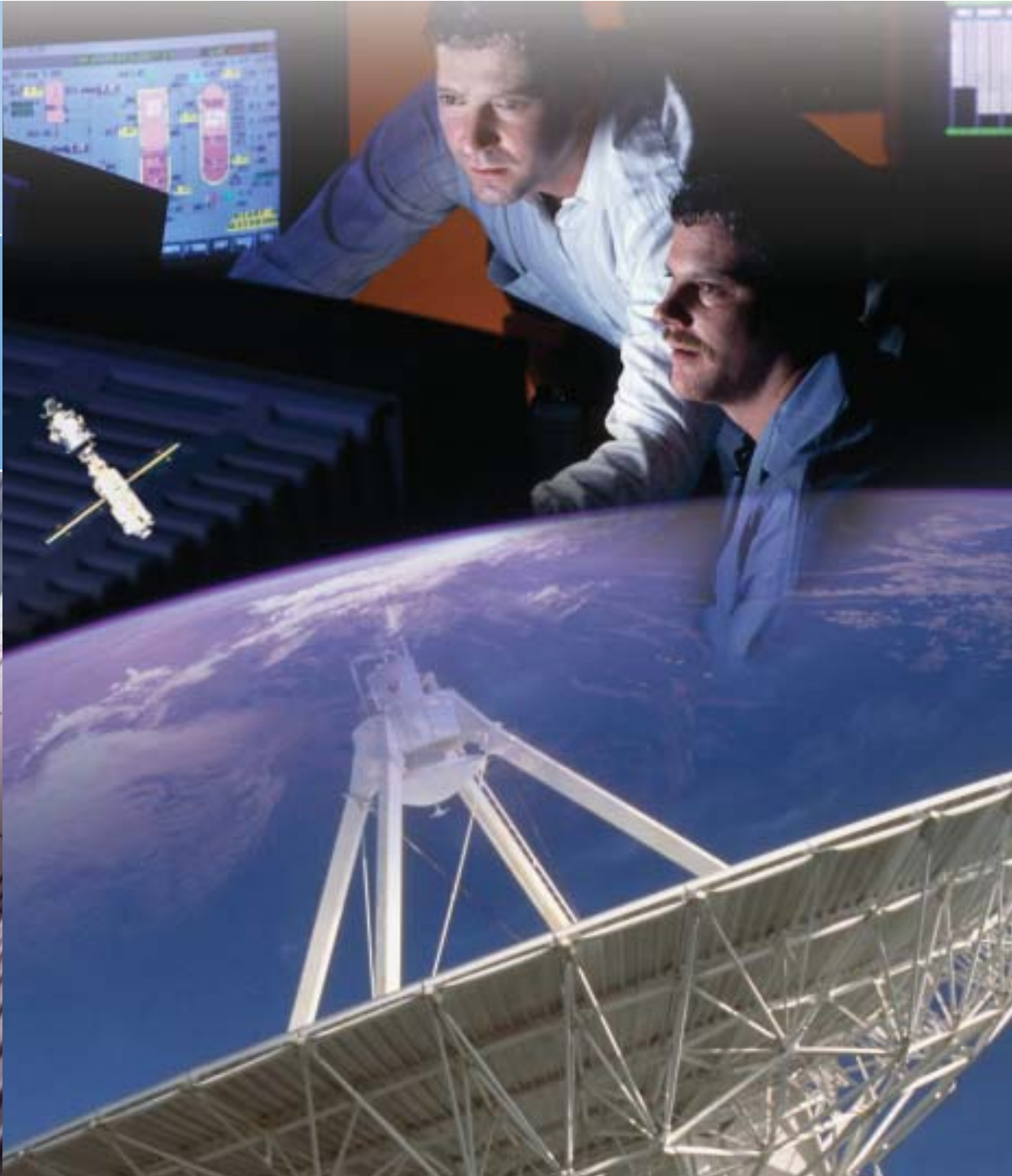




GSA Federal Supply Service

Schedule  
871

The Best Tool for Your  
Engineering Needs



Professional Engineering  
Services (PES)



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# Professional Engineering Services (PES)

## The ultimate source for engineering expertise

This schedule is your key to simplifying the acquisition of professional engineering services in thousands of technical areas. It's never been easier to acquire expertise in the mechanical, electrical, chemical and some components of civil engineering disciplines, plus numerous sub-disciplines such as aerospace, nuclear, bioengineering, and so much more. All contractors on schedule have demonstrated the highest professional standards in the industry and are already pre-approved to do business with you. In addition to the Professional Engineering Services schedule, all the offerings under this schedule are also included under the GSA Consolidated Products and Services Schedule (CPSS). Check page 5 for more information on the CPSS.

### Here are some examples of how the Professional Engineering Services schedule can work

Let's say you work for a Government agency that requires development of a new satellite or maybe your agency needs an unmanned vehicle intended for homeland security. Perhaps you want to test a device under intense heat and cold. What if your agency requires additional expertise and personnel to develop a satellite or an unmanned vehicle? What if you are not experienced enough to conduct tests on heat and cold? That's where GSA's schedule for Professional Engineering Services (PES) can help you find the solution.

Contractors under the PES schedule can provide you with a total engineering solution through six Special Item Numbers (SINs). These SINs comprise the distinct phases of an engineering project:

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

### Please Note:

Many different tasks can be performed under each Special Item Number. The sample scenarios given only scratch the surface of possibilities under this schedule and are only provided as illustrations to describe each SIN. Your agency can obtain a wide range of engineering services under this schedule! Let's begin to explore the possibilities.

# Professional Engineering Services and Sample Project Scenarios

## From Our Customers

*"The Federal Supply Schedules provided us a way to provide our customers with optimum value while maximizing competition based upon commercial business rules among our vendor participants - achieving our goal of a "win-win" scenario."*

*-Mark Hoyland  
Director, ACSS  
Marine Corps  
System Command*

## Strategic Planning for Technology Programs/Activities (SIN 871-1)

Contractors on schedule have the expertise necessary to define and interpret high-level organizational engineering performance requirements such as projects, systems, missions, objectives, as well as the best methods for achieving them.

