD258 shall be written in ink or typewritten with all answerable question blocks completed.

(c) Fingerprinting facilities are available at the Aeronautical Center Guard Office located in room 151 Headquarters Building. Arrangement for using the fingerprinting facilities may be made by contacting the Aeronautical Center Security guards by phone at (405) 954-4620. Forms must be signed and dated within the 60-day period preceding submission.

(d) If a contract employee has had a previous background investigation completed by a federal Government entity, further investigation may not be necessary. Provide in writing to AMC-700 the name, date of birth, the name of the investigating entity, and approximate date the background was completed. Contractor personnel will be denied access to the worksite and access to sensitive information until the authorization for that employee is obtained from AMC-700.

(e) The contractor shall furnish to AMC-700, with a copy to the Contracting Officer (CO) and the designated Contracting Officer's Representative (COR), the following monthly report on or before the fifth day of each month following the report month.

(1) A complete listing by full name in alphabetical order with date of birth of all contractor personnel whom worked at the MMAC anytime during the report month. Each person's dates of employment during the report month (i.e., hired and terminated) shall be included in the listing. Also, include those employees on furlough or not working at MMAC who still hold MMAC ID's or keys.

(2) The list will show the shift(s) worked by that person and location of that person's worksite (i.e., building, room, area, etc.).

(f) The contractor shall notify AMC-700 within one (1) workday of any employee's termination.

#### H.14 STAFFING/RESOURCE UTILIZATION

The contractor shall assure that persons employed on this contract possess the required skills and are assigned duties consistent with the job classifications for which they were employed. Any Department of Labor imposed fine, penalty, or upward salary adjustment resulting from the contractor's failure to properly utilize classified employees, shall be the contractor's responsibility and shall not be allowed for purposes of reimbursement under this contract.

#### H.15 NOTIFICATION OF CRIMINAL ACTIVITY BY CONTRACT EMPLOYEE (JAN 1997) CLA.0069

Upon learning that a contract employee has been charged by a law enforcement agency for any offense other than minor traffic offense, the contractor shall be required to provide written notification within one workday to the Contracting Officer. The Contracting Officer shall then notify AMC-700 in writing. A traffic offense will be considered minor when the maximum fine that could be imposed is \$200 or less.

#### H.16 QUALIFICATIONS OF EMPLOYEES (JAN 1998) CLA.1262

The Contracting Officer may, by written notice, require removal from contract work those employees who have been deemed incompetent, careless, dangerous, unsuitable or otherwise objectionable, those employees determined in violation of VSIP, or whose continued presence on Government property is deemed contrary to the public interest or inconsistent with actual or apparent Government policies. The Contractor shall fill out, and cause each of its employees on the contract work to fill out, for submission to the Government, such forms as may be necessary for security or other reasons relating to qualifications and suitability for contract work. Upon request of the Contracting Officer, the Contractor's employees shall be fingerprinted. Each employee of the Contractor shall be a citizen of the United States of America, or an alien who has been lawfully admitted for permanent residence as evidenced by Alien Registration Receipt Card Form I-151, or who presents other evidence from the Immigration and Naturalization Service that employment will not affect his/her immigration status.

#### H.17 AGREEMENT TO PARTICIPATE IN ALTERNATIVE DISPUTE RESOLUTION (APRIL 1998) CLA.4540

(a) The Federal Aviation Administration encourages direct communications and negotiations between the contractor and the contracting officer in an attempt to resolve contract disputes. In those situations where the parties are not able to achieve resolution at the contracting officer level, the agency favors the use of alternative dispute resolution (ADR) techniques to resolve disputes.

(b) The parties hereby agree that, prior to referring a contract dispute to the Office of Disputes Resolution as described in contract clause 3.9.1-1 "Contract Disputes", the parties will discuss whether they are willing to utilize ADR techniques such as mediation or nonbinding evaluation of the dispute by a neutral party. Upon receipt of a contract dispute from the contractor, the contracting officer will explore with the contractor whether the use of ADR techniques would be appropriate to resolve the dispute. Both parties must agree that the use of such techniques is appropriate, and agree to fairly share the associated expenses. If the parties do not mutually agree to utilize ADR to resolve the dispute, the dispute will be processed in accordance with the

H.18 CONTRACT SHUTDOWN PROCEDURES PENDING APPROPRIATIONS FOR  
NEW FISCAL YEAR (JAN 1997)

CLA.1051

(a) In the event no continuing resolution or permanent appropriation is in place at the outset of the new fiscal year (FY), contractor employees are expected to report for their assigned duties the first workday of that new FY. Absent an appropriation, contract services that are determined by the Government to be non-essential will be shutdown as soon as practical. To implement the shutdown, the Contracting Officer may require the contractor to stop all, or any part, of the work called for under the contract pursuant to AMS clause 3.10.1-9, Stop-Work Order.

(b) This clause does not limit the Government's rights provided by AMS 3.10.6-4, Default, or AMS 3.10.6-1, Termination for Convenience of the Government, clause of the contract.

H.19 CONTRACT PERFORMANCE WITH FORMER GOVERNMENT EMPLOYEES (SEP 1998) CLA.4527

(a) After contract award or the effective date this clause is incorporated into the contract by modification, the Contractor agrees not to allow any former Government employee, who separated from Government service with a Voluntary Separation Incentive Payment (VSIP), to perform work on this contract before receipt of non-objection by the Contracting Officer.

(b) The contractor shall notify the Contracting Officer in advance of any proposed work or change in work to be done under this contract by a former government "buyout" employee. Such written notification shall include:

- 1) employee's full name and date of separation from Government service,
- 2) name and location of former Government agency of employment, and
- 3) either evidence of any one of the following:
  - (i) repayment of the separation incentive or a court approved settlement, or
  - (ii) a waiver of repayment granted under authority of the statute(s) or
  - (iii) that five years have lapsed since separation from government service; or
- 4) proposed job title, work location and "a detailed statement of work to be performed by the former employee" under the contract

(c) The contracting officer's non-objection described in (a) above is at the sole discretion of the Government. In no event shall the Government's decision under (a) above with respect to any person, or the length of time to arrive at the decision, constitute grounds for adjustment of the contract price, or the contract performance or delivery requirements.

H.20 AERONAUTICAL CENTER REGULATIONS (JAN 1997)

CLA.3402

Contractor personnel, including employees of subcontractors, suppliers, etc., working or visiting the worksite, shall abide by all appropriate traffic, parking, security, and airport regulations in effect at the Mike Monroney Aeronautical Center/Will Rogers World Airport.

H.21 SAVE HARMLESS AND INDEMNITY AGREEMENT (JAN 1997)

CLA.3211

The contractor shall save and keep harmless and indemnify the Government against any and all liability, claims, and costs of whatsoever kind and nature of injury to or death of any person or persons and for loss or damage to any property (Government or otherwise) occurring in connection with or in any way incident to or arising out of the occupancy, use, service, operations, or performance of work in connection with this contract, resulting from the negligent acts, fault or omissions of the contractor, any subcontractor, or any employee, agent, or representative of the contractor or any subcontractor.

H.22 LIABILITY INSURANCE (JAN 1997) (REV) CLA.3212

(a) Pursuant to AMS 3.4.1-12, Insurance, the insurance required of the contract during contract performance is:

(1) Workers' compensation and employer's liability as required by applicable Federal and Oklahoma State workers' compensation and occupational disease statutes. Employer's liability coverage shall be not less than \$100,000.

(2) General liability coverage written on the comprehensive form of policy providing limits of liability for bodily injury of not less than \$500,000 for each occurrence and property damage limits of liability of not less than \$100,000 for each accident.

(3) Automobile liability (applicable to vehicles used in connection with contract performance) written on the comprehensive form of policy providing coverage of at least \$200,000 per person and \$500,000 per occurrence for bodily injury and \$100,000 per occurrence for property damage.

(b) The policy shall name "The United States of America, acting by and through the Federal Aviation Administration" as an additional insured with respect to operations performed under this contract.

(c) The policy shall include the following provision: "It is a condition of this policy that the insurer shall furnish written notice to the Federal Aviation Administration (certificate holder) 30 days in advance of any reduction in or cancellation of this policy."

(d) Certificate holder address:

FAA, Aviation, Medical & Training  
Acquisition Division (AMQ-340)  
P. O. Box 25082  
Oklahoma City, OK 73125

(e) At any time during contract performance and upon request of the Contracting Officer, the contractor shall provide a certified true copy of the liability policy and manually countersigned endorsements of any changes thereto.

#### H.23 GOVERNMENT-ISSUED KEYS/IDENTIFICATION BADGES AND VEHICLE DECALS-CLA.3403 (APRIL 1998)

(a) It may become necessary for the Government to issue keys, identification (ID) cards or vehicle decals to contractor personnel. Prior to or upon completion or termination of the work required hereunder, the contractor shall return all such government issued items to the issuing office with notification to the Contracting Officer Representative (COR).

When contract employees who have been issued such items, either directly by the Government or through the contract supervisor, no longer require them to perform the work, the Government issued items shall be returned to the Government within three workdays. Additionally, unauthorized duplication or use of such keys, ID cards or decals is a violation of security procedures and is prohibited.

(b) In the event such keys, ID cards, or vehicle decals are not returned, the contractor understands and agrees that the Government may, in addition to any other withholding provision of the contract, withhold \$200 for each key, ID card, or vehicle decal not returned. If the keys, ID cards, or vehicle decals are not returned within 30 days from the date the withholding action was initiated, the contractor will forfeit any amount so withheld.

(c) Access to aircraft ramp/hangar areas is authorized only to those persons displaying a flightline identification card and, for vehicles, a current ramp permit issued pursuant to Part 107 of the Federal Aviation Regulations.

(d) The Government retains the right to inspect, inventory, or audit the ID cards, keys, vehicle decals and RUSCARDS issued to the contractor in connection with the contract at the convenience of the Government. Any items not accounted for to the satisfaction of the Government shall be assumed to be lost and the provisions of paragraph (b) shall apply.

(e) Keys shall be obtained from the COR who will require the contractor to sign a receipt for each key obtained. Lost keys or identification media shall immediately be reported concurrently to the Contracting Officer (CO), COR, the Civil Aviation Security Division, AMC-700 and the Office of Facility Management, AMP-300. RUSCARD keys shall be handled in the same manner as metal keys.

(f) Each contract employee, during all times of on-site performance at the Mike Monroney Aeronautical Center, shall prominently display his/her identification card. Such ID card shall be in an unexpired state, unless waived by AMC-700.

