



GENERAL SERVICES ADMINISTRATION
 FEDERAL SUPPLY SERVICE
 AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST
 MANAGEMENT, ORGANIZATIONAL AND BUSINESS IMPROVEMENT
 SERVICES (MOBIS) SCHEDULE; FSC GROUP 874

Special Item No. 874-1 & 874-1RC	Consulting Services
Special Item No. 874-2 & 874-2RC	Facilitation Services
Special Item No. 874-3 & 874-3RC	Survey Services
Special Item No. 874-7 & 874-7RC	Program Integration and Project Management Services



National Technologies Associates, Inc.
6601 Little River Turnpike, Suite 215
Alexandria, VA 22312
Phone: (703) 941-3695
Fax: (703) 941-3698

Internet Address www.nta-online.com/

Business Size: Large

Contract Number: GS- 10F-0117P

Current Under Modification: #PO-0004, dated 14 January 2009

Period Covered by Contract: January 15, 2009 thru December 14, 2013

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The INTERNET address GSA Advantage! is: GSAAAdvantage.gov.

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- Pricelist dated 11 December 2008 incorporates GSA Modification #PO-0002 for a 30 day contract extension.
- Awarded GSA Modification #PS-0003, which incorporates the Small Business Plan & MFC for the option period.
- Pricelist dated 15 January 2009 incorporates GSA Modification #PO-0004, awarded first 5 Year Option Period.

NATIONAL TECHNOLOGIES ASSOCIATES, INC. CORPORATE INFORMATION

National Technologies Associates, Inc. (NTA) is a high technology engineering, logistics and professional services firm. Founded in 1981, NTA has over 22 years of experience in successfully managing complex engineering, logistics and financial requirements -- requirements similar to those contained in the solicitation's Statement of Work. NTA's Integrated Logistics Support (ILS) personnel have been referred to by our clients as the "Who's Who of ILS" and many of our staff members are designated as Certified Professional Logisticians (CPLs) by the Society of Logistics Engineers (SOLE). An abbreviated list of NTA engineering, logistics and financial support customers is provided in the table below.

Federal Government	Commercial
DEPARTMENT OF DEFENSE	Northrop-Grumman Corp
Defense Intelligence Agency	ABB Environmental
Defense Advanced Research Projects Agency (DARPA)	Litton Guidance and Control System
U.S. NAVY	National Institute of Health
Naval Air Systems Command	Lockheed Martin
Naval Sea Systems Command	Allied Signal Aerospace
Naval Supply Systems Command	Teledyne Ryan Aeronautical
U.S. MARINE CORPS	Royal Thai Navy
Marine Corps Systems Command	U.S. Coast Guard
U.S. Air Force	Columbian Navy

NTA's focus is on helping clients design, acquire, operate, and maintain complex systems as efficiently as possible. We ensure that support considerations are an integral part of the system's design requirements, that the system can be cost-effectively supported throughout the life cycle, and that elements required for initial fielding and operational support of a system are developed and acquired. NTA employs over 600 engineering, logistics and technical support professionals providing high quality engineering and logistics products and services in the following system life cycle management areas:

- ✓ ***Research, Development, Test and Evaluation***
 - ✓ ***Systems Engineering***
 - ✓ ***Acquisition/Program Management Support***
 - ✓ ***Acquisition Logistics***
 - ✓ ***Integrated Logistics Support***

NTA is headquartered in Alexandria, Virginia and has additional offices in San Diego, California; Lexington Park, Maryland; Indian Head, Maryland; Jacksonville, Florida; Pensacola, Florida; and Cherry Point, North Carolina. The offices include spacious conference rooms, available for customer use, and are linked on NTA's intranet network, a network that offers our customers and employees extensive communication and conferencing support capabilities.

Approximately one half of NTA's professional staff have undergraduate degrees and many of our professionals have security clearances. This education and background, coupled with NTA's extensive experience in managing complex engineering and logistics requirements, produces high quality, value based services. Guaranteed!