### Typical tasks include:

- Formulating the Mission
- Determining Requirements
- Conducting Special Studies and Analysis.
- Defining Program Goals and Objectives
- Assessing Organizational Performance

*So, for the first phase of your satellite project, the engineering team must define the project, create goals, and determine the requirements for the new satellite. Here are a few possibilities that they might come up with:*

### Formulating the Mission:

*Your agency has a need for determining soil moisture levels using satellite remote sensing. Although the primary use for the data is intended for prediction of crop output, there may also be a tactical military use for the data. A feasibility study based on a series of mission concepts is required to determine the overall proposed approach and the minimum resolution to meet primary and secondary mission requirements.*

### Defining Program Goals:

*The next step involves defining the goals of the project. Based on the feasibility/conceptual design studies and a better understanding of overall*

*mission requirements, your agency will now need to define mission requirements and develop an overall mission architecture. This overall mission architecture will translate into the goals you want accomplished. The products from this task will be an initial requirements document and a presentation package to be used in seeking approval to proceed with development of an acquisition package.*

### Determining Project Requirements:

*Here, decisions will be made about: Specific orbit, resolution, bandwidth and frequency range, data volume and latency, launch vehicle size, overall schedule and budget, etc.*

We should explore another task that can be performed under this Special Item Number because we don't want you to think that this schedule only applies to aerospace! So, let's take a look at another possible job...

*Your agency wants to build an unmanned vehicle that will help ensure the security of the country's borders. Contract professionals define this project as building a vehicle that monitors various borders in the United States to accomplish the goal of protecting the United States against terrorist threats or illegal immigration. The contractor will then determine the type and size of vehicle that will be used to protect our country's borders and the anatomy of this vehicle.*

## Concept Development and Requirements Analysis (SIN 871-2)

Contractors under schedule are available to conduct abstract or conceptual studies and analyses, define requirements, develop preliminary plans and evaluate alternative technical approaches.

### Typical tasks include:

- Requirements Analysis
- Cost Performance Trade-Off Analysis
- Feasibility Analysis
- Regulatory Compliance Support
- Technological Conceptual Design

*Meanwhile, the program office developing the satellite mission requirements has been really busy. Now that the mission requirements have been established and approval obtained to proceed with the project, a specific spacecraft, remote sensing payload, and ground system concept must be selected from a range of viable options. Your agency may perform the system definition study to develop the conceptual design with assistance from contractors, or may utilize contractors to develop even more detailed functional and performance requirements and interface requirements to be included in a competitive procurement package. You may also choose to use contractors to analyze the detailed system concepts proposed under a competitive procurement.*

### We want to provide you with another sample project to allow you to see the diversity of tasks that can be performed under this SIN of the Professional Engineering Services schedule:

*Let's return to our homeland security example from before. Remember, the agency wants to build an unmanned vehicle that monitors the borders of the United States. Under this SIN, the contractor would select the vehicle and locate a manufacturer for prototype development. Also, the contractor can analyze the cost of building and maintaining this vehicle.*

## System Design, Engineering and Integration (SIN 871-3)

In this phase, the contractors can translate the project concept into a preliminary and detailed design, perform risk identification/analysis/mitigation, and integrate the various components into a working prototype.

### Typical tasks include:

- Computer Aided Design (CAD)
- Design Studies and Analysis
- Detailed Specification Preparation
- Configuration Management and Document Control
- Prototype Fabrication
- Assembly and Simulation
- Modeling

*Now that the system concept has been finalized and approval to proceed with procurement or development has been obtained, your agency may utilize the PES contract to perform a wide range of activities including, but not limited to:*

- Obtain preliminary and detailed design packages for a system, subsystem, or assembly
- Perform multidisciplinary analysis and detailed trade studies involving mass, power, data rates, etc.
- Conduct risk identification and analysis, develop mitigation plans, and track progress
- Develop detailed models and simulations to determine optimal solar array sizing or assess the impact of moving parts on stability and pointing accuracy
- Design and fabricate prototype components or assemblies to achieve performance or cost savings
- Provide analysis and engineering oversight of prime contractors or suppliers.

### Let's take a look at how SIN 871-3 can assist with our homeland security example:

*A schedule contractor could help an agency develop a computerized three-dimensional visualization tool of an unmanned vehicle, before it is actually built. They could also perform the rough design of a computer program that would identify the potential hardware needed to build the unmanned vehicle, and evaluate the actual cost of building it. A third example would be the analysis of the performance, anomalies, and modeling for a specific current or future project (i.e. building a single unmanned vehicle, not mass manufacturing), or assessing this vehicle once it has actually been built.*



## Test and Evaluation (SIN 871-4)

Under this Special Item Number, contractors may apply various techniques for demonstrating that a prototype performs in accordance with the objectives outlined in the original design.

### Typical tasks include:

- Prototype and First Article Testing
- Independent Verification and Validation
- Simulation and Modeling
- System Safety Assessment
- Quality Assurance
- Physical Testing of a Product or System

*Moving forward with our satellite scenario, our engineering team must perform functional and environmental tests to determine that all delivered systems and subsystems meet the performance and interface requirements, can be operated together to achieve the mission requirements, and can survive in the harsh space environment.*

### Typical activities may include:

- Developing test plans and procedures
- Providing test conductors and monitoring teams for structural, acoustic, thermal, magnetic and other environmental testing
- Reviewing prime contractor test plans and procedures against mission and detailed requirements to ensure that all necessary parameters and combinations of events have been evaluated by the plan
- Analyzing test results and assisting in anomaly resolution
- Designing and manufacturing special purpose ground support equipment
- Witnessing first article testing at vendor site

### You can perform a variety of other tasks, in addition to the ones outlined above with regards to our homeland security example.

*Suppose an agency needs some sort of box aboard an unmanned vehicle that can withstand high temperatures. A contractor performing under this SIN would conduct tests to determine whether this box could withstand a great deal of heat. Therefore, after the contractor built the prototype box under SIN 871-3, it would then be tested under high temperatures.*



## Integrated Logistics Support (Sin 871-5)

The professionals under this SIN must analyze, plan, and design all engineering specific logistics support including material goods, personnel and operational maintenance and repair of systems throughout their life cycles.

### Typical tasks include:

- Ergonomic/Human Performance Analysis
- Feasibility Analysis
- Logistics Planning
- Requirements Determination for Logistics
- Policy Standards/Procedures Development
- Long-Term Reliability and Maintainability

*Logistics support for both our examples may include planning for launch site support such as special transportation, fueling and safety requirements; or environmentally-controlled storage of multiple satellites or unmanned vehicles that are built in a production run to save costs, but will be launched incrementally over time to ensure consistent coverage. Additional tasks the contractor could perform include determining the parts needed to maintain the vehicle or satellite, as well the personnel needed to monitor the vehicle's or satellite's operation.*

## Acquisition and Life Cycle Management (SIN 871-6)

Contractors are available to perform planning, budgetary, contract and program management execution functions required to produce, render operational, and provide life cycle support to technology-based systems.