(1) Arrangements for ID card preparation, including photographs and laminating, can be made by contacting the Aeronautical Center guards at (405) 954-4620. The Aeronautical Center guard office is located in Room 151 of Headquarters Building.

(2) To obtain the ID card each employee shall submit an Identification Card/Credential Application, (DOT 1681), signed by the employee and authorized by the CO or the COR. The DOT 1681 should be submitted at the same time the personnel security investigation paperwork required by Clause 0088, Security Investigation of Contractor Personnel is submitted. These forms should be submitted to the Aeronautical Center guards in Headquarters Building, Room 151. The DOT 1681 shall contain, as a minimum, under the "Credential, Justification" heading, the name of the contractor/company, the contract number or the appropriate acquisition identification number, the expiration date of the contract or the task (whichever is sooner), and the required signatures.

(3) The contractor's project manager shall receive and sign for each ID card issued on the reverse of the DOT 1681. The DOT 1681 will be retained by the Government for accountability purposes.

#### H.24 SAFETY AND HEALTH (JAN 1997)

CLA.0090

(a) The Contractor shall assure that no person employed on this contract works in surroundings or under conditions that are unsanitary, hazardous, or dangerous to their health or safety. The contractor shall also ensure that all employees received appropriate and required safety, health, environmental, and equipment operational training. In fulfilling these requirements, the Contractor shall comply with:

(1) Department of Labor Safety and Health Standards for Construction under Section 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327 et seq. and CFR 1960).

(2) Occupational Safety and Health Act of 1970, (Public Law 91-598 and 29 CFR 1960) and applicable rules and regulations as may have been delegated to the States.

(3) Supplemental FAA safety and health requirements contained in FAA Order 3900.19A and Order AC3900.21E, Chg 1, or elsewhere in the contract. Other standards used by FAA include the National Fire Codes, American National Standards Institute, American Society of Testing and Materials (ASTM), AC 3940.1C (Procedures for handling injury, illness, or fire at the Mike Monroney Aeronautical Center), etc. This list of standards or laws is not inclusive. Other safety and health FAA regulations can be found in the 3900 classification series entitled, "Employee Health and Safety." Other environmental FAA regulations can be found in the 1000 classification series entitled, "Administration, Management, and Policies -- General."

(b) If there are conflicts between any of the requirements referenced in this contract, the more stringent requirement will prevail.

(c) If the Contractor fails or refuses to promptly comply with any safety or health requirement, the Contracting Officer's Technical Representative (COTR) will notify the Contractor of any such noncompliance and the Contractor shall take immediate corrective action. Such notice, whether oral or written, when served on the Contractor or any of its employees at the site of the work shall be deemed sufficient. If the Contractor fails or refuses to promptly correct the condition, the COTR may stop all or any portion of the work. When satisfactory corrective action has been taken, the contractor shall request permission to resume work from the COTR. No time extension or additional costs, resulting from the directive to stop work shall be allowed. Failure of the COTR to provide notice of noncompliance or to stop work shall not relieve the Contractor of its responsibility for the safe performance of the work.

(d) The Contractor shall require contract personnel to wear personal protective equipment when it is necessary because of the hazards on the job and in most instances will provide the equipment, except that which has been specified to be furnished by FAA. All personal protective equipment worn by contractors shall be equal to or exceed the level of protection provided to Government employees.

(e) Contractors shall include a clause in all subcontracts to require subcontractors to comply with this clause.

#### H.25 STRIKES OR PICKETING AFFECTING TIMELY COMPLETION OF THE CONTRACT WORK

Notwithstanding any other provision hereof, the Contractor is responsible for delays arising out of labor disputes, including but not limited to strikes, if such strikes are reasonably avoidable. A delay caused by a strike or by picketing which constitutes an unfair labor practice is not excusable unless the Contractor takes all reasonable and appropriate action to end such a strike or picketing, such as the filing of a charge with the National Labor Relations Board, the use of other available Government procedures, and the use of private boards or organizations for the settlement of disputes.

#### H.26 CONTRACTOR TESTIMONY

All requests for the testimony of the Contractor or its employees, and any intention to testify as an expert witness relating to: (a) any work required by, and/or performed under, this contract; or (b) any information provided by any party to assist the Contractor in the performance of this contract, shall be immediately reported to the Contracting Officer. Neither the Contractor nor its employees shall testify on a matter related to work performed or information provided under this contract, either voluntarily or pursuant to a request, in any judicial or administrative proceeding unless approved by the Contracting Officer or required by a judge in a final court order.

#### H.27 DISSEMINATION OF CONTRACT INFORMATION

The Contractor shall not publish, permit to be published, or distribute for public consumption, any information, oral or written, concerning the results or conclusions made pursuant to the performance of this contract, without the prior written consent of the Contracting Officer. Two copies of any material proposed to be published or distributed shall be submitted to the Contracting Officer.

#### H.28 YEAR 2000 WARRANTY (FAA AERONAUTICAL CENTER) (AUG 1997)

CLA.1406

The contractor warrants that each Commercial and Non-Commercial hardware, software, and firmware product delivered under this contract, except those listed below, shall be able to: 1) accurately process date data (including, but not limited to, calculating, comparing, and sequencing) from, into, and between the twentieth and twenty-first centuries, including leap year calculations, when used in accordance with the product documentation provided by

the contractor and; 2) properly exchange Year 2000 Compliant data data with all listed products used in combination with unlisted products (e.g. hardware, software, firmware). If the contract requires that specific products must perform as a system in accordance with the foregoing warranty, then that warranty shall apply to those products as a system. The duration of this warranty and the remedies available to the Government for breach of this warranty shall be as defined in, and subject to, the terms and limitations of the contractor's or producer's standard commercial warranty or warranties contained in this contract, provided that notwithstanding any provision to the contrary in such commercial warranty or warranties, the remedies available to the Government under this warranty shall include repair or replacement of any non-listed product/system whose non-compliance is discovered and made known to the contractor in writing before the later of ninety (90) days after January 1, 2000 or acceptance. Non compliant items not fixed or replaced within 30 days after contractor's receipt of notice of noncompliance will be repaired or replaced for compliance at the contractor's expense. The 30-day period to bring the products into compliance may be extended only by written notice from and at the sole discretion of the Government, based on a written compliance plan provided by the contractor within the 30-day correction period. Nothing in this warranty shall be construed to limit any rights or remedies the Government may otherwise have under this contract with respect to defects other than Year 2000 performance.

Non Compliance List:

N/A

N/A

#### H.29 RESTRICTIONS - ORGANIZATIONAL CONFLICT OF INTEREST

(a) It is hereby agreed that the contractor, DataCom Sciences, Inc., or any subcontractor performing under this contract shall not compete as a prime contractor nor as a subcontractor, consultant or otherwise on any construction, refurbishment, surveys, or studies which may evolve directly or indirectly from work performed under this contract for a period of 3 years following completion of this contract. Additionally, the contractor or any subcontractor agrees not to divulge any information or data acquired or developed through performance of this contract to any affiliates or other sources which may otherwise compete on any construction, refurbishment, survey, or study acquisitions which may evolve directly or indirectly from work performed under this contract.

(b) It is also agreed that the contractor will, on those occasions requiring access to proprietary data of other companies, make agreements with such companies to (1) protect their information from unauthorized use or disclosures for as long as it remains proprietary, and (2) refrain from using the information for any purpose other than that for which it was furnished. Prior to commencement of work on any such effort, the contractor must furnish the Contracting Officer copies of all such agreements.

### PART II - SECTION I - CONTRACT CLAUSES

#### 3.2.4-16 ORDERING

(a) Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders or task orders by the individuals or activities designated in the Schedule. Such orders may be issued from date of contract through one (1) year thereafter unless extended by exercise of options extending the ordering period.

(b) All delivery orders or task orders are subject to the terms and conditions of this contract. In the event of conflict between a delivery order or task order and this contract, the contract shall control.

(c) If mailed, a delivery order or task order is considered "issued" when the FAA deposits the order in the mail. Orders may be issued orally, by facsimile, or by electronic commerce methods only if authorized in the Schedule.

#### 3.2.4-17 ORDER LIMITATIONS

(a) Minimum order. When the Government requires supplies or services covered by this contract in an amount of less than \$500, the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.

(b) Maximum order. The Contractor is not obligated to honor--

(1) Any order for a single item in excess of \$1,000,000;

(2) Any order for a combination of items in excess of \$3,000,000; or

(3) A series of orders from the same ordering office within 30 days that together call for quantities exceeding the limitation in subparagraph (1) or (2) above.

(c) If this is a requirements contract (i.e., includes the Requirements clause, the Government is not required to order a part of any one requirement from the Contractor if that requirement exceeds the maximum-order limitations in paragraph (b) above.

(d) Notwithstanding paragraphs (b) and (c) above, the Contractor shall honor any order exceeding the maximum order limitations in paragraph (b), unless that order (or orders) is returned to the ordering office within 30 days after issuance, with written notice stating the Contractor's intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

#### 3.2.4-19 Requirements-- Alternate I (Modified June 1999)

(a) This is a requirements contract for the supplies or services specified, and effective for the period stated, in the Schedule. The quantities of supplies or services specified in the "Schedule" are estimates only and are not purchased by this contract. Except as this contract may otherwise provide, if the Government's requirements do not result in orders in the quantities described as "estimated" or "maximum" in the Schedule, that fact shall not constitute the basis for an equitable price adjustment.

(b) Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering clause. Subject to any limitations in the Order Limitations clause or elsewhere in this contract, the Contractor shall furnish to the Government all supplies or services specified in the "Schedule" and called for by orders issued in accordance with the Ordering clause. The Government may issue orders requiring delivery to multiple destinations or performance at multiple locations.

(c) The estimated quantities are not the total requirements of the Government activity specified in the Schedule, but are estimates of requirements in excess of the quantities that the activity may itself furnish within its own capabilities or in some cases, Administrative support services that are task specific included under existing Technical Services Contracts that are specific to that contract's task as specified in that Technical Services Contract. These administrative support functions will not be split outside of the specific task that they support. Except as this contract otherwise provides, the Government shall order from the Contractor all of that activity's requirements for supplies and services specified in the "Schedule" that exceed the quantities that the activity may itself furnish within its own capabilities.

(d) The Government is not required to purchase from the Contractor requirements in excess of any limit on total orders under this contract.

(e) If the Government urgently requires delivery of any quantity of an item before the earliest date that delivery may be specified under this contract, and if the Contractor will not accept an order providing for the accelerated delivery, the Government may acquire the urgently required goods or services from another source.

