



## **ENCORE SUPPORT SYSTEMS, L.P. GSA SCHEDULE**

### **Authorized Federal Supply Service Mission Oriented Business Integrated Services (MOBIS) Schedule Pricelist**

**FSC Group: 874**  
**Contract Number: GS-10F-0142N**

**Period Covered By Contract:**  
11 December 2007 through 11 December 2012

**Point of Contact:** Bruce Wilbur, Vice President  
Encore Support Systems, L.P.  
303 Clarence Tinker Drive  
Bldg. 300, Suite 104B  
San Antonio, TX 78226  
(210) 798-2750

[contractmanager@encoresupportsystems.com](mailto:contractmanager@encoresupportsystems.com)

Revised: 17 April 2009



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

On line access to contract ordering information, terms and conditions, up to date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu driven database system. The INTERNET address of GSA Advantage! is: [GSAAdvantage.gov](http://GSAAdvantage.gov)

**MISSION ORIENTED BUSINESS INTEGRATED SERVICES (MOBIS)**

**FSC Group: 874**

**Contract Number: GS-10F-0142N**

<b>SIN874-1</b>	<b>Consulting Services</b>
<b>SIN 874-1(RC)</b>	<b>Consulting Services (Recovery Purchasing)</b>
<b>SIN 874-2</b>	<b>Facilitation Services</b>
<b>SIN 874-2(RC)</b>	<b>Facilitation Services (Recovery Purchasing)</b>
<b>SIN 874-7</b>	<b>Program and Project Management Services</b>
<b>SIN 874-7(RC)</b>	<b>Program and Project Management Services (Recovery Purchasing)</b>

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

<b>Period Covered by Contract:</b>	11 December 2007 through 11 December 2012
<b>Contractor's Name:</b>	Encore Support Systems, L.P.
<b>Contractor Point of Contact:</b>	Bruce Wilbur, Vice President
<b>Contractor's Address:</b>	303 Clarence Tinker Drive, Bldg. 300, Suite 104B San Antonio, TX 78226
<b>Contractor's Telephone:</b>	(210) 798-2750
<b>Contractor's Fax:</b>	(210) 798-2752
<b>Contractor's E-mail Address:</b>	<a href="mailto:contractmanager@encoresupportsystems.com">contractmanager@encoresupportsystems.com</a>
<b>Internet Address/Web Site:</b>	<a href="http://www.encoresupportsystems.com">www.encoresupportsystems.com</a>
<b>Contractor's Business Size:</b>	Large