### Typical tasks include:

- Operating and Maintaining the Product
- Overseeing Program/Project Management
- Conducting Technology Transfer/Insertion

*For the satellite project, the agency may need an unbiased third party for oversight or review, the development of procurement documents, and technical assessments of the following: received proposals; overall budget; performance measurement; scheduling; and program documentation support. Many of these activities may be included as elements of SINs 871-1 through 871-5, or may be specifically segregated under this SIN to provide clear avoidance of organizational conflict of interest.*

### **Under this last phase of an engineering project, you can perform a variety of tasks, in addition to the ones performed in the satellite example.**

*Suppose an agency has an outside company build a ship. Upon receiving this ship, the agency realizes that it needs an unbiased contractor (not the contractor that built the ship) to create a computerized process that itemizes and tracks the parts of the ship that fall under warranty. Once the parts fall into disrepair, the contractor must determine if they fall under warranty, and if so, the builder's responsibility to repair the parts. The process the contractor devises will help track warranty provisions.*



## PES Consolidates!

To provide you a single storefront for products and services under Multiple Award Schedules, GSA created the Consolidated Products and Services Schedule (CPSS). This schedule provides you with a single entryway to the commercial marketplace—no more searching through various single schedules to find your requirements- resulting in reduced administrative work! Under a single CPSS contract, a contractor can offer additional business lines along with their Professional Engineering Services (PES).

For further information on the engineering and technical services (SIN C R425) that are available through the CPSS, please visit Schedules e-Library at [www.gsa.eLibrary.gsa.gov](http://www.gsa.eLibrary.gsa.gov). Remember, total solutions for customer requirements are available, easily accessible and at competitive prices through the CPSS.



WAIT!

**A**lthough this schedule offers a vast array of professional engineering services, please note that some services **are not** included, and **cannot** be ordered through the PES schedule! Below you will find a listing of these “off limits” services:

**1. Construction and Architect-Engineering Services as set forth in FAR Part 36:**

Construction services as defined in FAR 2.101 must be procured in accordance with FAR Part 36, **except for Construction Management Services\***. Architect-Engineering (A/E) services related to real property, as defined in FAR 36.601-3, are also excluded. If your agency is interested in ordering Construction and Architect-Engineering Services, please visit GSA’s Public Buildings Service (PBS) website at [www.gsa.gov/architectureandengineering](http://www.gsa.gov/architectureandengineering) for additional information.

**\*Note:** Construction Management Services that neither meet the FAR 36.601-3 definition of A/E Services nor the FAR 2.101 definition of construction **can** be performed under all of the SINs of the Professional Engineering Services schedule if it is considered a commercial item.

**2. Production and Manufacturing:**

**Please note-** the manufacture, fabrication, installation or production for the purpose of developing working models or prototypes that may be used for further testing, analysis and evaluation before full scale production begins **is allowed** under the PES schedule. The number of prototypes or working models to be produced is dependent upon the ordering activities requirement for testing and analysis. However, the predominate amount of the work on PES task orders should be performed by professional labor categories.

**3. Computer Engineering and Information Technology Services:**

These services include computer/ software engineering and information technology. If your agency is interested in obtaining these types of

services, please look to GSA’s Group 70 schedule for Information Technology or contact the IT Center’s Customer Service staff at (703) 305-3038.

**4. Environmental Advisory Services include:**

- A) Environmental Planning Services and Documentation: environmental impact statements; endangered species, wetlands, watersheds and other natural resource management plans, studies and consultations; archeological, historical and other cultural resources management plans, studies and consultations; and economic, technical and risk analyses in support of environmental needs.
- B) Environmental Compliance Services: environmental compliance audits; compliance management planning; and pollution prevention surveys.
- C) Environmental/Occupational Training Services Specific to Environmental Planning and Environmental Compliance as Discussed Above: conventional course development and presentation; customized courses to meet specific needs; and computer-based interactive course development.
- D) Waste Management Services: data collection, data development, analyses of comments, regulatory and economic analyses, feasibility analyses, hazard assessments, exposure assessments, and risk analyses. Examples include, but are not limited to development of waste characterization studies and recommendations for management strategy including identification of recycling options.



Assessments might include studies relating to collection and transfer of waste, source reduction, and evaluation of energy/fuel options.

- E) Hazardous Materials Management Advisory Services: furnishing of Material Safety Data Sheets (MSDS) by compact disc, on-line via Internet, mail or facsimile (FAX); and reporting and compliance software, hazardous materials tracking software and other related software/services.
- F) Telephone Advisory Services: telephone assistance with hazardous material spills, poisons, MSDS, and other related services.

For agencies interested in purchasing Environmental Advisory Services, please examine GSA's schedule 899 for Environmental Services or contact Customer Service at (800) 241-7246.

**5. Foundations and Landscape Engineering:**

Please visit the Public Buildings Service (PBS) website at [www.gsa.gov/architectureandengineering](http://www.gsa.gov/architectureandengineering) for additional information about these services.

**6. Heating, Ventilation and Air Conditioning (HVAC) Related to Buildings, Structures, or Other Real Property Set Forth for Construction and Architect-Engineering**

**Services Governed by FAR Part 36:**

For agencies interested in utilizing these types of services, please visit GSA's PBS website at [www.gsa.gov/architectureandengineering](http://www.gsa.gov/architectureandengineering) for additional information. **Please note-** HVAC related to the manufacture, production, furnishing, construction, alteration, repair, processing or assembling of vessels, aircraft, or other kinds of personal property **is** included within the scope of the PES schedule.

**7. Research and Development as Set Forth in FAR Part 35:**

The research and development covered by FAR Part 35 includes open-ended research with no specific deliverables. **Please note-** research, analysis and developmental work that is linked to providing a solution to an engineering requirement **is allowed** under the PES schedule.

**8. Surveying** as it relates to real property.

**9. Products/Materials Already Solicited Under Other Federal Supply Service (FSS) Schedule Contracts**

(e.g., information technology, paper, chemicals, pharmaceuticals, laboratory instruments, etc.): Even though these types of services are not covered by the PES schedule, PES contractors may team across GSA schedules to provide a total solution to your agency requirements.



## From Our Customers

*"I urge you to take advantage of this simplified acquisition process [GSA Schedules] when you deem it to be consistent with good business practices."*

*-Deidre A. Lee  
Director Defense Procurement  
Office of the Under Secretary of  
Defense*

# Success Stories



*At the end of this process, in late June 2002, the Acquisition Center for Support Services (ACSS) formally awarded BPAs to twenty-two (22) prime awards, with twenty-eight percent (28%) going to qualified small, and minority-owned business.*

## Success Story from the Marine Corps System Command

The US Marine Corps System Command (MCSC) had a series of IDIQ contracts that were expiring. These contracts contained a variety of professional services covered by: Professional Engineering Services, MOBIS, IT and Logistics Worldwide. They needed to re-compete these contracts before their expiration to ensure continuation of coverage, but they must also become compliant with new regulations set forth in Sections 801 and 803 of the 2002 Defense Authorization Act. An additional factor facing the MCSC was the consolidation of general and administrative functions within both the Navy and the Marine Corps, leading to the need for the MCSC to function more commercially. This meant a more customer centric focus while continuing to operate efficiently and effectively.