(f) Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; provided, that the Contractor shall not be required to make any deliveries under this contract after March 31, 2004.

#### 3.2.4-34 OPTION TO EXTEND SERVICES (APRIL 1996)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within the period specified in the Schedule.

#### 3.2.4-35 OPTION TO EXTEND THE TERM OF THE CONTRACT (APRIL 1996)

(a) The Government may extend the term of this contract by written notice to the Contractor no later than the expiration date of the current contract period; provided that the Government shall give the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option provision.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 5 years.

3.3.1-11 AVAILABILITY OF FUNDS FOR THE NEXT FISCAL YEAR (April 1996)

Funds are not presently available for performance under this contract beyond the current fiscal year. The FAA 's obligation for performance of this contract beyond that date is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the FAA for any payment may arise for performance under this contract beyond the current fiscal year, until funds are made available to the Contracting Officer for performance and until the Contractor receives notice of availability, to be confirmed in writing by the Contracting Officer.

3.4.1-10 INSURANCE--WORK ON GOVERNMENT INSTALLATION (APRIL 1996)

(a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the "Schedule" or elsewhere in the contract.

(b) Before commencing work under this contract, the Contractor shall certify to the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Federal Aviation Administration's interest shall not be effective (1) for such period as the laws of the State in which this contract is to be performed prescribe, or (2) until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer. The FAA contract number shall be listed on the insurance certificate.

(c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Federal Aviation Administration installation and shall require subcontractors to provide and maintain the insurance required in the "Schedule" or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

3.6.1-8 Notification of Competition Limited to Eligible SEDB Concerns (Revised 6-23)

(a) Offers are solicited only from "eligible socially and economically disadvantaged business (SEDB)" concerns, under SIC 7374. As used herein, an "eligible SEDB" concern is a small business concern expressly certified by the Small Business Administration (SBA) for participation in the SBA's 8(a) program and which meets the following criteria at the time of release of the initial SIR or public announcement (if issued), whichever is first:

- (1) SIC code 7374 is specifically included in the Offeror's approved business plan;
- (2) The offeror is in conformance with the 8(a) support limitation set forth in its approved business plan; and
- (3) The offeror is in conformance with the Business Activity Targets set forth in its approved business plan or any remedial action direct by the SBA.
- (4) Only those SEDBs registered by the Small Business Administration, Oklahoma City District Office, under the SIC code listed in (1) above. No other offerors will be accepted.

(b) By submission of its offer, the offeror certifies that it meets all of the criteria set forth in paragraph (a) of this clause.

(c) (1) Agreement. A manufacturer or regular dealer submitting an offer in its own name agrees to furnish, in performing the contract, only end items manufactured or produced by small business concerns inside the United States, its territories or possessions, the Commonwealth of Puerto Rico, or the Trust Territory of the Pacific Islands. However, this requirement does not apply in connection with construction or service contracts.

(2) The [insert name of contractor] will notify the Contracting Officer Shown on page one (1) SF33, in writing immediately upon entering an agreement (either oral or written) to transfer all or part of its stock or other ownership interest to any other party.

3.6.2-29 Statement of Equivalent Rates for Federal Hires (April 1996)

In compliance with the Service Contract Act of 1965, as amended, and the regulations of the Secretary of Labor (29 CFR Part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332. This Statement is for Information Only: It Is Not a Wage

Determination		<u>Monetary Wage-Fringe Benefits</u>	
	<u>Employee class</u>		
2.0	Word Processor I	GS-4	01611 \$ 8.34
3.0	Word Processor II	GS-5	01612 \$ 9.37
4.0	Word Processor III	GS-6	01613 \$11.68

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5.0	Computer Operator I	GS-5	03041	\$ 9.37
6.0	Computer Operator II	GS-6	03042	\$11.68
7.0	Computer Operator III	GS-7	03043	\$12.98
8.0	Key Entry Operator I	GS-4	01131	\$ 9.37
9.0	Key Entry Operator II	GS-5	01132	\$10.48
10.0	General Clerk I	GS-3	01115	\$ 8.34
11.0	General Clerk II	GS-4	01116	\$ 9.37
12.0	General Clerk III	GS-5	01117	\$10.48
13.0	General Clerk IV	GS-6	01118	\$11.68
14.0	Training Program Assistant I	GS-6	01121	\$11.68
15.0	Training Program Assistant II	GS-7	01122	\$12.98
16.0	Training Program Assistant III	GS-8	01123	\$14.38
17.0	Training Program Assistant IV	GS-9	01124	\$15.88
18.0	Instructor	GS-9	29160	\$15.88
19.0	Computer Based Training Specialist	GS-9	29035	\$15.88
20.0	Technical Writer I	GS-10	29481	\$17.86
21.0	Technical Writer II	GS-11	29482	\$19.21
22.0	Technical Writer III	GS-12	29483	\$23.02
23.0	Administrative Assistant I	GS-3	01265	\$ 8.34
24.0	Administrative Assistant II	GS-4	01266	\$ 9.37
25.0	Administrative Assistant III	GS-5	01267	\$10.48
26.0	Administrative Assistant IV	GS-6	01268	\$11.68
27.0	Switchboard Operator	GS-3	01460	\$ 8.34
28.0	Supply Technician	GS-3	01400	\$12.98
29.0	Receptionist	GS-4	01460	\$ 9.37
30.0	Administrative Analysts	GS-6	01125	\$11.68
31.0	Administrative Analysts II	GS-7	01126	\$12.98
32.0	Drafter I	GS-3	29061	\$ 8.34
33.0	Drafter II	GS-4	29062	\$ 9.37
34.0	Drafter III	GS-5	29063	\$10.48
35.0	Drafter IV	GS-7	29064	\$12.98
36.0	Peripheral Equipment Operator	GS-4	03160	\$ 9.37
37.0	Duplication/Officer machine Oper.	GS-3	01090	\$ 8.34
38.0	Document Preparation Clerk	GS-3	01060	\$ 8.34
39.0	Film/Tape Librarian	GS-4	01110	\$ 9.37
40.0	Mail Clerk	GS-3	01140	\$ 8.34
41.0	Supply Technician	GS-7	01400	\$12.98
42.0	Computer Data Librarian I	GS-4	03010	\$ 9.37
43.0	Computer Data Librarian II	GS-5	03011	\$10.48
44.0	Inspector I	GS-5	99240	\$12.98
45.0	Inspector II	GS-6	99241	\$14.38
46.0	Inspector III	GS-7	99240	\$12.98
47.0	Inspector IV	GS-9	99241	\$14.38
48.0	Personnel Coordinator	GS-6	01315	\$11.68
49.0	Hotline Analyst I	GS-8	99245	\$14.38
50.0	Hotline Analyst II	GS-9	99246	\$15.88
51.0	RESERVED			
52.0	RESERVED			
53.0	RESERVED			
54.0	Task Supervisor I	GS-9		\$15.88
55.0	Task Supervisor II	GS-11		\$19.21
56.0	Task Supervisor III	GS-12		\$23.02
57.0	Task Supervisor IV	GS-13		\$27.38

## 3.8.2-11 CONTINUITY OF SERVICES (APRIL 1996)

(a) The Contractor recognizes that the services under this contract are vital to the Government and must be continued without interruption and that, upon contract expiration, a successor, either the Government or another contractor, may continue them. The Contractor agrees to (1) furnish phase-in training and (2) exercise its best efforts and cooperation to effect an orderly and efficient transition to a successor.

(b) The Contractor shall, upon the Contracting Officer's written notice, (1) furnish phase-in, phase-out services for up to 90 days after this contract expires and (2) negotiate in good faith a plan with a successor to determine the nature and extent of phase-in, phase-out services required. The plan shall specify a training program and a date for transferring responsibilities for each division of work described in the plan, and shall be subject to the Contracting Officer's approval. The Contractor shall provide sufficient experienced personnel during the phase-in, phase-out period to ensure that the services called for by this contract are maintained at the required level of proficiency.

(c) The Contractor shall allow as many personnel as practicable to remain on the job to help the successor maintain the continuity and consistency of the services required by this contract. The Contractor also shall disclose necessary personnel records and allow the successor to conduct onsite interviews with these employees. If selected employees are agreeable to the change, the Contractor shall release them at a mutually agreeable date and negotiate transfer of their earned fringe benefits to the successor.

(d) The Contractor shall be reimbursed for all reasonable phase-in, phase-out costs (i.e., costs incurred within the agreed period after contract expiration that result from phase-in, phase-out operations) and a fee (profit) not to exceed a prorata portion of the fee (profit) under this contract. (End of clause)

### 3.8.2-17 KEY PERSONNEL AND FACILITIES (JULY 1996)

(a) The personnel and/or facilities as specified below are considered essential to the work being performed hereunder and may, with the consent of the contracting parties, be changed from time to time during the course of the contract.

(b) Prior to removing, replacing, or diverting any of the specified personnel and/or facilities, the Contractor shall notify in writing, and receive consent from, the Contracting Officer reasonably in advance of the action and shall submit justification (including proposed substitutions) in sufficient detail to permit evaluation of the impact on this contract.

(c) No diversion shall be made by the Contractor without the written consent of the Contracting Officer.

(d) The key personnel and/or facilities under this contract are:

Charles Guinn

Ross Ridgeway

[List key personnel and/or facilities]

### 3.8.2-21 KEY - BADGE REQUIREMENTS (AUGUST 1998)

The FAA may issue keys and badges to contractor personnel that require regular access to designated FAA work areas to perform contract work. The contractor shall assure that its personnel do not duplicate keys or use the keys and badges for other than the intended purpose, which would be a violation of security procedures. Upon (1) contract completion, (2) contract termination, or (3) discontinuation of individual contractor personnel under the contract, the contractor shall immediately return the FAA badges and keys. The contractor shall return these items to [CO to insert information here]. In the event the contractor fails to return all keys and badges, the FAA may withhold [CO to insert amount] for each badge or key not returned. If the contractor does not return the badges or keys within 30 days from the date the withholding action was initiated, the contractor shall forfeit the withheld amount.

### 3.9.1-1 Contract Disputes (August 1999)

(a) All contract disputes arising under or related to this contract shall be resolved through the Federal Aviation Administration (FAA) dispute resolution system at the Office of Dispute Resolution for Acquisition (ODRA) and shall be governed by the procedures set forth in 14 C.F.R. Parts 14 and 17, which are hereby incorporated by reference. Judicial review, where available, will be in accordance with 49 U.S.C. 46110 and shall apply only to final agency decisions. A contractor may seek review of a final FAA decision only after its administrative remedies have been exhausted.