**TABLE OF CONTENTS**

**CUSTOMER INFORMATION..... 1**

**SPECIAL NOTICE TO AGENCIES: Small Business Participation ..... 1**

**1. Table of Awarded Special Item Numbers..... 1**

**2. Maximum Order ..... 1**

**3. Minimum Order..... 2**

**4. Geographic Coverage (Delivery Area)..... 2**

**5. Point of Production..... 2**

**6. Statement of Net Price ..... 2**

**7. Quantity Discounts..... 2**

**8. Prompt Payment Terms ..... 2**

**9. Acceptance of Government Purchase Cards..... 2**

**10. Foreign Items..... 3**

**11. Delivery ..... 3**

*a. Time of Delivery..... 3*

*b. Expedited Delivery..... 3*

*c. Overnight and 2-day Delivery ..... 3*

*d. Urgent Requirements ..... 3*

**12. F.O.B. Point ..... 3**

**13. Ordering..... 3**

*a. Ordering Address..... 3*

*b. Ordering Procedures ..... 3*

**14. Payment Address ..... 4**

**15. Warranty Provision ..... 4**

**16. Export Packing Charges..... 4**

**17. Terms and Conditions of Government Purchase Card Acceptance ..... 4**

**18. Terms and Condition of Rental, Maintenance, and Repair..... 4**

**19. Terms and Conditions of Installation ..... 4**

**20. Terms and Conditions of Repair Parts & Other Services ..... 4**

*a. Terms and Conditions of Repair Parts ..... 4*

*b. Terms and Conditions for Any Other Services ..... 4*

**21. List of Service and Distribution Points ..... 5**

**22. List of Participating Dealers ..... 5**

**23. Preventive Maintenance ..... 5**

**24. Special Attributes and Section 508..... 5**

*a. Special Attributes and Such as Environmental Attributes ..... 5*

*b. Section 508 Compliance ..... 5*

**25. Data Universal Numbering Systems (DUNS) Number..... 5**

**26. Central Contractor Registration ..... 5**

**27. Uncompensated Overtime ..... 5**

**28. DESCRIPTION OF MOBIS SERVICES..... 6**

**a. SIN 874-1 - Consulting Services & SIN 874-1(RC) – Consulting Services (Recovery Purchasing) .. 6**

**b. SIN 874-2 - Facilitation Services & SIN 874-2(RC) - Facilitation Services (Recovery Purchasing). 6**

c. SIN 874-7 - Program and Project Management Services & SIN 874-7(RC) - Program and Project Management Services (Recovery Purchasing) ..... 6

29. COMMERCIAL JOB TITLES ..... 8

01 Technical Expert ..... 8

02 Functional Expert ..... 8

03 Systems Engineer ..... 8

04 Business Analyst III ..... 9

05 Program Manager ..... 9

06 Task Order/Project Manager ..... 10

07 System Analyst III ..... 10

08 Technical Editor ..... 11

09 Business Analyst II ..... 11

10 Programmer II ..... 12

11 Graphics Designer ..... 12

12 Budget Analyst ..... 12

13 Technical Writer ..... 13

14 Programmer I ..... 13

15 Application Specialist ..... 13

16 Word Processor/Clerical ..... 14

17 Data Entry Clerk ..... 14

30. PRICING – GOVERNMENT SITES ..... 15

BEST VALUE BLANKET PURCHASE AGREEMENT FEDERAL SUPPLY SCHEDULE ..... 16

BLANKET PURCHASE AGREEMENT ..... 17

## CUSTOMER INFORMATION

APPLICABLE TO ALL SPECIAL ITEM NUMBERS

### **SPECIAL NOTICE TO AGENCIES: Small Business Participation**

SBA strongly supports the participation of small business concerns in the Federal Supply Schedules Program. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micro purchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ on-line shopping service ([www.fss.gsa.gov](http://www.fss.gsa.gov)). The catalogs/pricelists, GSA Advantage!™, and the Federal Supply Service Home Page ([www.fss.gsa.gov](http://www.fss.gsa.gov)) contain information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting pricelists for a best value determination.

For orders exceeding the micro purchase threshold, customers are to give preference to small-business concerns when two or more items at the same delivered price will satisfy their requirement.

#### **1. Table of Awarded Special Item Numbers**

SIN	Description
874-1	Consulting Services
874-1(RC)	Consulting Services – Recovery Purchasing
874-2	Facilitation
874-2(RC)	Facilitation – Recovery Purchasing
874-7	Program and Project Management Services
874-7(RC)	Program and Project Management Services – Recovery Purchasing

Services (**Paragraph 28**) are priced at an hourly rate (**Paragraph 30**). A description of corresponding job titles, experience, functional responsibility, and education requirements for the employees performing these services are provided in **Paragraph 29**.

#### **2. Maximum Order**

\$1,000,000.00

**3. Minimum Order**

\$300.00

**4. Geographic Coverage (Delivery Area)**

FOB Domestic and Overseas

**5. Point of Production**

Encore Support Systems, L.P.  
303 Clarence Tinker Drive  
Bldg. 300, Suite 104B  
San Antonio, TX 78226

**6. Statement of Net Price**

Government net prices (discounts already deducted), see **Paragraph 30.**

**7. Quantity Discounts**

None.

**8. Prompt Payment Terms**

Net 30 days.

**9. Acceptance of Government Purchase Cards**

Contractors are required to accept the Government purchase card for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Government purchase cards **will** be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice. Government purchase cards will not be accepted for payments over \$3,000.

The following telephone numbers can be used by ordering agencies to obtain technical and/or ordering assistance: **(210) 798-2750.**

**10. Foreign Items**

None

**11. Delivery**

**a. Time of Delivery**

Specified on Task Order

**b. Expedited Delivery**

Contact Contractor

**c. Overnight and 2-day Delivery**

Contact Contractor

**d. Urgent Requirements**

Contact Contractor

**12. F.O.B. Point**

Destination

**13. Ordering**

**a. Ordering Address**

Encore Support Systems, L.P.  
303 Clarence Tinker Drive  
Bldg. 300, Suite 104B  
San Antonio, TX 78226

**b. Ordering Procedures**

For supplies and services, the information on ordering procedures and Blanket Purchase Agreement (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3. A sample BPA is located at the end of this document and more information is located on GSA's web site at: [http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA\\_OVERVIEW&contentId=8101&noc=T](http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_OVERVIEW&contentId=8101&noc=T).