Historically, MCSC spends seventy-five percent (75%) of its services budget on engineering and scientific (E/S) and Acquisition Logistics and Administrative - oriented requirements. Upon investigation, the MCSC found that the GSA schedules afforded this mix of services that we needed. The Marine Corps System Command (MCSC) established the Commercial Enterprise Omnibus support services (CEOss) program through Blanket Purchase Agreements (BPAs) awarded under the GSA FSS Multiple Award Schedule program. The use of BPAs allowed the MCSC to easily administer their contracts while keeping the administration costs to a minimum. The CEOss is a \$3B indefinite-delivery/indefinite quantity (IDIQ) business model, which takes advantage of competitive industry trends in commercial acquisition and supports a significant contractor base.

At the end of this process, in late June 2002, the Acquisition Center for Support Services (ACSS) formally awarded BPAs to twenty-two (22) prime awards, with twenty-eight percent (28%) going to qualified small, and minority-owned business. Teaming arrangements have resulted in a total participating vendor base of approximately one hundred twenty (120) firms with the average team consisting of eight (8) vendors. Concurrent with these awards, the ACSS introduced their electronic procurement portal (eP2) as the principal means for facilitating their 803-compliant competitive process. GSA schedule rates used to populate eP2 models allow ACSS staff to develop risk-based cost estimates, manage pricing behaviors associated with the performance domains, and provide a highly responsive procurement model to both customers and vendors. Since coming on-line in mid-August, 2002, the ACSS has competitively awarded forty (40) task orders ranging in value from less than \$200K to more than \$5.6M. The CEOss model has achieved total cost reduction of ~23%, with 5%, or \$2.2M savings attributed directly to competition among schedule vendors. The BPA process has further reduced the administrative burden of discrete contracts, allowing the ACSS to operate with a staff of 6 personnel providing a responsive business model to the Command's 1500+ customers. ACSS metrics illustrate their average turn around time from task order initiation to competitive award is 17-days with an average response rate of 65% of eligible vendors within the associated domain.

**Mark Hoyland**  
*Director, Acquisition Center  
for Support Services  
Marine Corps System Command*

# Success Stories

## Success Story from NASA, Langley Research Center



*We have found that the PES schedule gives us quick access to an amazing range of contractors to meet this mission.*

**N**ASA Langley Research Center has a broad mission, encompassing aerospace, atmospheric sciences and technology commercialization. We have found that the PES schedule gives us quick access to an amazing range of contractors to meet this mission.

We are currently using the GSA PES schedule to support tasks like: developing new techniques for aircraft security; defining the technology requirements for environmentally acceptable and economically viable small civil supersonic aircraft; and establishing a University Involvement program, Revolutionary Aerospace Systems Concepts - Academic Linkage (RASC-AL), a web based program to encourage the free flow of information, ideas, and concepts between the NASA's Revolutionary Aerospace Systems Concepts (RASC) activity and the University research and education community.

*Susan E. McClain*

*Branch Head, Supply & Simplified Acquisition  
Office of Procurement  
NASA Langley Research Center*

## From Our Customers

*“The Blanket Purchase Agreement (established using GSA schedules) has enabled us to [streamline the] administrative oversight of our professional support services contracts. It has dramatically reduced the cycle time for awarding task orders for professional support services, and we are beginning to reduce the total cost of professional support services in our program offices.”*

*-Nicholas Welch  
Former Deputy for  
Program Integration  
Program Executive  
Office for Expeditionary  
Warfare, NAVSEA*

# Using GSA Schedules Is Simple

## The Multiple Award Schedule (MAS)

**A** MAS, also known as a Federal Supply schedule or GSA schedule, is one of the most powerful procurement tools you have available. It is essentially a listing of awarded contractors that can be used by all Federal entities to achieve their missions. GSA awards contracts to responsible companies that offer commercial items falling within the general descriptions of the schedules. Contracting Officers determine that prices are fair and reasonable by comparing the prices or discounts that a company offers the Government with the prices or discounts that the company offers to its commercial customers. This negotiation objective is commonly known as "most favored customer" pricing.

You and other interested ordering agencies simply develop a task order request outlining the scope of work to be performed and invite schedule contractors to respond with a proposal. The contractor's response is usually split into two parts: technical and price. Ordering agencies then determine which contractor is the best value (see "How to Place Your Order" on page 14).

## It's That Easy

The MAS program mirrors commercial buying practices more than any other procurement process in the Federal government. GSA provides customers access to professional services at volume discount pricing on a direct delivery basis. This means you'll experience shorter procurement lead-times, lower administrative costs, and reduced internal staff hours devoted to obtaining these services. The MAS program was designed with you and all our Federal customers in mind. It provides a vast array of commercial items and services that can be purchased quickly and easily. Not only does your agency receive fast, direct access to industry leaders in the area of professional engineering services, but you can also obtain many other services and products through other schedules as well.

## Benefits for You

GSA uses its aggregate purchasing power to obtain goods and services at the best value and passes these savings on to our customers.

## Flexibility

- A wide selection of service providers
- Contractors on schedule have diverse varieties of specialization

## Cost and Time Savings

- Drastically reduced procurement lead-times and administrative costs
- Reduced internal manpower to obtain the services you need
- Pre-negotiated fair and reasonable pricing
- The ability to negotiate additional discounts during task order placements
- Streamlined ordering procedures



- There is **NOT** a maximum order limitation on any GSA Multiple Award Schedule
- The Maximum Order (MO) Threshold was created to notify customers to ask for even greater discounts when their schedule order exceeds the MO amount

### **Peace of Mind**

- Compliance with all applicable regulations and competition requirements, including CICA and FAR Part 6
- All contractors are determined to be technically qualified
- Task Orders count towards the ordering agency's socio-economic goals

### **Control**

- Direct relationship between the ordering agency and the contractor
- Total engineering solutions provided by experts to meet the customer's various needs

### **Cutting the Red Tape**

When placing orders under a Multiple Award Schedule, you do not need to synopsise your requirements, set aside for small business, or make a separate determination of fair and reasonable pricing. GSA has already complied with these requirements and determined that prices are fair and reasonable. By utilizing our schedules, you can avoid the stress and work normally associated with conducting your own procurement.