(b) The filing of a contract dispute with the ODRA may be accomplished by mail, overnight delivery, hand delivery, or by facsimile. A contract dispute is considered to be filed on the date it is received by the ODRA.

(c) Contract disputes are to be in writing and shall contain:

(1) The contractor's name, address, telephone and fax numbers and the name, address, telephone and fax numbers of the contractor's legal representative(s) (if any) for the contract dispute;

(2) The contract number and the name of the Contracting Officer;

(3) A detailed chronological statement of the facts and of the legal grounds for the contractor's positions regarding each element or count of the contract dispute (i.e., broken down by individual claim item), citing to relevant contract provisions and documents and attaching copies of those provisions and documents;

(4) All information establishing that the contract dispute was timely filed;

(5) A request for a specific remedy, and if a monetary remedy is requested, a sum certain must be specified and pertinent cost information and documentation (e.g., invoices and cancelled checks) attached, broken down by individual claim item and summarized; and

- (6) The signature of a duly authorized representative of the initiating party.
- (d) Contract disputes shall be filed at the following address:  
(1) Office of Dispute Resolution for Acquisition, AGC-70, Federal Aviation Administration, 400 7th Street, S.W., Room 8332, Washington, DC 20590, Telephone: (202) 366-6400, Facsimile: (202) 366-7400; or  
(2) other address as specified in 14 CFR Part 17.
- (e) A contract dispute against the FAA shall be filed with the ODRA within two (2) years of the accrual of the contract claim involved. A contract dispute by the FAA against a contractor (excluding contract disputes alleging warranty issues, fraud or latent defects) likewise shall be filed within two (2) years after the accrual of the contract claim. If an underlying contract entered into prior to the effective date of this part provides for time limitations for filing of contract disputes with the ODRA which differ from the aforesaid two (2) year period, the limitation periods in the contract shall control over the limitation period of this section. In no event will either party be permitted to file with the ODRA a contract dispute seeking an equitable adjustment or other damages after the contractor has accepted final contract payment, with the exception of FAA claims related to warranty issues, gross mistakes amounting to fraud or latent defects. FAA claims against the contractor based on warranty issues must be filed within the time specified under applicable contract warranty provisions. Any FAA claims against the contractor based on gross mistakes amounting to fraud or latent defects shall be filed with the ODRA within two (2) years of the date on which the FAA knew or should have known of the presence of the fraud or latent defect.
- (f) A party shall serve a copy of the contract dispute upon the other party, by means reasonably calculated to be received on the same day as the filing is to be received by the ODRA.
- (g) After filing the contract dispute, the contractor should seek informal resolution with the Contracting Officer.
- (h) The FAA requires continued performance with respect to contract disputes arising under this contract, in accordance with the provisions of the contract, pending a final FAA decision.
- (i) The FAA will pay interest on the amount found due and unpaid from (1) the date the Contracting Officer receives the contract dispute, or (2) the date payment otherwise would be due, if that date is later, until the date of payment. Simple interest on contract disputes shall be paid at the rate fixed by the Secretary of the Treasury that is applicable on the date the Contracting Officer receives the contract dispute and then at the rate applicable for each 6-month period as fixed by the Treasury Secretary until payment is made.
- (j) Additional information and guidance about the ODRA dispute resolution process for contract disputes can be found on the ODRA Website at <http://www.faa.gov>.

### 3.9.1-2 PROTEST AFTER AWARD (August 1997)

- (a) Upon receipt of a notice that a protest has been filed with the FAA Office of Dispute Resolution, or a determination that a protest is likely, the Administrator or his designee may instruct the Contracting Officer to direct the Contractor to stop performance of the work called for by this contract. The order to the Contractor shall be in writing, and shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Upon receipt of the final decision or other resolution of the protest, the Contracting Officer shall either--
- (1) Cancel the stop-work order; or
  - (2) For other than cost-reimbursement contracts, terminate the work covered by the order as provided in the "Default" or the "Termination for Convenience of the Government" clause(s) of this contract; or
  - (3) For cost-reimbursement contracts, terminate the work covered by the order as provided in the "Termination" clause of this contract.

(b) If a stop-work order issued under this clause is canceled either before or after the final resolution of the protest, the Contractor shall resume work. The Contracting Officer shall make for other than cost-reimbursement contracts, an equitable adjustment in the delivery schedule or contract price, or both; and for cost-reimbursement contracts, an equitable adjustment in the delivery schedule, the estimated cost, the fee, or a combination thereof, and in any other terms of the contract that may be affected; and the contract shall be modified, in writing, accordingly, if--

(1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and

(2) The Contractor asserts its right to an adjustment within 30 days after the end of the period of work stoppage; provided, that if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon a proposal submitted at any time before final payment under this contract.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

(e) The Government's rights to terminate this contract at any time are not affected by action taken under this clause.

### 3.1-1 Clauses and Provisions Incorporated by Reference (August 1997)

- 3.1.7-2 Organizational Conflicts of Interest (August 1997)
- 3.2.2.3-1 False Statements in Offers (April 1996)
- 3.2.2.3-30 Termination of Defined Benefit Pension Plans (April 1996)
- 3.2.2.3-32 Waiver of Facilities Capital Cost of Money (April 1996)
- 3.2.2.3-33 Order of Precedence (November 1997)
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- 3.5-2 Notice and Assistance Regarding Patent and Copyright Infringement (April 1996)
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- 3.10.6-1 Termination for Convenience of the Government (Fixed Price) (October 1996)
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- 3.10.6-4 Default (Fixed-Price Supply and Service) (October 1996)
- 3.10.6-7 Excusable Delays (October 1996)

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<u>Attachment</u>	<u>Title</u>	<u>Date</u>	<u>Pages</u>
1.0	Statement of Work (SOW)	7-23-99	13
2.0	U.S. Dept of Labor Wage Determination No. 94-2431 (Revision No. 12)	7-20-1999	9

STATEMENT OF WORK

FOR

ADMINISTRATIVE SUPPORT SERVICES

FOR

MIKE MONRONEY AERONAUTICAL  
CENTER

OKLAHOMA CITY, OKLAHOMA

July 23, 1999

# STATEMENT OF WORK

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# STATEMENT OF WORK

## SECTION 1

### GENERAL

#### 1.1 Scope of Work

The contractor shall furnish all personnel, management, supervision and subcontract items or services as necessary to perform various administrative support services as stated in specific performance work statements for individual task orders. These orders, which will incorporate provisions of the basic contract, will be issued to the contractor as requirements develop. Specific requirements may include but not be limited to the type services and/or skills listed in Section 5. An on-site representative of the contractor will perform supervision. The contract is to be performed using facilities and materials provided by the Government as indicated below.

#### 1.2 Personnel

1.2.1 Project Manager and Assistant Manager. The contractor shall provide a project manager and an assistant project manager who shall be responsible for the performance of the work specified in accordance with the terms and conditions of this contract. The project manager shall have full authority to act for the contractor.

The project manager or assistant project manager shall be on-site during normal working hours at the Mike Monroney Aeronautical Center and available to meet with Government personnel designated as the Federal Aviation Administration (FAA) Contracting Officer Representative (COR) to discuss problem areas. The project manager and assistant project manager shall be able to read, write, speak and understand English fluently.

1.2.2 Contract Personnel Supervision. Adequate day-to-day contractor supervision must be provided and identified for each employee assigned under this contract.

1.2.2.1 FAA personnel will in no way be involved directly in the processes of hiring, selecting/non-selecting, work assignment, work related awards or discipline, approving work schedules/absences, labor-management issues, career planning, or compensation for any individual working or with potential to work on this contract. Any suspected or actual incident of FAA personnel being involved in these processes must be reported to the Contracting Officer.

1.2.2.2 FAA personnel are not authorized to participate in interviews or screening of résumés for the purpose of selecting personal to work on this contract or specific tasks.

1.2.3 Employee Labor Categories. The contractor shall provide employees for the specified categories of labor (Section 5) required for each task to be performed. The contractor shall fill any vacancies within 10 working days after the vacancies occur or task request(s) are officially submitted or provide a written statement to the Contracting officer (CO) or

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COR the reason(s) for not meeting the placement criteria with stated corrective actions to timely meet future employee placements.

1.3 Employee Training. Contract employees assigned to a task under this contract must be fully competent to perform assigned skills. Contractor personnel will not be instructed on-the-job or in classes in basic or generic skills/techniques under this contract. Instruction in organization or site specific procedures will be provided by a hosting organization. Contractor employees may be included in specialized training provided/purchased for government purposes (i.e. change in mission, procedures, and equipment) at the discretion of the user organization and subject to workloads, cost and other FAA considerations.

1.4 Employee qualifications. Individuals will be accepted for assignment under this tasks based collectively on the required qualifications stated in the contract, required by the respective task statement, conforming to industry/government standards and related to the inherent requirements of the work to be done [e.g. ability to communicate, requisite social behavior, personal hygiene, work nights, etc.] In the event that any individual working on this task does not confirm the required qualifications with performance, they will be disqualified for work under the respective task and possibly any work under the contract by written notice from the Contracting Officer.

1.4.1. In advance of employees reporting to the work site, the contractor will furnish to the FAA official responsible for the task, or the Contracting Officer if no other official has been identified, one summary resume' for each position to be filled or replaced on the respective task; giving the proposed employees' education/training, experience, affiliations and other characteristics that relate to requirements/qualifications of the work to be done on the contract/task. The contractor will indicate any factual data (dates, certification, etc.) that has not been independently verified. Any qualification information questioned or requiring verification will be identified to the contractor for action and resubmittal. Concurrence of FAA is required for employees to work during verification or revision of their qualification resume'.

1.4.2 In order to have the best available labor pool available to the contract, potential contract employees may be identified by FAA personnel. Such identifications must not be and should not be construed as recommendations or advance approval for the selection or assignment of those individuals under the contract.

1.5 Quality Control. The contractor shall establish and maintain a complete quality control plan to assure the requirements of the functions are provided as specified. Two copies of the contractor's Government approved Quality Control Plan shall be provided to the CO and the COR not later than two weeks after contract award. Updated copies must be provided to the CO and COR as changes occur.

1.6 Quality Assurance. The Government will evaluate the contractor's performance under each task order in accordance with inspection clauses.