**14. Payment Address**

Encore Support Systems, L.P.  
303 Clarence Tinker Drive  
Bldg. 300, Suite 104B  
San Antonio, TX 78226

**15. Warranty Provision**

Contractor's Standard Commercial Warranty

**16. Export Packing Charges**

N/A

**17. Terms and Conditions of Government Purchase Card Acceptance**

Contact Contractor

**18. Terms and Condition of Rental, Maintenance, and Repair**

N/A

**19. Terms and Conditions of Installation**

N/A

**20. Terms and Conditions of Repair Parts & Other Services**

**a. Terms and Conditions of Repair Parts**

N/A

**b. Terms and Conditions for Any Other Services**

N/A

**21. List of Service and Distribution Points**

N/A

**22. List of Participating Dealers**

N/A

**23. Preventive Maintenance**

N/A

**24. Special Attributes and Section 508**

**a. Special Attributes and Such as Environmental Attributes**

N/A

**b. Section 508 Compliance**

If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following:

Encore Support Systems, L.P.  
303 Clarence Tinker Drive  
Bldg. 300, Suite 104B  
San Antonio, TX 78226

The EIT standard can be found at: [www.Section508.gov/](http://www.Section508.gov/)

**25. Data Universal Numbering Systems (DUNS) Number**

130889145

**26. Central Contractor Registration**

Encore Support Systems is a registered contractor in the Central Contractor Registration (CCR) database ([www.ccr.gov](http://www.ccr.gov)).

**27. Uncompensated Overtime**

Encore Support Systems does not utilize Uncompensated Overtime.

## 28. DESCRIPTION OF MOBIS SERVICES

a. **SIN 874-1 - Consulting Services & SIN 874-1 (RC) – Consulting Services (Recovery Purchasing)**

Encore Support Systems has provided superior management and business improvement consulting services for numerous DoD agencies for over the last ten (10) years.

**Services:** Provide expert advice, assistance, guidance or counseling in support of an agency's mission-oriented business functions. Services covered by this SIN are: Management or strategy consulting; Program planning, audits, and evaluations; Studies, analyses, scenarios, and reports relating to an agency's mission-oriented business programs or initiatives, such as defense studies, tabletop exercises or scenario simulations, educational studies, regulatory or policy studies, health care studies, economic studies, and preparedness studies; Executive/management coaching services; Customized business training as needed to successfully perform/complete a consulting engagement; Policy and regulation development assistance; Expert Witness services in support of litigation, claims, or other formal cases; and Advisory and assistance services in accordance with *FAR 37.203*.

b. **SIN 874-2 - Facilitation Services & SIN 874-2 (RC) - Facilitation Services (Recovery Purchasing)**

Encore Support Systems is highly experienced at providing a wide variety of facilitation support for numerous DoD agencies for the last 10 years. Recovery Purchasing IAW Modification FX47.

**Services:** Provide facilitation and related decision support services for agencies engaged in collaboration efforts, working groups, or teams. Services covered by this SIN are: Defining, refining, and resolving disputes, disagreements, and divergent views (excluding EEO disputes); Leading or facilitating group briefings and discussions, enabling focused decision-making; Recording discussion content and related facilitation support services; Debriefing stakeholders; and Preparing and providing draft and final reports relating to the facilitated issues.

c. **SIN 874-7 - Program and Project Management Services & SIN 874-7 (RC) - Program and Project Management Services (Recovery Purchasing)**

Encore Support Systems provides a full range of program management support services as an integral part of the work we perform and as an independent task supporting a specific program office. Our program management expertise extends to configuration management, integrated logistics support, risk management analysis and reporting, and project oversight and control. Recovery Purchasing IAW Modification FX47.

**Services:** Assist agencies in planning, initiating, managing, executing, and closing out mission-oriented business programs and projects. Services included are: Project leadership and

communications with stakeholders; Project planning and scheduling; Earned value management support; Project management, including performance monitoring and measurement; Reporting and documentation associated with project/program objectives; Stakeholder briefings, participation in required meetings, and related project support services; Program integration services; and Project close-out services.