### **It Never Hurts to Ask for Extra Savings**

The price reduction clause allows contractors to offer you a price reduction on ANY service at ANY time. The reduction can be based on individual circumstance such as ordering a large volume of services. Agencies may negotiate price reductions and schedule contractors are free to offer spot discount pricing.

### **Flexible Purchasing Options with Blanket Purchase Agreements**

If you are dealing with repetitive buys, Blanket Purchase Agreements (BPAs) are for you! A BPA is a simplified method of filling recurring needs for services and products, while leveraging your buying power by taking advantage of quantity discounts, saving administrative time and reducing paperwork. Think of the BPA as an "account" established by you (the customer) with a schedule contractor. By setting up a BPA, you save time and resources. Simplify your ordering by processing a BPA once and then use it as your agency's needs occur.

With an MAS BPA you can order as little as you want, as much as you want, and as often as you want. You are not restricted by any dollar limitations when placing orders under an MAS BPA. A BPA can be set up for your field offices across the nation to use, thus allowing them to participate in your BPA and place orders

# Using GSA Schedules Is Simple continued

directly with schedule contractors. In doing so, your entire agency reaps the benefits of additional discounts negotiated into your own BPA.

A BPA cannot exceed the contractor's schedule contract period. You should always perform an annual review of your BPA to determine whether the BPA is still a "best value." Agencies can locate the guidelines for establishing a BPA in the section titled "How to Place Your Order" on page 14 . For your convenience, we have also included a sample BPA. For further guidance on establishing a BPA, visit our online U-MAS Virtual Campus at [www.gsa.gov/schedules](http://www.gsa.gov/schedules).

## **Total Solutions through Contractor Teaming Arrangements**

For complex tasks, Contractor Teaming Arrangements may be desirable from both a Government and industry perspective. A Contractor Teaming Arrangement allows two or more GSA schedule contractors to work together to meet agency requirements, allowing them to compete for orders for which they may not qualify independently. Contractors on the same schedule or across multiple schedules can team. By using Teaming Arrangements, contractors can complement each other's unique capabilities while offering Government agencies the best turnkey solutions based on a combination of performance, cost and delivery of acquired services. You can benefit from using Contractor Teaming Arrangements by buying a solution rather than making separate buys from various contractors. See FAR 9.6 for more information or visit [www.gsa.gov/schedules](http://www.gsa.gov/schedules).

## **Small Business Means Big Business**

The General Services Administration and the Small Business Administration (SBA) strongly support the participation of small business concerns in the Multiple Award Schedules program. To enhance small business participation, SBA policy requires agencies to include in their procurement base and goals the dollar value of orders expected to be placed against the Multiple Award Schedules, and to report accomplishments against these goals. For more details, please visit [www.sba.gov](http://www.sba.gov).

The GSA Schedules e-Library website contains information on business size and socio-economic status. This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. By utilizing the information found on this website, you are also encouraged to consider small, small disadvantaged, 8(a) firms, veteran owned, disabled veteran owned and women-owned small businesses when making a best value determination. To visit GSA Schedules e-library, go to [www.gsaelibrary.gsa.gov](http://www.gsaelibrary.gsa.gov).



## Authorized Users

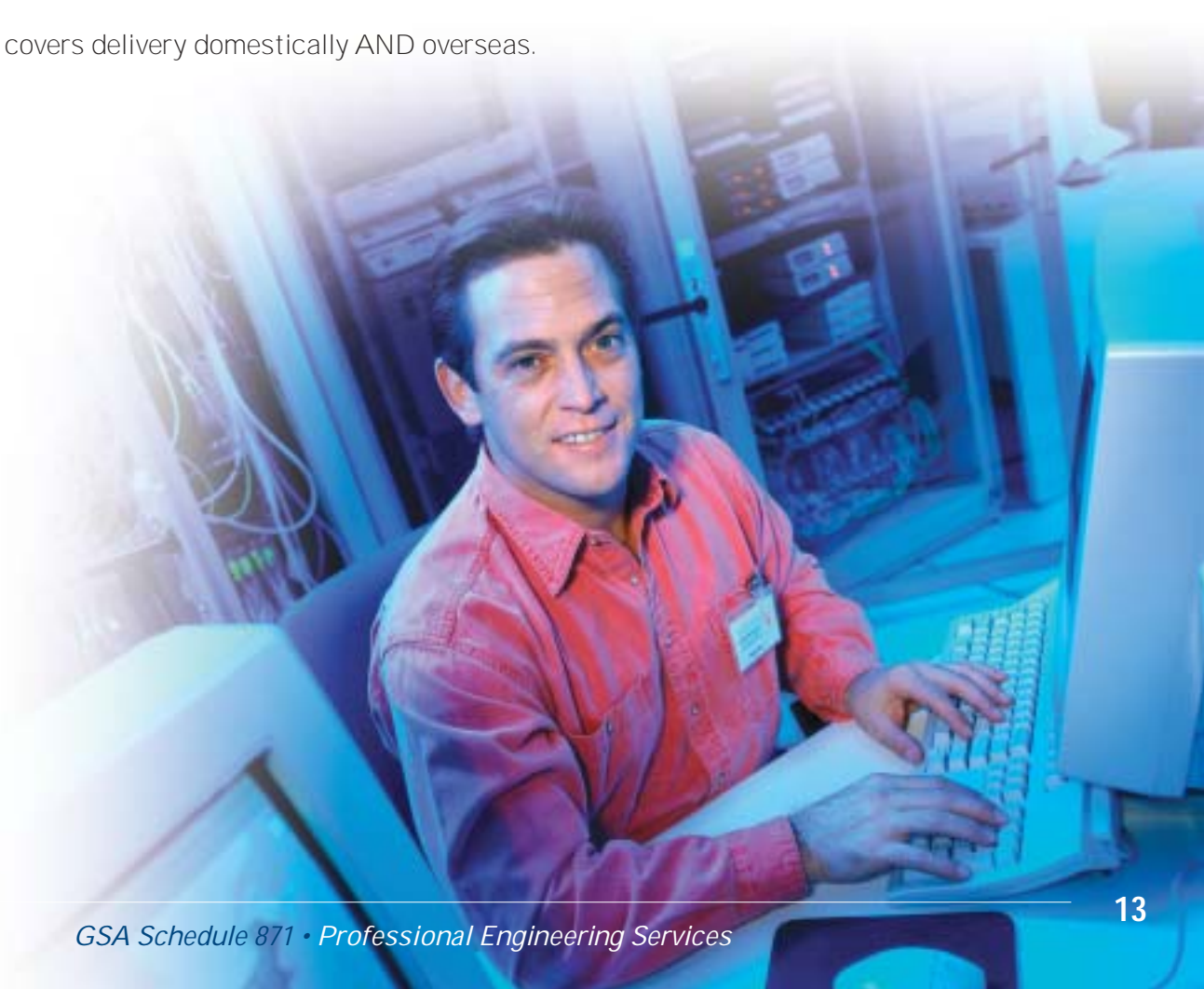
Agencies and activities named below may use contracts established under GSA's Multiple Award Schedules:

- All Federal agencies and activities in the executive, legislative and judicial branches;
- Mixed ownership government corporations (as defined in the Government Corporation Control Act);
- The Government of the District of Columbia;
- Government contractors authorized in writing by a Federal agency pursuant to 48 CFR 51.1; and Other activities and organizations authorized by statute or regulation to use GSA as a source of supply.