As evidence of our dedication to fulfilling the needs of our customers, NTA provides a written warranty on all products. We believe that our pledge, to stand behind our products, is the strongest testimony to the quality of our engineering services. This warranty, included in our corporate brochure, will be included in all orders issued against the Schedule Contract. NTA is proposing to provide guaranteed Logistics Services in six of the Special Item Number (SIN) areas contained in the Schedule of Items portion of the solicitation. The SIN areas are as follows:

Special Item Number	Title
874-1 & 874-1RC	CONSULTING SERVICES
874-2 & 874-2RC	FACILITATION SERVICES
874-3 & 874-3RC	SURVEY SERVICES
874-7 & 874-7RC	PROGRAM INTEGRATION AND PROJECT MANAGEMENT SERVICES

**NATIONAL TECHNOLOGIES ASSOCIATES, INC.
MOBIS SPECIAL ITEM NUMBER DESCRIPTIONS**

874-1 & 874-1RC – CONSULTING SERVICES

Contractors shall provide expert advice, assistance, guidance or counseling in support of agencies' management, organizational and business improvement efforts. This may also include studies, analyses and reports documenting any proposed developmental, consultative or implementation efforts. Examples of consultation include but are not limited to:

- strategic, business and action planning
- systems alignment
- cycle time
- high performance work
- leadership systems
- performance measures and indicators
- process and productivity improvement
- organizational assessments
- program audits, and evaluations

874-2 & 874-2RC – FACILITATION SERVICES

Contractors shall provide facilitation and related decision support services to agencies engaging in collaboration efforts, working groups, or integrated product, process, or self-directed teams. Agencies bringing together diverse teams and/or groups with common and divergent interests may require a neutral party to assist them in:

- the use of problem solving techniques
- resolving disputes, disagreements, and divergent views
- providing a draft for the permanent record
- defining and refining the agenda
- logistical meeting/conference support when performing technical facilitation
- recording discussion content and focusing decision-making
- debriefing and overall meeting planning
- convening and leading large and small group briefings and discussions
- preparing draft and final reports for dissemination

874-3 & 874-3RC – SURVEY SERVICES

Contractors shall provide expert consultation, assistance, and deliverables associated with all aspects of surveying within the context of MOBIS. Contractors shall assist with, and/or perform all phases of the survey process to include, but not limited to:

- planning survey design
- defining and refining the agenda
- determining proper survey data collection methodology
- sampling; survey development
- survey database administration
- administering surveys using various types of data collection methods
- pretest/pilot surveying
- assessing reliability and validity of data
- analyses of quantitative and qualitative survey data
- Production of reports to include, but not limited to: description and summary of results with associated graphs, charts, and tables; description of data collection and survey administration methods; discussion of sample characteristics and the representative nature of data; analysis of non-response; and briefings of results to include discussion of recommendations and potential follow-up actions

874-7 & 874-7RC - PROGRAM INTEGRATION AND PROJECT MANAGEMENT SERVICES

Contractors shall provide services in the management, integration, and programs and projects. These services may include, but are not limited to:

- program management
- program oversight
- program integration (team leader)
- project management

INFORMATION FOR ORDERING OFFICES

FSS SIN(s): 874-1, 874-1RC, 874-2, 874-2RC, 874-3, 874-3RC, 874-7 & 874-7RC

Contract Number: GS-10F-0117P

Contract Period: January 15, 2009 – December 14, 2013

Contractor's Name: National Technologies Associates, Inc.

Contractor's Address: 6601 Little River Turnpike, Suite 215
Alexandria, VA 22312

Business Size: Large Business

Data Universal Numbering System (DUNS): 13-228-1031

Type of Contractor: Large

Woman Owned Small Business: No

Contractor's Taxpayer Identification Number (TIN): 54-1169829

1a. Special Item Number(s) Desired for this contract:

SIN	DESCRIPTION
874-1 & 874-1 RC	Consulting Services
874-2 & 874-2 RC	Facilitation services
874-3 & 874-3 RC	Survey Services
874-7 & 874-7 RC	Program Integration and Project Management Services

1b. See Rate Chart later in this pricelist, pages 11-12.

1c. See Rate Chart later in this pricelist, pages 11-12.

2. Maximum Order: The maximum dollar value per order for all services is \$1,000,000.00:

3. Minimum Order: \$ 300.00

4. Geographic Scope of Contract:

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

5. Point of Production: See list on the last page of this Pricelist.

6. All prices listed reflect the net price for those services.

7. Quantity Discounts: None

8. Prompt Payment Terms: 30 Days

9a. Government Purchase Cards: Are Accepted at below the micropurchase threshold.