All services must be provided and performed under the supervision/management of the contractor's Project Manager or Program Manager. Services provided under this SIN without an accompanying Program/Project Manager labor category are prohibited.

The primary purpose and preponderance of work for any project awarded under this SIN must be for professional business services. Services covered by other GSA Schedules shall only be included in the project scope if they are directly related to the successful accomplishment of the project and are incidental to the overall effort. It is the responsibility of the Contracting Officer placing the order to make this determination.

## 29. COMMERCIAL JOB TITLES

### 01 Technical Expert

**Minimum/General Experience:** Fifteen years experience, of which at least nine years must be specialized. Specialized experience includes: superior technical knowledge of a particular scientific, engineering or information systems area, and practical experience at applying that knowledge to specific projects or programs. Must have demonstrated ability to work independently or under only general direction.

**Functional Responsibility:** Provide independent expert consultant services and leadership in specialized technical areas. Provides expertise on an as-needed basis to particular task assignments. Provides expert advice and assistance in state-of-the-art scientific, engineering, or information systems endeavors. Evaluates, analyses, and recommends improvements in the use of advanced technologies to effect business practice improvements. Coordinates with contractor management and Government personnel to ensure that the problem has been properly defined and that the solution will satisfy Government requirements. May perform enterprise-wide horizontal integration planning and interfacing.

**Minimum Education:** Master's degree in a scientific, engineering, computer science, information systems, or related discipline. One degree level can be satisfied by three additional years of equivalent experience, or an additional degree level can substitute for three years of experience.

### 02 Functional Expert

**Minimum/General Experience:** Fifteen years of progressive experience in the field of expertise of which at least six years of the experience was in concentrated, hands-on experience in the specific area of expertise.

**Functional Responsibility:** Provide independent expert consultant services and leadership in specialized functional areas. Evaluates, analyses, and recommends improvements to business practices in the area of expertise. Coordinates with contractor management and Government personnel to ensure that the problem has been properly defined and that the solution will satisfy Government requirements. May perform enterprise-wide horizontal integration planning and interfacing.

**Minimum Education:** Master's degree in the applicable functional area. One degree level can be satisfied by an additional three years of equivalent experience, or an additional degree level can substitute for three years of experience.

### 03 Systems Engineer

**Minimum/General Experience:** Fifteen years experience across a wide range of technical and functional areas. Alternatively may be a specialist with at least nine of the twelve years of experience in the area of specialization. Areas of specialization include network hardware, and security.

**Functional Responsibility:** Evaluates designs, develops specifications for, assist with testing of, and oversees installation of complex combinations of servers and workstations supporting major applications and integrated combinations of independent applications. Evaluate existing systems, networks, and applications and provide recommendations for improving functionality, operability, efficiency, effectiveness, and security. Design and prepare specifications for new systems, and re-design and update specifications for existing systems, to meet functionality, operability, efficiency, effectiveness, and security requirements. Assist with developing testing requirements and evaluating test results to ensure fielded systems meet requirements. Provide oversight of system installations to ensure that the fielded implementation meets requirements and specifications.

**Minimum Education:** Master's degree computer science, information systems, or related technical field. One-degree level can be satisfied by an additional three years of equivalent experience, or an additional degree level can substitute for three years of experience.

### **04 Business Analyst III**

**Minimum/General Experience:** Fifteen years experience with at least six years directly applicable to functional or technical areas.

**Functional Responsibility:** Performs as a senior functional, financial, or technical analyst. Analyses processes and activities and recommends process improvements; conducts broad functional, financial or technical studies; devises completely new ways to locate/develop data sources; establishes new factors/criteria for subject matter decisions; coordinates fact finding, analysis, and design of significant information systems. As a staff specialist: has overall responsibility for evaluating the significance of functional, financial, or technological advancements and developing standards; conceives and plans exploratory investigations where new concepts are required. May also serve as a team or project leader.

**Minimum Education:** Master's Degree in business administration, accounting, computer science, information systems, engineering, or other applicable functional or technical area. One-degree level can be satisfied by an additional three years of equivalent experience, or an additional degree level can substitute for three years of experience.

### **05 Program Manager**

**Minimum/General Experience:** Fifteen years experience, of which at least ten years must be specialized. Specialized experience involves programs of comparable functional or technical content, and includes: project development from inception to deployment, expertise in the management and control of funds and resources using complex reporting mechanisms, demonstrated capability in managing multi-task contracts and/or subcontracts of various types and complexity. General experience includes participation in programs of unrelated functional and technical content.