## Geographic Coverage

All Multiple Award Schedules provide contractors the opportunity to offer worldwide coverage. Schedule contractors have three categories of geographic coverage to offer

- 1) Domestic, which covers the 48 contiguous states; Washington, DC; Alaska; Hawaii and Puerto Rico
- 2) Overseas only, which covers overseas destinations other than Alaska, Hawaii and Puerto Rico, and
- 3) Worldwide, which covers delivery domestically AND overseas.





# Ordering Information

## How to Place Your Order\*

**F**AR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SINs) within a schedule. GSA has established special ordering procedures for services that require a Statement of Work. These special ordering procedures take precedence over the procedures in FAR 8.404 (b)(2) through (b)(3).

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

GSA has determined that the prices for services contained in the contractor's price list applicable to this schedule are fair and reasonable. However, the ordering office using this contract is responsible for considering the level of effort and mix of labor proposed to perform a specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

For additional guidance, review the "A Word about Price" section on page 18.

\* Please check our website for the most up-to-date ordering procedures at: [www.gsa.gov/schedules-ordering](http://www.gsa.gov/schedules-ordering)





## A. When ordering services, ordering offices shall—

### 1. Prepare a Request (Request for Quote or other communication tool):

- a.) A statement of work (a performance-based statement of work is preferred) that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.
- b.) The request should include the statement of work and request the contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering office makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials quote may be requested. The firm-fixed price shall be based on the prices in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any travel costs or other direct charges related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor-hour and time-and-materials orders.
- c.) The request may ask the contractors, if necessary or appropriate, to submit a project plan for performing the task, and information on the contractor's experience and/or past performance performing similar tasks.

- d.) The request shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical qualification of responses.

### 2. Transmit the Request to Contractors:

Based upon an initial evaluation of catalogs and price lists, the ordering office should identify the contractors that appear to offer the best value (considering the scope of services offered, pricing and other factors such as contractors' locations, as appropriate).

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

### 3. Evaluate Responses and Select the Contractor to Receive the Order:

After responses have been evaluated against the factors identified in the request, the order should be placed with the schedule contractor that represents the best value. (See FAR 8.404)

## B. Blanket Purchase Agreements

The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPAs) for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering office the opportunity to secure volume discounts. When establishing BPAs ordering offices shall—

1. Inform contractors in the request (based on the agency's requirement) if a single BPA or multiple BPAs will be established, and indicate the basis that will be used for selecting the contractors to be awarded the BPAs.
  - a) **SINGLE BPA:** Generally, a single BPA should be established when the ordering office can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value should be awarded the BPA. (See FAR 8.404)
  - b) **MULTIPLE BPAs:** When the ordering office determines multiple BPAs are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing the BPAs. When multiple BPAs are established, the authorized users must follow the procedures in (A)(2)(b) above and then place the order with the schedule contractor that represents the best value.
2. Review BPAs periodically: Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value. (See FAR 8.404)

**C.** The ordering office should give preference to small business concerns when two or more contractors can provide the services at the same firm-fixed price or ceiling price.

**D.** When the ordering office's requirement involves both products as well as executive, administrative and/or professional services, the ordering office should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the best value. (See FAR 8.404)

**E.** The ordering office, at a minimum, should document orders by identifying the contractor from which the services were purchased, the services purchased and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For agency requirements in excess of the micro-purchase threshold, the order file should document the evaluation of schedule contractors' quotes that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.

### Other Direct Costs and GSA MAS

Project costs, other than labor costs, are commonly referred to as Other Direct Costs (ODCs). The General Accounting Office decision regarding Pyxis Corp., decision number B-282469, stated that agencies must follow applicable regulations when purchasing non-FSS items. However, use of ODCs is acceptable for task orders placed against GSA multiple award schedules as long as the ODCs are evaluated and determined fair and reasonable by GSA. In addition, the ODCs must be made part of the contractor's GSA approved schedule price list. For more information regarding ODCs, visit [www.gsa.gov/schedules](http://www.gsa.gov/schedules), and then click on "Legal Corner."

## Best Value

Customers are to make the best value selections. Best Value is a process used to select services or products to meet your needs. Best Value determinations ensure good business decisions by the use of factors other than price. A good way to determine your Best Value requirements is to evaluate what is most important to your agency and organization other than price. Some factors might be:

- Administrative costs
- Corporate experience
- Delivery
- Environmental and energy efficiency considerations
- Maintenance availability
- Past performance
- Probable life of the item selected
- Technical qualifications/solutions
- Trade-in considerations
- Training
- Warranty

For further guidance, or to attend an online class at our U-MAS Virtual Campus, please visit our schedules website: [www.gsa.gov/schedules](http://www.gsa.gov/schedules). Additional guidance can also be obtained by reviewing/using the “Best Value Determination” insert in the back pocket of this folder.

## GSA e-Buy, an Electronic Way to Order Services

E-Buy, a component of GSA *Advantage!*<sup>®</sup>, is an online Request for Quote (RFQ) tool designed to facilitate the request for submission of quotes for a wide range of commercial services and products that are offered by GSA Multiple Award Schedule contractors who are on GSA *Advantage!*<sup>®</sup>.

E-Buy allows federal agencies (buyers) to maximize their buying power by leveraging the power of the Internet to increase schedule contractor participation in order to obtain quotes which will result in a best value purchase decision. E-Buy provides agencies with a tool that will result in savings in both time and money.

Using the e-Buy system, buyers may prepare and post an RFQ for specific services and products for a designated period of time. Each RFQ is assigned to a GSA Multiple Award Schedule, Special Item Number (SIN) category by the buyer. The category assignment determines which sellers may receive the e-mail notice to quote. Sellers are automatically listed under their awarded SIN categories. Buyers may notify all sellers listed under a particular SIN category or may choose to notify a lesser number of sellers. (FAR 8.4 and the Ordering Procedures for Services Requiring a Statement of Work stipulate that buyers must submit their RFQ to 3 or more sellers for purchases over the micro-purchase threshold.) Sellers not notified may still submit a quote for an RFQ placed under their awarded SIN.