9b. Government Purchase Cards: Are accepted above the micropurchase threshold.

10. Foreign Items: Not Applicable

11a. Time of Delivery: As Negotiated with Ordering Agency

11b. Expedited Delivery: As Negotiated with Ordering Agency

11c. Overnight and 2-Day Delivery: Not Applicable

11d. Urgent Requirements: As Negotiated with Ordering Agency

12. F.O.B. Point(s): Destination CONUS for Products

13a. Contractor's Ordering Address: National Technologies Associates, Inc.
6601 Little River Turnpike, Suite 215
Alexandria, VA 22312
Attn: Alex Abramidis
(703) 941-3695 Ext. 11
(703) 941-3698 Fax

13b. Ordering Procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).

- 14. Contractor's Payment Address:** National Technologies Associates, Inc.
6601 Little River Turnpike, Suite 215
Alexandria, VA 22312
Attn: Alex Abramidis
(703) 941-3695 Ext. 11
(703) 941-3698 Fax
- 15. Warranty Provision:** Not Applicable
16. Export Packaging Charges: Not Applicable
17. Terms and Conditions of Government Purchase Card Acceptance: None
18. Terms and Conditions of rental, maintenance and repair: Not Applicable
19. Terms and Conditions of installation: Not Applicable
20. Terms and Conditions of repair parts indicating date of parts price lists and any discounts from list prices: Not Applicable
21. List of service and distribution points: See listings in the back of this pricelist
22. List of participating dealers: Not Applicable
23. Preventative maintenance: Not Applicable
24a. Special attributes such as environmental attributes: None
24b. 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:

www.nta-online.com

- 25. Data Universal Numbering System (DUNS) Number:** 13-228-1031
- 26. NTA, Inc. is registered with the Central Contractor Registration (CCR) Database.**

Additional information and ordering assistance can be found at <http://fss.gsa.gov/schedules> under MAS owners manual.

ORDERING PROCEDURES FOR SERVICES

ORDERING PROCEDURES FOR SERVICES (REQUIRING A STATEMENT OF WORK)

FAR 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).

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.

(a) When ordering services, ordering offices shall—

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

- (i) 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.
- (ii) 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 proposal 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.
- (iii) 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.
- (iv) 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:

- (i) 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).
- (ii) 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. For proposed orders exceeding the maximum order threshold, the request should be provided to additional contractors that offer services that will meet the agency's needs. 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) 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.

- (i) **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)
- (ii) **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)(ii) 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.

PROCEDURES FOR FIXED PRICES ON GSA SCHEDULE

The ordering procedures set forth at FAR 8.404 should be used for those services based on fixed prices. The Contractor is advised that based on the specific task identified at the task order level, it may use Clause 552.238-76, Price Reduction, to provide a proposed fixed price to the agency to more accurately reflect the actual work required.

SPECIAL PROVISIONS FOR TASK ORDERS

Agencies may incorporate provisions in their task order that are essential to their requirements (e.g., security clearances, hazardous substances, special handling, key personnel, etc.). These provisions, when required, will be included in individual task orders. Any cost necessary for the contractor to comply with the provision(s) will be included in the task order proposal, unless otherwise prohibited by law.

Contractors are strongly encouraged to price all items in the contract, to the maximum extent practicable.

NTA, INC. LABOR CATEGORY DESCRIPTIONS

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
NMOB001	Program Manager (Level 3)	Twelve years project related experience.	Bachelors degree in a, technical or business management discipline. Four years of additional task management experience may be substituted for a Bachelors degree	Performs day-to-day management of overall contract support activities. Supervises and directs program personnel in the areas of program management, program oversight, project management, program integration. Directs activities and participates in complex strategic, business and action planning, high performance work, process and productivity improvement, systems alignment, leadership systems, organizational assessments. Supervises project staff and technical team leaders in the performance of surveys. Conducts planning and management review of all high-level activities. Reviews and approves work and deliverables.
NMOB002	Program Manager (Level 2)	Ten years project related experience.	Bachelors degree in a technical or business management discipline. Four years of additional task management experience may be substituted for a Bachelors degree.	Performs day-to-day management of overall contract support activities. Supervises and directs program personnel in the areas of program management, program oversight, project management, program integration. Direct activities and participates in strategic, business and action planning, high performance work, process and productivity improvement, systems alignment, leadership systems, organizational assessments. Supervises project staff and technical team leaders in the performance of surveys. Conducts planning and management review of all high-level activities. Reviews and approves work and deliverables.
NMOB003	Program Manager (Level 1)	Eight years project related experience.	Bachelors degree in a technical or business management, or applicable field. Four years of additional experience may be substituted for a Bachelors degree.	Performs day-to-day management of overall contract support activities. Supervises and directs program personnel in the areas of program management, program oversight, project management, program integration. Supervises project staff and technical team leaders in the performance of surveys. Conducts planning and management review of all high-level activities. Reviews and approves work and deliverables. Manages the use of problem solving techniques, defining and refining the agenda, debriefing and overall meeting planning, resolving disputes, disagreements, and divergent views, logistical meeting/conference support when performing technical facilitation, convening and leading large and small group briefings and discussions.