**Functional Responsibility:** Serves as the contractor's single contract manager, and shall be the contractor's authorized interface with the Government Contracting Officer (CO), the contract level Contracting Officer's Representative (COR), government management personnel and customer agency representatives.

Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, purposes, and goals of the organization to subordinates. Shall be responsible for the overall contract performance and shall not serve in any other capacity under this contract.

**Minimum Education:** Master's and Bachelor's degree in Computer Science, Computer Information Systems, Electrical Engineering, Mathematics or equivalent technical studies. One-degree level can be satisfied by four years of experience requirement.

### **06 Task Order/Project Manager**

**Minimum/General Experience:** Ten years including project management with over three years in specialized areas.

**Functional Responsibility:** Applies expert management techniques to a specific project or task. Applies broad knowledge of management systems, data sources/flow, interactions of complex organizations, devises new sources of data and develops new approaches/techniques to improve management or business practices; may serve as a technical or functional authority for the task / project. Plans and conducts analyses of unique problems; prepares overall project management plans; and studies broad areas of projected work processes that cut across task/project lines. Coordinates closely with customer management, program manager and company management.

**Minimum Education:** Bachelor's degree in business administration or a technical or functional discipline related to the task / project. Advanced degree can satisfy three years of experience requirement.

### **07 System Analyst III**

**Minimum/General Experience:** Ten years including project management with over three years in specialized areas.

**Functional Responsibility:** Performs as top technical expert. Develops broad computer systems/conducts critical studies. As a team or project leader: guides development of broad, unprecedented computer systems; devises completely new ways to locate/develop data sources; establishes new factors/criteria for subject matter decisions. Coordinates fact-finding, analysis and design of system. As a staff specialist: has overall responsibility for evaluating the significance of technical advancement and developing standards, conceives and plans exploratory investigations where new concepts are required.

**Minimum Education:** Bachelor's degree in business administration or a technical or functional discipline related to the task / project. Advanced degree can satisfy three years of experience requirement.

## **08 Technical Editor**

**Minimum/General Experience:** Five years of technical editing experience including at least three creating and editing integrated text and graphics documents.

**Functional Responsibility:** Develops, writes, edits, and integrates textual and graphical material for reports, manuals, briefs, proposals, instruction books, and related technical and management publications concerned with work methods and procedures, operations and manual and automated business processes and enhancement thereof. Interviews production and other personnel and reads journals, reports and other material to become familiar with system technologies and production methods. Organizes material and completes writing assignments with regard to order, clarity, conciseness, style, and terminology. Edits on-line help information and hardcopy documentation. Ensures proper cross-referencing occurs within the information units. Ensures the material is presented in a user-friendly manner. Ensure all applicable guidelines for indexing are followed. Accurately estimates work at a task level. Participates as member of a project team and/or may serve as a team leader of technical writers and graphics designers on larger projects.

**Minimum Education:** Bachelor's degree in an applicable functional or technical area with specific emphasis on business/technical skills. Advanced degree can satisfy three years of experience requirement.

## **09 Business Analyst II**

**Minimum/General Experience:** Five years experience with at least three years in a directly applicable functional or technical area.

**Functional Responsibility:** Performs functional, financial, or technical analyses. Analyzes processes and activities and recommends process improvements; conducts broad functional, financial or technical studies; integrates diverse data sources; recommends new factors/criteria for subject matter decisions; guides client personnel in formulating requirements for new or improved processes, and/or coordinates fact finding, analysis, and design of information systems. As a staff specialist has responsibility for evaluating the significance of functional, financial, or technological advancements; conceives and proposes exploratory investigations where new concepts are required; analyses project proposals and identifies omissions/errors in requirements; and/or conducts feasibility studies, cost analyses, and/or system design analyses. May serve as lead analyst in a design subgroup. May direct and integrate work of lower level analysts. Subspecialties may include database, user interface design, or network design.

**Minimum Education:** Bachelor's degree in business administration, accounting, computer science, information systems, engineering, or other applicable functional or technical area. Advanced degree can satisfy three years of experience requirement.

## **10 Programmer II**

**Minimum/General Experience:** Five years of experience in multiple programming languages/environments with over three years in area applicable to specific project.