1.7 Task Review Meetings. The project manager or assistant project manager shall be required to meet, at the discretion of the CO or COR, with the CO or COR at anytime during the term of any identified task.

1.8 Physical Security. The contractor shall be responsible for safeguarding all Government property for contractor use. At the close of each work period, Government facilities, equipment, and materials shall be secured.

1.9 Hours of Operations. Contract work is almost exclusively projected to entail a 40-hour workweek, Monday through Friday, between 0600 and 1800 local time, subject to host organizations' work rules. FAA requires a 30-minute minimum meal break for six hours or more work. Specific tasks may require variations from the normal work times and may require or allow less than a 40-hour workweek.

1.9.1 Overtime Directed by the Government. Overtime may be necessary on occasion as requested by the CO or COR. Overtime will be authorized only when directed by the Government and only when absolutely necessary to meet work requirements, not failure to meet schedules or availability of personnel.

1.9.2 Overtime Requested by the Contractor. In the event the contractor deems overtime necessary to meet work requirements, the contractor shall submit a written request to the CO or COR for the payment of overtime. The request shall identify in detail what service requires overtime, how many work-hours are required, and for what segment of the organization the work is being performed. All requests by the contractor for overtime shall be approved in writing by the Contracting Officer before any overtime is allowed.

1.10 Observance of Legal Holidays and Facility Closures. Contractor shall normally not be required or allowed to work when their assigned facility is on holiday or closed. During such periods, the contractor will not be compensated for labor hours without 1) advanced direction by the CO or COR or 2) the work being a response to a Government emergency. Following is a list of U.S. Federal holidays and reasons for facility closures:

- a. New Year's Day, January 1
- b. Martin Luther King's birthday, the third Monday in January
- c. President's Day, the last Monday in February
- d. Memorial Day, the last Monday in May
- e. Independence Day, July 4
- f. Labor Day, the first Monday in September
- g. Columbus Day, the second Monday in October
- h. Veteran's Day, November 11
- i. Thanksgiving Day, the fourth Thursday in November
- j. Christmas Day, December 25
- k. Any other day/time designated by Federal statute, executive order, or Presidential Proclamation
- l. Adverse weather conditions or national emergencies may require the Center to close.

1.11 Employee Identification. Contract personnel shall be issued a contractor identification card identifying them as a contractor employee. The identification cards shall be worn while performing services under this contract.

1.12 Travel. Travel may be required on some tasks. The provisions of the Federal Travel Regulations as prescribed and issued by the General Services Administration (Order DOT 1500.6A), will be used as a guideline for establishing allowable reimbursement costs for travel.

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Services Administration (Order DOT 1500.6A), will be used as a guideline for establishing allowable reimbursement costs for travel.

1.13 Phase-in Plan. It is essential to the Government that services currently being performed are continued without interruption. Consequently, it is imperative that transition from incumbent contractor to follow-on contractor be accomplished in a well-planned, orderly and efficient manner to bringing the new work force to full contract performance. See Section H, contract clauses H.8- Phase-In, H.10 Transition Requirements, and AMS Clause 3.8.2-11, Continuity of Services, referenced in Section I of the Contract.

1.14 Phase-Out Activities. At the conclusion of any performance period, including option periods or extensions, the services provided under this contract may be awarded to another contractor. The contractor in place shall be required to assist in the phase-in activities. See Section H, contract clauses H.8- Phase-In, H.10 Transition Requirements, and AMS Clause 3.8.2-11, Continuity of Services, referenced in Section I of the Contract.

## 2.0 SECTION --DEFINITIONS

### 2.1 STANDARD DEFINITIONS

2.1.1 Quality Assurance. Those actions taken by the Government to assure services meet the requirements of the PWS.

2.1.2 Quality Control. Those actions taken by the contractor to control the performance of services so that they meet the requirements of each tasks PWS.

2.1.3 Contracting Officer (CO). The person authorized to act on behalf of the Government to negotiate and award contracts and modifications thereto, and to administer contracts through completion or termination. Except for certain limited authority delegated by the CO to a technical representative, the CO is the only individual with the authority to direct the work of the contractor.

2.1.4 Contracting Officer Representative (COR). The authorized Government representative(s) acting within the limits of there delegated authority for management of specific projects or functional activities. Separate tasks or subtasks may have specific CORs with specific delegations.

## 3.0 GOVERNMENT FURNISHED PROPERTY AND SERVICES

3.1 General. The Government shall provide, without cost, the facilities, equipment, materials and/or services listed below.

3.1 Property. none

3.1.1 Facilities. The Government shall provide facilities at the Mike Monroney Aeronautical Center (MMAC), 6500 South MacArthur Boulevard, Oklahoma city, Oklahoma 73125, or other local Government leased/owned facilities.

3.1.1.1 The on-site management staff shall be provided suitable, unfurnished, facilities at the MAC.

3.1.1.2 Contractor employees shall be provided a suitable working environment (e.g., desk, chair, etc.) at FAA facilities as required to perform services for each task.

3.1.2 Equipment. The Government shall furnish the contractor access to appropriate equipment required to perform services for each task.

3.1.3 Materials. The Government shall furnish the following:

3.1.3.1 Basic reference manuals and any revisions, updates, and changes thereto for use by the contractor.

3.1.3.2 Administrative supplies required in the performance of tasks.

4.0--CONTRACTOR FURNISHED ITEMS AND SERVICES

4.1 General. The contractor shall furnish personnel, services management and supervision to perform each task.

5.0--LABOR CATEGORIES (See Appendix A and B to SOW)

Appendix A to Statement of Work  
LABOR CATEGORY/SKILLS

Employee class	Gov. Equivalency	DOL Occupational Code
2.0 Word Processor I	GS-4	01611
3.0 Word Processor II	GS-5	01612
4.0 Word Processor III	GS-6	01613
5.0 Computer Operator I	GS-5	03041
6.0 Computer Operator II	GS-6	03042
7.0 Computer Operator III	GS-7	03043
8.0 Key Entry Operator I	GS-4	01131
9.0 Key Entry Operator II	GS-5	01132
10.0 General Clerk I	GS-3	01115
11.0 General Clerk II	GS-4	01116
12.0 General Clerk III,	GS-5	01117
13.0 General Clerk IV	GS-6	01118
14.0 Training Program Assistant I	GS-6	01121
15.0 Training Program Assistant II	GS-7	01122
16.0 Training Program Assistant III	GS-8	01123
17.0 Training Program Assistant IV	GS-9	01124
18.0 Instructor	GS-9	29160
19.0 Computer Based Training Specialist	GS-9	29035
20.0 Technical Writer I	GS-10	29481
21.0 Technical Writer II	GS-11	29482
22.0 Technical Writer III	GS-12	29483
23.0 Administrative Assistant I	GS-3	01265
24.0 Administrative Assistant II	GS-4	01266
25.0 Administrative Assistant III	GS-5	01267
26.0 Administrative Assistant IV	GS-6	01268
27.0 Switchboard Operator	GS-3	01460
28.0 Supply Technician	GS-7	01400
29.0 Receptionist	GS-4	01460
30.0 Administrative Analysts	GS-4	01125
31.0 Administrative Analysts II	GS-5	01126
32.0 Drafter I	GS-3	29061
33.0 Drafter II	GS-4	29062
34.0 Drafter III	GS-5	29063
35.0 Drafter IV	GS-7	29064
36.0 Peripheral Equipment Operator	GS-4	03160
37.0 Duplication/Office Machine Oper.	GS-3	01090
38.0 Document Preparation Clerk	GS-3	01060
39.0 Film/Tape Librarian	GS-4	01110
40.0 Mail Clerk	GS-3	01140
41.0 Supply Technician	GS-7	01400
42.0 Computer Data Librarian I	GS-4	03010
43.0 Computer Data Librarian I	GS-5	03011
44.0 Inspector I	GS-5	99240
45.0 Inspector II	GS-6	99241
46.0 Inspector III	GS-7	99240
47.0 Inspector IV	GS-9	99241
48.0 Personnel Coordinator	GS-6	01315
49.0 Hotline Analyst I	GS-8	99245
50.0 Hotline Analyst II	GS-9	99246
51.0 RESERVED		
52.0 RESERVED		
53.0 RESERVED		
54.0 Task Supervisor I	GS-9	
55.0 Task Supervisor II	GS-11	
56.0 Task Supervisor III	GS-12	
57.0 Task Supervisor IV	GS-13	

**Appendix B to Statement of Work  
LABOR CATEGORY/DEFINITIONS of SKILLS**

The labor categories below are not contained in the SCA Handbook of Occupations nor are they included in the current DOL Wage Determination. Conformance procedures have been issued on some but not all. Some have been described in general terms as the detail job requirements are not known at this time. Some will require formal conformances done when the details are fully known. These conformances will be required to be written by the contractor, and provided to the contracting officer for processing with DOL.

**Administrative Assistant -General**

Based on Level of Administrative Assistant's Responsibility (LR).

This factor evaluates the nature of the work relationship between the administrative assistant and the functions being accomplished and staff and the extent to which the administrative Assistant is expected to exercise initiative and judgment. Administrative Assistants should be matched at the level best describing their level of responsibility. When a position's duties span more than one LR level, the introductory paragraph at the beginning of each LR level should be used to determine which of the levels best matches the position. (Typically, Administrative Assistants performing at the higher levels of responsibility also perform duties described at the lower levels.)

Excludes performing any of the following duties:

Acts as office manager for the organization, e.g., determines when new procedures are needed for changing situations and devises and implements alternatives; revises or clarifies procedures to eliminate conflict or duplication; identifies and resolves various problems that affect the orderly flow of work in transactions with parties outside the organization. Perform Time & Attendance responsibilities for Government employees.

**01265—Administrative Assistant-1**

Carries out recurring task function procedures independently. Selects the guideline or reference, which fits the specific case. Receives assignment from lead or supervisor. Lead or Supervisor provides specific instructions on new assignments and checks completed work for accuracy. Performs varied duties including or comparable to the following:

- Responds to routine telephone requests, which have standard answers; refers calls and visitors to appropriate staff or functional point of contact. Controls mail and assures timely staff response; may send form letters;
- Schedules appointments, and arranges for meeting rooms for functional staff members;
- Reviews materials prepared for higher graded personnel for typographical accuracy and proper format;
- Maintains recurring task internal reports, office equipment listings, correspondence controls, and training plans;
- Requisitions supplies, printing, maintenance, or other services. Establishes and maintains office files.