Contractors who wish to quote must do so at the e-Buy web site. Only those contractors who have submitted their catalogs for inclusion in GSA *Advantage!*<sup>®</sup> will have an opportunity to participate in e-Buy and receive requests for quotes.

Once an RFQ has closed, buyers may then evaluate and accept the quote that represents the best value. Buyers may then issue an order to any contractor whose quote was accepted. To visit GSA e-Buy, go to [www.ebuy.gsa.gov](http://www.ebuy.gsa.gov).



# A Word about Price

**A**lthough GSA has made the determination that the price awarded on a service schedule is a fair and reasonable price, GSA has not determined that the level of effort or mix of labor proposed in response to any specific requirement is in itself, fair and reasonable. When buying services that require a statement of work, only you can make a determination that the price is fair and reasonable based on the level of effort and mix of skills proposed for your specific effort. That is why GSA has special ordering procedures for services that require a statement of work.

Even as GSA has leveraged governmentwide requirements, it is our experience that, as in the commercial marketplace, contractors will sharpen their pencils for large orders to get the business. Effective use of the MAS program requires agency engagement in the process! While GSA has determined that the price on MAS is fair and reasonable, it is a proven best practice to seek out additional price discounts and/or concessions when ordering:

- “The Navy has signed four three-year blanket purchase agreements that give all Defense Department agencies a 15 percent to 25 percent discount off schedule prices for Microsoft Corp. server products” *as reported in Government Computer News, August 7, 2000*
- “Buyers will receive discounts ranging from 9 percent to 40 percent off the companies’ General Services Administration schedule pricing” *as reported in Government Computer News, June 19, 2000, on the Air Force’s successful negotiations for four blanket purchase agreements for high-end workstations – their combined value is worth \$140 billion*
- “Users of the BPAs will receive discounts of 1 percent to 10 percent off the prices for products available through the companies’ General Services Administration schedule contracts...But volume discounts could vary widely, reaching up to 90 percent” *as reported in Government Computer News, February 21, 2000, on the Air Force’s \$200 million BPA for electronic records management and network services*
- “DoD buyers can receive discount of up to 42 percent off” GSA schedules prices for maintenance and “up to 24 percent off the pricing for products” and includes a provision for buyers to receive “a 60.5 percent discount off” of user licenses *as reported by Government Computer News, February 7, 2000, on the Army’s BPA for software, maintenance and consulting services*
- “By creating CIT-PAD, the Air Force was able to offer IT buyers a common contracting vehicle for consolidating orders and then push vendors for volume discounts through blanket purchase agreements. We offer volume in exchange for better pricing. IT companies will lower prices to get our orders” *as reported in Federal Computer News, August 1, 2001, on Air Force’s CIT-PAD GSA Schedule BPA which offers big price breaks by consolidating numerous small IT orders into larger buys to win discounts from vendors*

*Continued on page 19*

You are encouraged to seek further price reductions as requirements may warrant! Price reductions allow agencies to take advantage of the flexible and dynamic commercial market-pricing environment that is the hallmark of MAS. When you ask for price reductions, it can maximize your use of MAS by taking advantage of competitive forces, technological changes, labor conditions, supply and demand, industry sales goals, inventory reductions and more!

The ability to seek additional price reductions and concessions allow the Government to not only leverage its combined requirement to obtain favorable terms, conditions, and pricing, but to also leverage agency requirements to take advantage of quantity or spot discounts available in a fluid, commercial pricing atmosphere!

When using MAS, you are **required** to seek price reductions if your requirement exceeds the maximum order threshold established for that contract. The Maximum Order varies from contract to contract and is listed on every MAS contractor's price list and in *GSA Advantage!*<sup>®</sup>. That Maximum Order Threshold for the PES schedule is \$750,000 per SIN. In response to your request for a price reduction, the contractor may offer a lower price, offer the current contract price or decline the offer. If further price reductions are not offered, an order may still be placed if the ordering office determines that it is appropriate since GSA has determined the contract price to be fair and reasonable.

Remember, Blanket Purchase Agreements (BPAs) offer an easy-to-use, flexible purchasing option. Setting up a BPA with a GSA Multiple Award Schedule contractor is a way to fill recurring needs while taking advantage of quantity discounts, saving administrative time and reducing paperwork. If you are interested in setting up a BPA, take a look at our suggested BPA format on the following page.

## Finding Available Contractors

For more information about the GSA MAS program and awarded contractors, you can access our Schedules e-Library on [www.gsaelibrary.gsa.gov](http://www.gsaelibrary.gsa.gov) or visit GSA's online shopping site for e-business at *GSA Advantage!*<sup>®</sup> [www.gsaAdvantage.gov](http://www.gsaAdvantage.gov).

Also, don't forget to utilize GSA e-Buy to post your Request for Quotes to contractors who are listed on *GSA Advantage!*<sup>®</sup>.

## So, Now You Know

... that acquiring engineering expertise need not be time consuming, costly, or intimidating.

Thanks to GSA's Professional Engineering Services schedule, you can now obtain valuable engineering expertise easily!

### Need More Info?

Visit the PES website for frequently updated information and publications: [www.gsa.gov/engineeringservices](http://www.gsa.gov/engineeringservices)

... or visit the Services Acquisition Center's website for additional service offerings at: [www.gsa.gov/servicesacquisition](http://www.gsa.gov/servicesacquisition)

**Call us at: 703-305-6658**



# Sample Blanket Purchase Agreement

BPA NUMBER \_\_\_\_\_

CUSTOMER NAME \_\_\_\_\_

## BLANKET PURCHASE AGREEMENT

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

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

<b>ITEM (Special Item Number or Type of Service)</b>	<b>SPECIAL BPA DISCOUNT/PRICE</b>
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- 2) Delivery:
 

<b>DESTINATION</b>	<b>DELIVERY SCHEDULE/DATES</b>
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- 3) The Government estimates, but does not guarantee, that the volume of purchases through this agreement will be \_\_\_\_\_.

- 4) This BPA does not obligate any funds.

- 5) This BPA expires on \_\_\_\_\_ or at the end of the contract period, whichever is earlier.