**Functional Responsibility:** Provides maintenance and development support for significant application software. Performs coding, debugging, problem determination, and the system tuning. Provides technical expertise and support in areas of specialized expertise. Provides consulting and programming support on inter-system communications/data exchange processes, database applications, system utilities, and web applications. May provide technical direction to a group of programmers.

**Minimum Education:** Bachelor's degree in computer science, information systems or equivalent technical area. Advanced degree can satisfy three years of experience requirement.

## **11 Graphics Designer**

**Minimum/General Experience:** Three years of experience in multiple graphical environments with demonstrated experience in areas applicable to specific project. Areas of experience shall include still photography (including digital), digital photograph editing software, and business graphics and related software, and the creation and manipulation of digital art work. Optional or task specific areas include movies, training videos, animated graphics, and other forms of artwork.

**Functional Responsibility:** Designs, develops, and edits graphical material for reports, manuals, briefs, proposals, instruction books, web pages, and related technical and management publications.

**Minimum Education:** Bachelor's degree in an artistic, management, technical, or other applicable area. One-degree level can be satisfied by an additional three years of equivalent experience.

## **12 Budget Analyst**

**Minimum/General Experience:** Three years experience with government financial processes in a related functional area.

**Functional Responsibility:** Analyzes and evaluates moderately complex data processing tasks, translating business data processing requirements into detailed system/program requirements. Provide advice and technical assistance in the preparation of monthly/quarterly/annual budgets. Reviews proposed operational and financial plans to outline projected program expenses and capital expenditures targets for programs. Review budget estimates/proposals for completeness, accuracy, and conformance with established procedures, regulations, and organizational objectives. Recommends to management and department staff, alternatives to reduce budget involved in the development, integration, and installation of automated DP information systems.

**Minimum Education:** Bachelor's Degree in business administration, accounting, or related area. One-degree level can be satisfied by an additional three years of equivalent experience.

### **13 Technical Writer**

**Minimum/General Experience:** Three years of technical writing experience.

**Functional Responsibility:** Develops, writes, and edits material for reports, manuals, briefs, proposals, instruction books, and related management and technical publications concerned with work methods and procedures, and use of technology to improve business practices. Interviews personnel, reads journals, reports and other material, to become familiar with business processes, including, system technologies, and production methods. Organizes material and completes writing assignments with regard to order, clarity, conciseness, style, and terminology. Edits on-line help information and hardcopy documentation. Ensures proper cross-referencing occurs within the information units. Ensures the material is presented in a user-friendly manner. Ensure all applicable guidelines for indexing are followed. Accurately estimate own work at a task level. Participate as a member of a project team.

**Minimum Education:** Associate degree, tech school certificate, or equivalent college level coursework in a business, technical, or other applicable area with emphasis on business or technical writing. One-degree level can be satisfied by an additional three years of equivalent experience.

### **14 Programmer I**

**Minimum/General Experience:** Three years of programming experience in a comparable development environment.

**Functional Responsibility:** Develops and self-tests small applications or modules of larger applications from specifications provided and under the supervision of more experienced personnel. Includes appropriate internal and external documentation of own work. Provides input to test plans related to developed software.

**Minimum Education:** Associate degree, tech school certificate, or equivalent college level coursework in computer science, information systems, or related technical area. One-degree level can be satisfied by an additional three years of equivalent experience.

### **15 Application Specialist**

**Minimum/General Experience:** Three years experience with applicable application.

**Functional Responsibility:** Expert user of one or more specialized software applications such as Project Management, Computer Aided Design (CAD), Geographic Information Systems (GIS), Photographic/Graphic Editors, Database Manager, etc.

**Minimum Education:** Associate degree, tech school certificate, or equivalent college level coursework in related technical area with emphasis on the area of specialization. One-degree level can be satisfied by an additional three years of equivalent experience.

### **16 Word Processor/Clerical**

**Minimum/General Experience:** Three years in an office/clerical environment.

**Functional Responsibility:** Operate and interact with word processing (hardware and software), telephone, and other office equipment. Apply understanding of filing, record keeping, and other office skills to create, update, and store basic office correspondence, financial records, reports, and other documents. Perform minor cleaning and maintenance of office equipment. Requires minimal direction in daily operation and problem resolution.

**Minimum Education:** Associate degree, tech school certificate, or equivalent college level coursework in office administration or related area. One-degree level can be satisfied by an additional three years of equivalent experience.