**01266—Administrative Assistant-2**

Handles differing functional situations, problems, and deviations in the work according to the general instructions, priorities, duties, policies, and program goals. Receives assignment from lead or supervisor. Lead or supervisor may assist with special assignments. Duties include or are comparable to the following:

- Personally responds to requests for information concerning procedures; determines which requests should be handled by, appropriate staff member or other offices.
- Schedules tentative appointments without prior clearance. Makes arrangements for conferences and meetings and assembles established background materials, as directed. May attend meetings and record and report on the proceedings;
- Reviews outgoing materials and correspondence for internal consistency and conformance with functional task procedures; assures that proper clearances have been obtained, when needed;
- Collects information from the files or staff for routine inquiries on program(s) or periodic reports. Refers nonroutine requests to appropriate functional area;
- Coordinates personnel and administrative forms for the office and forwards for processing.

### 01267—Administrative Assistant-3

Uses greater judgment and initiative to determine the approach or action to take in nonroutine situations. Interprets and adapts guidelines, including unwritten policies, precedents, and practices, which are not always completely applicable to changing situations. Receives assignment from lead or supervisor. Duties include or are comparable to the following:

Based on a non-technical administrative knowledge of the task function, composes correspondence or makes recommendations about administrative matters and general office policies;

Anticipates and prepares materials needed by the task function for conferences, correspondence, appointments, meetings, telephone calls, etc., and informs lead or supervisor on matters to be considered;

Reads publications, regulations, and directives and takes action or refers those that are important to the function/task;

Prepares special or one-time reports, summaries, or replies to inquiries, selecting relevant information from a variety of sources such as reports, documents, correspondence, etc., under general directions;

Advises subordinate on new procedures; requests information needed from the subordinate office(s) for periodic or special conferences, reports, inquiries, etc.

### 01268—Administrative Assistant-4

Handles a wide variety of situations and conflicts involving administrative functions of the task. The Administrative Assistant may participate in developing the work timetables in support of completion of a task. Receives assignment from lead or supervisor. Duties include or are comparable to the following:

Composes correspondence requiring some understanding of both administrative and technical matters;

On own initiative, arranges for member to represent organization at conferences and meetings, establishes appointment priorities, or reschedules or refuses appointments or invitations;

Reads outgoing correspondence and alerts writers to any conflict with the file or departure from policies or functional viewpoints; gives advice to resolve the problems;

Summarizes the content of incoming materials, specially gathered information, or meetings to assist in meeting task requirements; coordinates the new information with background sources; draws attention to important parts or conflicts;

Ensures that requests for action or information are relayed to the appropriate task member; as needed, interprets request and helps implement action; makes sure that information is furnished in timely manner; may function as functional lead.

Prepares agenda for conferences; explains discussion topics to participants; drafts introductions and develops background information and prepares outlines for staff member(s) to use in writing speeches.

### 29480 TECHNICAL WRITER-I

Develops, writes, and edits material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment. Receives assignment from lead or supervisor. Observes production, developmental, and experimental activities to determine operating procedure and detail. Interviews production and engineering personnel and reads journals, reports, and other material to become familiar with product technologies and production methods. Reviews manufacturer's and trade catalogs, drawings and other data relative to operation, maintenance, and service of equipment. Studies blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail. Organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology. Reviews published materials and recommend revisions or changes in scope, format, content, and methods of reproduction and binding. May maintain records and files of work and revisions. May select photographs, drawings, sketches, diagrams, and charts to illustrate material. May assist in laying out material for publication. May arrange for typing, duplication and distribution of material. May write speeches, articles, and public or employee relation releases. May edit, standardize, or make changes to material prepared by other writers or plant personnel. May specialize in writing material regarding work methods and procedures.

### 29482— TECHNICAL WRITER II (compare to Tech Writer I but with non-technical subject matter expertise.)

Duties are the same as above with this position requiring a non-technical subject matter expert. Receives assignment from lead or supervisor. This position requires administrative expertise such as legal procedures, rules, regulations, record

systems, automation, human factors, testing, quality assurance, instructional and procedural manuals, and illustration/graphics, etc.. Receives assignment from lead or supervisor.

**29483 TECHNICAL WRITER III** (Compare to Tech Writer I but with both non-technical and technical subject matter expertise.)

Duties are the same as I and II above with this position requiring additional technical subject matter expertise. Receives assignment from lead or supervisor. This position requires technical expertise in engineering such as electrical, structural, mechanical engineering, aviation/aeronautical systems, medical qualification requirements, computer imaging, computer systems, etc. Receives assignment from lead or supervisor.

**Administrative Analyst**

The labor category of Administrative Analyst is not contained in the SCA Handbook of Occupations nor is it included in the current DOL Wage Determination. This category currently utilized and has a negotiated rate under contract DTFA-02-94-D-94318. This position is currently in the process of being conformed. The work falls between the General Clerk III and the General Clerk IV labor categories in the Handbook of Occupations. It is estimated that approximately 75 percent of the work performed is in the higher wage category. [The conformed Administrative Analyst rate is \$13.38\*].

\*NOTE: From the DOL Wage Determination 94-2431, Revision 10, dated June 1, 1998.

**01125 Administrative Analyst-I**

Uses some subject-matter knowledge and judgement to complete assignments consisting of numerous steps that vary in nature and sequence. Receives assignment from lead or supervisor. Selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Requires using a personal computer, provide assistance to the lead or supervisor in special programs and functions.

Develop, revise, edit, and updates computer spreadsheets used in tracking data, delivery orders, and purchase requests.

Develop, revise, edit, and update data summary reports.

Revise, edit and update purchase requests and delivery order continuation forms.

Verification of contractor invoices.

Type Speed Memos, and supplemental pages to those requests, letters, etc., as needed for normal conduct of work.

Perform, as needed, supervisory functions required by the contract for contract personnel employed by the Division.

Works in a "team" environment and provides assistance and guidance to fellow team members. promptly and willingly. Serves in other teams or branches as directed and requested on an as needed basis. Work assignments in other areas will be directed and coordinated by the contract personnel only.

**01121 Training Program Assistant**

The labor category of Training Program Assistant Level I, is not contained in the SCA Handbook of Occupations nor is it included in the current DOL Wage Determination. This category is currently utilized and has a negotiated rate under contract DTFA-02-94-D-94318. This position is currently in the process of being conformed. The work falls between the General Clerk III and the General Clerk IV labor categories in the Handbook of Occupations. It is estimated that approximately 75 percent of the work performed is in the higher wage category. The conformed Administrative Analyst rate is \$13.38\*.

\*NOTE: From the DOL Wage Determination 94-2431, Revision 10, dated June 1, 1998.

**01121—Training Program Assistant Level I**

Perform a wide range of duties including typing, filing, telephone/reception etiquette, and has ability to comprehend and comply with government regulations. Receives assignment from lead or supervisor. Must have knowledge of the seminars conducted by AFS-600 to assist applicant with enrollment in the proper seminars. Must have ability to brief caller on subject

matter for each seminar conducted and area where seminars are to be conducted and assist applicant with selected area that will best serve the applicant's travel requirements. Operate a computer to input material and produce finished products.

Input and

manipulate data utilizing MS Excel spreadsheets and MS Access database management system. The duties include being responsible for insuring the correctness of data, format, spelling, punctuation, and grammar of all material typed. Use of agency directives, correspondence manuals, travel manuals, desk procedures, and precedent procedures in deterring matters concerning form and format of material. Duties will include participation in the further development and operation of the various databases. Will be required to ensure that the accounting of the database system and maintenance of it so as to meet all Government regulations pertaining to subject matter expertise for various systems.

01122--Training Program Assistant Level II (compare to Training Program Assistant Level I-requiring additional non-technical subject matter expertise.)

Duties are the same as Training Program Assistant Level I above with this position having non-technical subject matter expertise. This position requires training expertise in legal issues/procedures, rules, regulations, record systems, automation, human factors, testing, instructional and procedural manuals. Receives assignment from lead or supervisor.

01123--Training Program Assistant Level III (compare to Training Program Assistant Level I-requiring technical subject matter expertise.)

Duties are the same as Training Program Assistant Level I and II above with this position having additional technical subject matter expertise. This position requires subject matter expertise in training in various technical fields in engineering such as electrical, structural, mechanical engineering, aviation/aeronautical systems, medical qualification requirements, computer imaging, computer systems, automation, human factors, testing, instructional and procedural manuals. Receives assignment from lead or supervisor.

01124--Training Program Assistant Level IV (compare to Training Program Assistant Level I-requiring both non-technical and technical subject matter expertise.)

Duties are the same as Training Program Assistant Level I, II, and III above, with this position having additional technical subject matter expertise. This position requires subject matter expertise in both non-technical and technical training in various technical fields in engineering such as electrical, structural, mechanical engineering, aviation/aeronautical systems, medical qualification requirements, computer imaging, computer systems, automation, human factors, testing, instructional and procedural manuals. May function as lead or supervisor. Provides guidance, instruction, and help to lower grades.

#### 99240 INSPECTOR

Examines any of a variety of goods, services or operations for conformity to established quality, health, safety, legal, business, ethical or other standards, by performing any combination of the following duties. Examines raw materials for quality, and manufactured items for defects and for conformance to specifications, visually and using sample models and instruments, such as, scales, gauges, templates, calipers and micrometers. Verifies that established standards are maintained relative to such matters as food-growing, processing and marketing; product-packaging; storage and transportation methods; building and facilities; and business practices, operations and services. Affixes seals or tags to approved items, issues or revokes licenses and permits or ascertains that licenses and permits have been obtained and are displayed. Confers with officials, interprets regulations and codes, and assists establishments in altering methods and practices to meet established standards. Investigates complaints and violations, prepares reports of findings and action taken or recommended, files charges and testifies in court. Recommends changes in standards, administrative procedures, facilities, methods, and practices.

#### 99241 INSPECTOR I

Duties are the same as Inspector above with this position having additional technical subject matter expertise. This position requires subject matter expertise in training in various technical fields in engineering such as electrical, structural, mechanical engineering, aviation/aeronautical systems, medical qualification requirements, computer imaging, computer records systems, automation, human factors, testing, instructional and procedural manuals etc. Receives assignment from lead or supervisor.

**03011--COMPUTER DATA LIBRARIAN I**

Maintains database information of media (tapes, disks, cards, cassettes, forms) used for automatic data processing applications and equipment. Classifies, catalogs, transcribes, and stores data items in accordance with standardized system. Issues media for processing on request. Updates and maintains records received, stored, issued, and returned. Examines returned media for damage or excessive wear to determine if they need replacing. May make minor repairs to damaged tapes.