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
NMOB004	Task Manager	Six years of recent project management experience. A Masters degree may be substituted for two years of experience.	Bachelors in a technical or business management, or applicable field. Four years of additional experience may be substituted for a Bachelors degree.	Coordinates project deliverables, ensuring completeness, accuracy and validity of data and system status. Supports technical coordination requirements and meetings. Reviews project deliverables and documentation for completeness. Provides expertise and guidance in technical areas to support project-tasking requirements. Supervises project staff and provides financial, schedule, and progress reporting. Provides onsite and offsite management activities for the project and corporate management staff, controlling costs and maximizing project personnel efficiency. Develops recommended program management procedures and controls, Plans of Action and Milestones (POA&M), Program Master Plans (PMP) and other documentation as required for unique tasks. Coordinates development and implementation of computerized decision support systems and architectures required as project management tools.
NMOB005	Senior Mgmt/Org/Bus Improvement Specialist	Ten years project related experience.	Bachelors an accredited college or university. Associates degree and 2 additional years, no degree and 4 additional years of project related experience might be substituted for Bachelors degree.	Performs as program management technical advisor and leads program management problem resolution. Performs activities in support of program management, program oversight, and project management, program integration. Performs activities and participates in complex strategic, business and action planning, high performance work process and productivity improvement, systems alignment leadership systems, and organizational assessments.
NMOB006	Senior Research Specialist	Ten years project related experience	Bachelors an accredited college or university. Associates degree and 2 additional years, no degree and 4 additional years of project related experience might be substituted for Bachelors degree.	Responsible for the performance of more complex projects. Identifies emerging technologies/processes for application in complex strategic, business and action planning, high performance work, process and productivity improvement, systems alignment, leadership systems, and organizational assessments. Identifies and applies advanced analytical principles and techniques to planning complex survey design, sampling, survey development, pretest/pilot surveying, defining and refining the agenda, survey database administration, assessing reliability and validity of data, determining proper survey data collection methodology, administering surveys using various types of data collection methods, analyses of quantitative and qualitative survey data.
NMOB007	Training Specialist	8 Years project related experience	Graduate from a technical training school or Associates Degree. 2 years of additional experience may be substituted for an Associates Degree.	Provide senior level expertise to develop and implement multidisciplinary training programs. Provide training for interagency/interdepartmental groups and for customer agency leaders and department heads. Recognized by client as a high-level subject matter expert on project-related matters as related to assessing process improvements and potential impact on the customer s established procedures, organizational culture. Must also be recognized as an intellectual leader in some aspect of core competencies.