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

<b>OFFICE</b>	<b>POINT OF CONTACT</b>
---------------	-------------------------

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

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

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

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

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

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



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Schedule **871**

*The Best Tool for your Engineering Needs*



GSA Federal Supply Service

## Professional Engineering Services (PES)

Schedule **871**

*The Best Tool for your Engineering Needs*



GSA Federal Supply Service

PES homepage

[www.gsa.gov/engineeringservices](http://www.gsa.gov/engineeringservices)

PES Awarded Contractor Information

[www.gsaelibrary.gsa.gov](http://www.gsaelibrary.gsa.gov)

Schedules Information

[www.gsa.gov/schedules](http://www.gsa.gov/schedules)

GSA Advantage!®

[www.gsaAdvantage.gov](http://www.gsaAdvantage.gov)

Download the PES Solicitation

[www.fedbizopps.gov](http://www.fedbizopps.gov)

Solicitation Number FCXB-B2-990001-B

Customer Service Hotline

(703) 305-6658

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GSA Federal Supply Service

PES homepage

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# Ordering and Best Value Determination Guidelines - Multiple Award Schedule

It is important to follow the ordering procedures set forth in FAR 8.4 and the ordering procedures for services contained on the GSA website ([www.gsa.gov/schedules](http://www.gsa.gov/schedules)). They require that you make a best value determination before placing Multiple Award Schedule orders above the micro-purchase threshold. Here is a quick checklist to ensure you've gone through a best value determination process when following the ordering procedures for services on schedule buys.

## Did you prepare a request for quote that included a statement of work that:

- Outlined the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria and any special requirements
- Requested contractors to submit either a firm-fixed price or a ceiling price to provide services outlined in the statement of work
- Requested a project plan or past performance/experience information, if necessary and appropriate
- Stated the basis to be used for selecting the contractor to receive the order

**Did you provide the request to at least three sources under the Federal Supply Schedule?** Please list the contractor names to which the request was provided:

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**Was the requirement in excess of the schedule's maximum order? If yes, did you provide the request to additional sources under the Federal Supply Schedule AND ask for a price reduction?** Please list the contractor names to which the request was provided:

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**Did you evaluate responses against the factors identified in the request for quote and select the contractor that represents the best value? Indicate the factors, other than price, considered in your best value decision below:**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Past performance (e.g., experience) | <input type="checkbox"/> Warranty considerations  | <input type="checkbox"/> Service availability |
| <input type="checkbox"/> Special features of the service     | <input type="checkbox"/> Technical qualifications | <input type="checkbox"/> Other: _____         |
|  | <input type="checkbox"/> Training                 |   |

**Have you documented your schedule buy? If yes, did you:**

- Identify the service purchased
- Identify the schedule contractor from which the services were purchased
- Identify the amount paid
- Document, for orders above the micro-purchase threshold, the evaluation of schedule contractor's quotes that formed the basis for selecting the contractor that received the order and the rationale for any trade-offs made in making the selection
- Include, if other than a firm fixed price order, the basis for the determination to use a labor-hour or time-and-materials order

# Professional Engineering Services at a Glance

GSA's schedule for Professional Engineering Services (PES) (703) 305-6658 [www.gsa.gov/engineeringservices](http://www.gsa.gov/engineeringservices)

GSA offers a wide variety of professional engineering services under the PES schedule, as well as the Consolidated Products and Services schedule, to provide assistance with most types of engineering tasks. This schedule allows you to order one or more cycles of typical engineering requirements such as design, integration, test and evaluation, integrated logistics support, and acquisition and life cycle management.

<b>SIN 871-1</b> Strategic Planning for Technology Programs/Activities	<b>SIN 871-2</b> Concept Development and Requirements Analysis	<b>SIN 871-3</b> System Design, Engineering and Integration
Services available under this SIN involve the definition and interpretation of high-level organizational engineering performance requirements such as projects, systems, missions, etc., and the objectives and approaches to their achievement. Typical associated tasks include, but are not limited to an analysis of mission, program goals and objectives, initial requirement determination, organizational performance assessment, special studies and analysis, training, privatization and outsourcing.	Services available under this SIN involve abstract or concept studies and analyses, additional requirements definition, preliminary planning, evaluation of alternative technical approaches and associated costs for the development or enhancement of high level general performance specifications of a system, project, mission or activity. Typical associated tasks include, but are not limited to requirements analysis, cost-performance trade-off analysis, feasibility analysis, regulatory compliance support, technological conceptual designs, training, privatization and outsourcing.	Services available under this SIN involve the translation of a system (or subsystem, program, project, activity) concept into a preliminary and detailed design (engineering plans and specifications), performing risk identification/analysis/mitigation, traceability, and then integrating the various components to produce a working prototype or model of the system. Typical associated tasks include, but are not limited to computer-aided design, design studies and analysis, high level detailed specification preparation, configuration management and document control, prototype fabrication, assembly and simulation, modeling, training, privatization and outsourcing.
<b>SIN 871-4</b> Test and Evaluation	<b>SIN 871-5</b> Integrated Logistics Support	<b>SIN 871-6</b> Acquisition and Life Cycle Management
Services available under this SIN involve the application of various techniques demonstrating that a prototype system (subsystem, program, project or activity) performs in accordance with the objectives outlined in the original design. Typical associated tasks include, but are not limited to: testing of a prototype and first article(s); environmental testing; independent verification and validation; reverse engineering; simulation and modeling (to test the feasibility of a concept); system safety; quality assurance; physical testing of the product or system; training; privatization; and outsourcing.	Services available under this SIN involve the analysis, planning and detailed design of all engineering specific logistics support including material goods, personnel, and operational maintenance and repair of systems throughout their life cycles. Typical associated tasks include, but are not limited to, ergonomic/human performance analysis, feasibility analysis, logistics planning, requirements determination for logistics, policy standards/procedures development, long-term reliability and maintainability, training, privatization and outsourcing.	Services available under this SIN involve all of the planning, budgetary, contract and systems/program management functions required to procure and/or produce, render operational and provide life cycle support (maintenance, repair, supplies, engineering specific logistics) to technology-based systems, activities, subsystems, projects, etc. Typical associated tasks include, but are not limited to: operation and maintenance; program/project management; technology transfer/insertion; training; privatization; and outsourcing.

**Note:** Architect-Engineering (A/E) services as that term is defined in FAR 36.601-3 are excluded from the PES schedule. If the agency's statement of work, substantially or to a dominant extent, specifies performance or approval by a registered or licensed architect or engineer for services related to real property, the Brooks Act applies and such services must be procured in accordance with FAR Part 36.

Use of this schedule for Brooks Act architectural or engineering services is not authorized. If construction management type tasks that are identified by the agency's contracting staff are determined to be a commercial item, then Construction Management Services may be procured under any SIN of the Professional Engineering Services schedule.