**03012--COMPUTER DATA LIBRARIAN II**

Duties are the same as above with this position requiring non-technical subject matter expert. Receives assignment from lead or supervisor. This position requires administrative expertise such as legal procedures, rules, regulations, record systems, automation, human factors, testing, quality assurance, instructional and procedural manuals, and illustration/graphics, etc.. Receives assignment from lead or supervisor. Maintains database information of media (tapes, disks, cards, cassettes, forms) used for automatic data processing applications and equipment. Classifies, catalogs, transcribes, and stores data items in accordance with standardized system. Issues media for processing on request. Updates and maintains records received, stored, issued, and returned. Examines returned media for damage or excessive wear to determine if they need replacing. May make minor repairs to damaged tapes.

**99245--HOTLINE ANALYSTS-I**

Duties require a functional knowledge expertise specific to the area requiring the HOTLINE. . Receives assignment from lead or supervisor. Duties will require personnel to maintain currency on areas such as various computer hardware and associated systems software, various application software, regulations, laws, procedures, data base systems, administrative procedures, certification requirements and forms submission, logging, tracking, problem resolutions, problem referrals, good communication skills and be knowledgeable of the FAA and its organizations and policies as it relates to the subject matter expertise required for the functional knowledge of a specific subject matter expertise.

**99246--HOTLINE ANALYSTS-II**

Duties require a general functional knowledge expertise specific to the area requiring the HOTLINE. Duties will require personnel to maintain currency on various computer hardware and associated systems software, various application software, regulations, laws, procedures, data base systems, administrative procedures, certification requirements and forms submission, logging, tracking, problem resolutions, problem referrals, good communication skills and be knowledgeable of the FAA and its organizations and policies as it relates to the subject matter expertise required for the functional knowledge of a specific subject matter expertise. Responsible for training lower graded analysts.

REGISTER OF WAGE DETERMINATION UNDER  
THE SERVICE CONTRACT ACT

By direction of the Secretary of Labor

U.S. DEPARTMENT OF LABOR  
EMPLOYMENT STANDARDS ADMINISTRATION  
WAGE AND HOUR DIVISION  
Washington, D.C. 20210

Wage Determination No.: 94-2431

Revision No.: 12

Date of Last Revision: 07/20/1999

Division of Wage Determinations

State(s): Oklahoma

Areas: Oklahoma COUNTIES OF Alfalfa, Atoka, Beckham, Blaine, Bryan, Caddo, Canadian, Carter, Cleveland, Coal, Custer, Dewey, Ellis, Garfield, Garvin, Grady, Grant, Harper, Hughes, Johnston, Kingfisher, Lincoln, Logan, Love, McClain, Major, Marshall, Murray, Noble, Oklahoma, Payne, Pontotoc, Pottawatomie, Roger Mills, Seminole, Washita, Woods, Woodward

\*\* Fringe Benefits Required For All Occupations Included In  
This Wage Determination Follow The Occupational Listing \*\*

OCCUPATION CODE AND TITLE	MINIMUM HOURLY WAGE
<b>Administrative Support and Clerical Occupations:</b>	
01011 Accounting Clerk I	\$ 8.91
01012 Accounting Clerk II	\$ 9.81
01013 Accounting Clerk III	\$ 12.57
01014 Accounting Clerk IV	\$ 16.80
01030 Court Reporter	\$ 11.90
01050 Dispatcher, Motor Vehicle	\$ 13.00
01060 Document Preparation Clerk	\$ 8.91
01070 Messenger (Courier)	\$ 9.17
01090 Duplicating Machine Operator	\$ 8.91
01110 Film/Tape Librarian	\$ 9.55
01115 General Clerk I	\$ 8.41
01116 General Clerk II	\$ 9.11
01117 General Clerk III	\$ 11.54
01118 General Clerk IV	\$ 16.62
01120 Housing Referral Assistant	\$ 14.45
01131 Key Entry Operator I	\$ 8.41
01132 Key Entry Operator II	\$ 9.54
01191 Order Clerk I	\$ 7.82
01192 Order Clerk II	\$ 10.80
01261 Personnel Assistant (Employment) I	\$ 10.06
01262 Personnel Assistant (Employment) II	\$ 10.98
01263 Personnel Assistant (Employment) III	\$ 13.69
01264 Personnel Assistant (Employment) IV	\$ 15.87
01270 Production Control Clerk	\$ 14.98
01290 Rental Clerk	\$ 10.00
01300 Scheduler, Maintenance	\$ 10.00
01311 Secretary I	\$ 10.00
01312 Secretary II	\$ 12.46
01313 Secretary III	\$ 14.45
01314 Secretary IV	\$ 16.24
01315 Secretary V	\$ 17.20
01320 Service Order Dispatcher	\$ 10.43
01341 Stenographer I	\$ 8.50
01342 Stenographer II	\$ 9.55
01400 Supply Technician	\$ 16.24
01420 Survey Worker (Interviewer)	\$ 11.90

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01460 Switchboard Operator-Receptionist	\$ 8.45
01510 Test Examiner	\$ 12.46
01520 Test Proctor	\$ 12.46
01531 Travel Clerk I	\$ 8.36
01532 Travel Clerk II	\$ 8.78
01533 Travel Clerk III	\$ 9.20
01611 Word Processor I	\$ 7.37
01612 Word Processor II	\$ 8.83
01613 Word Processor III	\$ 9.58

**Automatic Data Processing Occupations:**

03010 Computer Data Librarian	\$ 7.80
03041 Computer Operator I	\$ 8.00
03042 Computer Operator II	\$ 9.85
03043 Computer Operator III	\$ 13.20
03044 Computer Operator IV	\$ 14.28
03045 Computer Operator V	\$ 15.83
03071 Computer Programmer I 1/	\$ 15.23
03072 Computer Programmer II 1/	\$ 17.47
03073 Computer Programmer III 1/	\$ 21.60
03074 Computer Programmer IV 1/	\$ 25.12
03101 Computer Systems Analyst I 1/	\$ 20.08
03102 Computer Systems Analyst II 1/	\$ 22.47
03103 Computer Systems Analyst III 1/	\$ 25.78
03160 Peripheral Equipment Operator	\$ 8.97

**Automotive Service Occupations:**

05005 Automobile Body Repairer, Fiberglass	\$ 15.11
05010 Automotive Glass Installer	\$ 13.60
05040 Automotive Worker	\$ 13.60
05070 Electrician, Automotive	\$ 14.36
05100 Mobile Equipment Servicer	\$ 12.12
05130 Motor Equipment Metal Mechanic	\$ 15.11
05160 Motor Equipment Metal Worker	\$ 13.60
05190 Motor Vehicle Mechanic	\$ 15.11
05220 Motor Vehicle Mechanic Helper	\$ 11.35
05250 Motor Vehicle Upholstery Worker	\$ 12.86
05280 Motor Vehicle Wrecker	\$ 13.60
05310 Painter, Automotive	\$ 14.36
05340 Radiator Repair Specialist	\$ 13.60
05370 Tire Repairer	\$ 12.12
05400 Transmission Repair Specialist	\$ 15.11

**Food Preparation and Service Occupations:**

07010 Baker	\$ 8.73
07041 Cook I	\$ 7.26
07042 Cook II	\$ 8.73
07070 Dishwasher	\$ 6.38
07100 Food Service Worker (Cafeteria Worker)	\$ 6.28
07130 Meat Cutter	\$ 10.04
07250 Waiter/Waitress	\$ 6.52

**Furniture Maintenance and Repair Occupations:**

09010 Electrostatic Spray Painter	\$ 14.36
09040 Furniture Handler	\$ 10.18
09070 Furniture Refinisher	\$ 14.36
09100 Furniture Refinisher Helper	\$ 11.35
09110 Furniture Repairer, Minor	\$ 12.86
09130 Upholsterer	\$ 14.36

**General Service and Support Occupations:**

11030 Cleaner, Vehicles	\$ 6.88
11060 Elevator Operator	\$ 7.07
11090 Gardener	\$ 8.86
11121 Housekeeping Aide I	\$ 6.27
11122 Housekeeping Aide II	\$ 7.07
11150 Janitor	\$ 7.07
11210 Laborer, Grounds Maintenance	\$ 7.45
11240 Maid or Houseman	\$ 6.27
11270 Pest Controller	\$ 9.48
11300 Refuse Collector	\$ 7.07
11330 Tractor Operator	\$ 8.31
11360 Window Cleaner	\$ 7.50

**Health Occupations:**

12020 Dental Assistant	\$ 9.84
12040 Emergency Medical Technician/Paramedic Ambulance Driver	\$ 11.19
12071 Licensed Practical Nurse I	\$ 9.00
12072 Licensed Practical Nurse II	\$ 10.11
12073 Licensed Practical Nurse III	\$ 11.32
12100 Medical Assistant	\$ 9.93
12130 Medical Laboratory Technician	\$ 10.11
12160 Medical Record Clerk	\$ 9.77
12190 Medical Record Technician	\$ 12.18
12221 Nursing Assistant I	\$ 6.38
12222 Nursing Assistant II	\$ 7.18
12223 Nursing Assistant III	\$ 7.83
12224 Nursing Assistant IV	\$ 8.79
12250 Pharmacy Technician	\$ 10.96
12280 Phlebotomist	\$ 10.11
12311 Registered Nurse I	\$ 14.01
12312 Registered Nurse II	\$ 17.14
12313 Registered Nurse II, Specialist	\$ 17.14
12314 Registered Nurse III	\$ 20.73
12315 Registered Nurse III, Anesthetist	\$ 20.73
12316 Registered Nurse IV	\$ 24.85

**Information and Arts Occupations:**

13002 Audiovisual Librarian	\$ 15.93
13011 Exhibits Specialist I	\$ 14.28
13012 Exhibits Specialist II	\$ 15.79
13013 Exhibits Specialist III	\$ 19.71
13041 Illustrator I	\$ 14.28
13042 Illustrator II	\$ 15.79
13043 Illustrator III	\$ 19.71
13047 Librarian	\$ 15.48
13050 Library Technician	\$ 10.70
13071 Photographer I	\$ 10.59
13072 Photographer II	\$ 13.07
13073 Photographer III	\$ 15.79
13074 Photographer IV	\$ 19.71
13075 Photographer V	\$ 22.62

**Laundry, Drycleaning, Pressing and Related Occups:**

15010 Assembler	\$ 5.83
15030 Counter Attendant	\$ 5.83
15040 Dry Cleaner	\$ 7.73
15070 Finisher, Flatwork, Machine	\$ 5.83