### **17 Data Entry Clerk**

**Minimum/General Experience:** Some experience in a data processing environment with associated alphabetic and numeric keypad typing skills.

**Functional Responsibility:** Operate and interact with data processing (hardware and software) and telephone equipment. Apply understanding of user interface and application software to input and manipulate data, extract information, and print reports. Recognize problems and take corrective action. Perform minor cleaning and maintenance of data entry equipment. Requires minimal direction in daily operation and problem resolution.

**Minimum Education:** High school diploma.

**30. PRICING – GOVERNMENT SITES****Years 6-10****SINs 874-1, 874-1(RC), 874-2, 874-2(RC), 874-7, and 874-7(RC)****Pricing includes the Industrial Funding Fee (IFF) of .75%**

	<b>Category</b>	<b>Hourly Rate <u>Year 6</u></b>	<b>Hourly Rate <u>Year 7</u></b>	<b>Hourly Rate <u>Year 8</u></b>	<b>Hourly Rate <u>Year 9</u></b>	<b>Hourly Rate <u>Year 10</u></b>
<b>01</b>	Technical Expert	\$322.63	\$332.31	\$342.27	\$352.54	\$363.12
<b>02</b>	Functional Expert	\$178.09	\$183.43	\$188.93	\$194.60	\$200.44
<b>03</b>	Systems Engineer	\$81.28	\$83.72	\$86.23	\$88.81	\$91.48
<b>04</b>	Business Analyst III	\$79.79	\$82.19	\$84.65	\$87.19	\$89.81
<b>05</b>	Program Manager	\$127.21	\$131.02	\$134.95	\$139.00	\$143.17
<b>06</b>	Task Order/Project Mgr	\$104.08	\$107.20	\$110.42	\$113.73	\$117.14
<b>07</b>	Systems Analyst III	\$68.00	\$70.04	\$72.14	\$74.31	\$76.54
<b>08</b>	Technical Editor	\$69.38	\$71.46	\$73.61	\$75.81	\$78.09
<b>09</b>	Business Analyst II	\$61.82	\$63.68	\$65.59	\$67.55	\$69.58
<b>10</b>	Programmer II	\$50.77	\$52.29	\$53.86	\$55.48	\$57.14
<b>11</b>	Graphics Designer	\$76.98	\$79.29	\$81.67	\$84.12	\$86.64
<b>12</b>	Budget Analyst	\$50.79	\$52.31	\$53.88	\$55.50	\$57.16
<b>13</b>	Technical Writer	\$34.14	\$35.17	\$36.22	\$37.31	\$38.43
<b>14</b>	Programmer I	\$50.79	\$52.31	\$53.88	\$55.50	\$57.16
<b>15</b>	Application Specialist	\$57.82	\$59.56	\$61.35	\$63.19	\$65.08
<b>16</b>	Word Processor/Clerical	\$46.04	\$47.42	\$48.84	\$50.31	\$51.81
<b>17</b>	Data Entry Clerk	\$29.08	\$29.95	\$30.85	\$31.77	\$32.73

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

\_\_\_\_\_

In the spirit of the Federal Acquisition Streamlining Act (\_\_\_\_\_) and **Encore Support Systems, L.P.** enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s)  
\_\_\_\_\_.

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

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

Signatures:

\_\_\_\_\_  
Ordering Activity /Date

\_\_\_\_\_  
Contractor/Date

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

(CUSTOMER NAME)  
**BLANKET PURCHASE AGREEMENT**

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

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

**MODEL NUMBER/PART NUMBER**

**\*SPECIAL BPA DISCOUNT/PRICE**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

- 2. Delivery:

**DESTINATION**

**DELIVERY SCHEDULE/DATES**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

- 3. The Government estimates, but does not guarantee, that the volume of purchases through this agreement will be \_\_\_\_\_.
- 4. This BPA does not obligate any funds.
- 5. This BPA expires on \_\_\_\_\_ or at the end of the contract period, whichever is earlier.
- 6. The following office(s) is hereby authorized to place orders under this BPA:

**OFFICE**

**POINT OF CONTACT**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.
8. Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:
  - a. Name of Contractor;
  - b. Contract Number;
  - c. BPA Number;
  - d. Model Number or National Stock Number (NSN);
  - e. Purchase Order Number;
  - f. Date of Purchase;
  - g. Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
  - h. Date of Shipment.
9. The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.
10. The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.