15090 Presser, Hand	\$ 5.83
15100 Presser, Machine, Drycleaning	\$ 5.83
15130 Presser, Machine, Shirts	\$ 5.83
15160 Presser, Machine, Wearing Apparel, Laundry	\$ 5.83
15190 Sewing Machine Operator	\$ 8.30
15220 Tailor	\$ 8.68
15250 Washer, Machine	\$ 6.38

**Machine Tool Operation and Repair Occupations:**

19010 Machine-Tool Operator (Toolroom)	\$ 14.36
19040 Tool and Die Maker	\$ 19.52

**Materials Handling and Packing Occupations:**

21010 Fuel Distribution System Operator	\$ 13.55
21020 Material Coordinator	\$ 14.05
21030 Material Expediter	\$ 14.05
21040 Material Handling Laborer	\$ 10.58
21050 Order Filler	\$ 11.34
21071 Forklift Operator	\$ 11.07
21080 Production Line Worker (Food Processing)	\$ 11.07
21100 Shipping/Receiving Clerk	\$ 10.21
21130 Shipping Packer	\$ 10.21
21140 Store Worker I	\$ 9.69
21150 Stock Clerk (Shelf Stocker; Store Worker II)	\$ 11.59
21210 Tools and Parts Attendant	\$ 11.07
21400 Warehouse Specialist	\$ 11.07

**Mechanics and Maintenance and Repair Occupations:**

23010 Aircraft Mechanic	\$ 15.11
23040 Aircraft Mechanic Helper	\$ 11.35
23050 Aircraft Quality Control Inspector	\$ 15.88
23060 Aircraft Servicer	\$ 12.86
23070 Aircraft Worker	\$ 13.60
23100 Appliance Mechanic	\$ 14.36
23120 Bicycle Repairer	\$ 12.12
23125 Cable Splicer	\$ 17.38
23130 Carpenter, Maintenance	\$ 14.36
23140 Carpet Layer	\$ 13.60
23160 Electrician, Maintenance	\$ 15.49
23181 Electronics Technician, Maintenance I	\$ 12.57
23182 Electronics Technician, Maintenance II	\$ 18.91
23183 Electronics Technician, Maintenance III	\$ 21.21
23260 Fabric Worker	\$ 12.86
23290 Fire Alarm System Mechanic	\$ 15.11
23310 Fire Extinguisher Repairer	\$ 12.12
23340 Fuel Distribution System Mechanic	\$ 15.11
23370 General Maintenance Worker	\$ 13.60
23400 Heating, Refrigeration and Air-Conditioning Mechanic	\$ 15.11
23430 Heavy Equipment Mechanic	\$ 15.11
23440 Heavy Equipment Operator	\$ 15.11
23460 Instrument Mechanic	\$ 16.44
23470 Laborer	\$ 8.13
23500 Locksmith	\$ 14.36
23530 Machinery Maintenance Mechanic	\$ 15.00
23550 Machinist, Maintenance	\$ 15.11
23580 Maintenance Trades Helper	\$ 11.35
23640 Millwright	\$ 15.69
23700 Office Appliance Repairer	\$ 14.36
23740 Painter, Aircraft	\$ 14.36
23760 Painter, Maintenance	\$ 14.36

23790 Pipefitter, Maintenance	\$ 15.81
23800 Plumber, Maintenance	\$ 15.03
23820 Pneudraulic Systems Mechanic	\$ 15.11
23850 Rigger	\$ 15.11
23870 Scale Mechanic	\$ 13.60
23890 Sheet-Metal Worker, Maintenance	\$ 15.11
23910 Small Engine Mechanic	\$ 13.60
23930 Telecommunications Mechanic I	\$ 17.38
23931 Telecommunications Mechanic II	\$ 18.26
23950 Telephone Lineman	\$ 17.38
23960 Welder, Combination, Maintenance	\$ 15.11
23965 Well Driller	\$ 15.11
23970 Woodcraft Worker	\$ 15.11
23980 Woodworker	\$ 12.12

**Personal Needs Occupations:**

24570 Child Care Attendant	\$ 8.13
24580 Child Care Center Clerk	\$ 11.65
24600 Chore Aide	\$ 5.81
24630 Homemaker	\$ 12.95

**Plant and System Operation Occupations:**

25010 Boiler Tender	\$ 15.11
25040 Sewage Plant Operator	\$ 14.36
25070 Stationary Engineer	\$ 16.62
25190 Ventilation Equipment Tender	\$ 11.35
25210 Water Treatment Plant Operator	\$ 14.36

**Protective Service Occupations:**

27004 Alarm Monitor	\$ 9.25
27006 Corrections Officer	\$ 12.19
27010 Court Security Officer	\$ 12.52
27040 Detention Officer	\$ 12.19
27070 Firefighter	\$ 10.54
27101 Guard I	\$ 7.51
27102 Guard II	\$ 11.01
27130 Police Officer	\$ 13.33

**Stevedoring/Longshoreman Occupational Services:**

28010 Blocker and Bracer	\$ 15.26
28020 Hatch Tender	\$ 13.27
28030 Line Handler	\$ 13.27
28040 Stevedore I	\$ 14.43
28050 Stevedore II	\$ 16.11

**Technical Occupations:**

29010 Air Traffic Control Specialist, Center 2/	\$ 24.90
29011 Air Traffic Control Specialist, Station 2/	\$ 17.17
29012 Air Traffic Control Specialist, Terminal 2/	\$ 18.91
29023 Archeological Technician I	\$ 11.54
29024 Archeological Technician II	\$ 12.91
29025 Archeological Technician III	\$ 15.98
29030 Cartographic Technician	\$ 16.07
29035 Computer Based Training (CBT) Specialist/Instructor	\$ 21.02
29040 Civil Engineering Technician	\$ 15.79
29061 Drafter I	\$ 10.22
29062 Drafter II	\$ 11.81
29063 Drafter III	\$ 15.57

29064 Drafter IV	\$ 18.17
29081 Engineering Technician I	\$ 12.12
29082 Engineering Technician II	\$ 15.18
29083 Engineering Technician III	\$ 16.68
29084 Engineering Technician IV	\$ 21.60
29085 Engineering Technician V	\$ 24.93
29086 Engineering Technician VI	\$ 28.61
29090 Environmental Technician	\$ 16.45
29100 Flight Simulator/Instructor (Pilot)	\$ 25.65
29150 Graphic Artist	\$ 18.28
29160 Instructor	\$ 19.09
29210 Laboratory Technician	\$ 11.82
29240 Mathematical Technician	\$ 18.16
29361 Paralegal/Legal Assistant I	\$ 11.90
29362 Paralegal/Legal Assistant II	\$ 15.51
29363 Paralegal/Legal Assistant III	\$ 18.97
29364 Paralegal/Legal Assistant IV	\$ 22.96
29390 Photooptics Technician	\$ 18.98
29480 Technical Writer	\$ 19.77
29491 Unexploded Ordnance Technician I	\$ 15.87
29492 Unexploded Ordnance Technician II	\$ 19.20
29493 Unexploded Ordnance Technician III	\$ 23.01
29494 Unexploded Safety Escort	\$ 15.87
29495 Unexploded Sweep Personnel	\$ 15.87
29620 Weather Observer, Senior 3/	\$ 15.37
29621 Weather Observer, Combined Upper Air & Surface Programs 3/	\$ 13.36
29622 Weather Observer, Upper Air 3/	\$ 13.36

## Transportation/Mobile Equipment Operation Occups:

31030 Bus Driver	\$ 11.01
31260 Parking and Lot Attendant	\$ 7.73
31290 Shuttle Bus Driver	\$ 9.75
31300 Taxi Driver	\$ 9.17
31361 Truckdriver, Light Truck	\$ 9.75
31362 Truckdriver, Medium Truck	\$ 11.01
31363 Truckdriver, Heavy Truck	\$ 13.23
31364 Truckdriver, Tractor-Trailer	\$ 13.23

## Miscellaneous Occupations:

99020 Animal Caretaker	\$ 7.12
99030 Cashier	\$ 6.63
99041 Carnival Equipment Operator	\$ 8.36
99042 Carnival Equipment Repairer	\$ 8.92
99043 Carnival Worker	\$ 6.49
99050 Desk Clerk	\$ 8.13
99095 Embalmer	\$ 14.90
99300 Lifeguard	\$ 8.34
99310 Mortician	\$ 14.90
99350 Park Attendant (Aide)	\$ 10.47
99400 Photofinishing Worker (Photo Lab Tech., Darkroom Tech)	\$ 8.33
99500 Recreation Specialist	\$ 11.26
99510 Recycling Worker	\$ 8.35
99610 Sales Clerk	\$ 7.79
99620 School Crossing Guard (Crosswalk Attendant)	\$ 6.15
99630 Sports Official	\$ 8.34
99658 Survey Party Chief (Chief of Party)	\$ 15.68
99659 Surveying Technician (Instr. Person/Surveyor Asst./Instr.)	\$ 12.53
99660 Surveying Aide	\$ 8.73
99690 Swimming Pool Operator	\$ 8.73
99720 Vending Machine Attendant	\$ 7.26
99730 Vending Machine Repairer	\$ 8.73

99740 Vending Machine Repairer Helper

\$ 7.25

**\*\* Fringe Benefits Required For All Occupations Included In  
This Wage Determination \*\***

**HEALTH & WELFARE:** \$1.63 an hour or \$65.20 a week or \$282.53 a month.

**VACATION:** 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 10 years; 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 4.173)

**HOLIDAYS:** Minimum of ten paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

1/  
Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See 29 CFR 4.156)

2/  
**APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY - NIGHT DIFFERENTIAL:** An employee is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. at the rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.

3/  
**WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY:** If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employee (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

**\*\* UNIFORM ALLOWANCE \*\***

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will

accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$4.25 per week (or \$.85 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

**\*\* NOTES APPLYING TO THIS WAGE DETERMINATION \*\***

**Source of Occupational Titles and Descriptions:**

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations," Fourth Edition, January 1993, as amended by the Second Supplement, dated August 1995, unless otherwise indicated. This publication may be obtained from the Superintendent of Documents, at 202-783-3238, or by writing to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Copies of specific job descriptions may also be obtained from the appropriate contracting officer.

**REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE  
{Standard Form 1444 (SF 1444)}**

**Conformance Process:**

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C) (vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

ATTACHMENT 2  
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- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.