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
NMOB008	Senior Management Consultant	Eight years of project related experience.	Bachelor's degree in a technical or business, management discipline. Four years of additional experience may be substituted for a bachelors degree.	Must consistently bring in high quality products on time and on budget. Interpret and apply government and industry specifications, guidelines and regulations to the unique requirements of the project. Provide guidance to ensure all project objectives are achieved. Provide daily supervision and direction to support staff. Monitor and analyze concept development, requirements determination, requirements analysis, project development, project implementation and customer support. Advises senior management in areas of planning, policy development, work methods and procedures, manpower utilization, organizational structures and information management systems technologies. Analyzes and evaluates effectiveness of management controls and channels of communication. Investigates team member functions and assesses against theoretical models of organizations and workflow. Performs job evaluation and position classification analyses as related to management practices and controls. Performs project concept evaluation and mission needs activities. Assists with acquisition management and related processes.
NMOB009	Management Consultant	Two years of project related experience.	Bachelor's degree in a business, management technical or project related discipline. Four years of additional experience may be substituted for a bachelors degree	Analyzes management effectiveness in areas of planning, policy development, work methods and procedures, manpower utilization, organizational structures and information management systems technologies. Analyzes and evaluates effectiveness of management controls and channels of communication. Investigates team member functions and assesses against theoretical models of organizations and workflow. Performs job evaluation and position classification analyses as related to management practices and controls. Performs project concept evaluation and mission needs activities. Assists with acquisition management and related processes.
NMOB010	Senior Technical Advisor	Ten years of project related experience. A Masters degree may be substituted for two years of experience.	Bachelor's degree. Four years of additional project related experience might be substituted for the degree requirement.	Applies analytical principles and techniques to planning survey design, sampling; survey development, pretest/pilot surveying, defining and refining the agenda, survey database administration, assessing reliability and validity of data, determining proper survey data collection methodology, administering surveys using various types of data collection methods, analyses of quantitative and qualitative survey data. Prepares project deliverables, ensuring completeness, accuracy and validity of data and system status. Assists Program Manager by providing onsite and offsite resource support and team management activities for the project. Analyzes documentation and defines resource support requirements. Assists with plan development and coordinates milestone activities with Task Leader, for the project staff.

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
NMOB011	Technical Advisor	Eight years experience in resource requirement analysis. A Masters degree may be substituted for two years of experience.	Bachelor's degree required. Four years of additional project related experience might be substituted for the degree requirement.	Applies analytical principles and techniques to planning survey design, sampling, survey development, pretest/pilot surveying, defining and refining the agenda, survey database administration, assessing reliability and validity of data, determining proper survey data collection methodology, administering surveys using various types of data collection methods, analyses of quantitative and qualitative survey data.
NMOB012	Junior Technical Advisor	Six years experience in resource requirement analysis. A Masters degree may be substituted for two years of experience.	Bachelor's degree required. Four years of additional project related experience might be substituted for the degree requirement.	Applies analytical principles and techniques to planning survey design, sampling, survey development, pretest/pilot surveying, defining and refining the agenda, survey database administration, assessing reliability and validity of data, determining proper survey data collection methodology, administering surveys using various types of data collection methods, analyses of quantitative and qualitative survey data. In all cases, the individual is expected to exercise significant judgment in the completion of assignments. Independent judgment is particularly expected in area of expertise. This position requires a high degree of flexibility. Participate in many different projects and gain exposure to a wide variety of programs.
NMOB013	Graphics/Internet Designer	Four Years Experience	Associates Degree. Two additional years of experience may be substituted for the degree requirement.	Develops workbooks, audio cassette tapes, CD ROMS, training manuals, videotapes, advanced presentation media, overhead transparencies, slides, assessment/survey instruments, state-of-the-art computer based training, interactive training services, satellite or internet broadcast media.
NMOB014	Administrative Assistant	Three years clerical, secretarial, or office work experience. Types 50 WPM. Familiar with one or more standard office SW packages.	High school diploma or equivalent	Assists the Program Manager in defining and refining the agenda, debriefing and overall meeting planning, and ensuring logistical meeting/conference support. Provides a draft for the permanent record, recording discussion content and focusing decision-making, preparing draft and final reports for dissemination. Performs documentation response tracking functions.
NMOB015	Technical Typist	One-year clerical, secretarial, or office work experience. Types (50 WPM). Familiar with one or more standard office SW packages.	High school diploma or equivalent.	Assists in the production of reports to include, but not limited to: description and summary of results with associated graphs, charts, and tables description of data collection. Provides technical typing, word processing, proofreading and grammar context review, graphics presentation preparation, filing, and reproduction documentation support and office equipment operation. Prepares, maintains and preserves technical or administrative documentation, data, correspondence and records.

NTA, INC. LABOR CATEGORY SUBSTITUTIONS INFORMATION

National Technologies Associates, Inc. (NTA, Inc.) will provide only people who meet or exceed the minimum qualifications within the labor category descriptions stated herein. NTA, Inc. labor categories provide for substituting experience for minimum education requirements and substituting educational degrees for years of experience. These substitutions are allowed for all Southland labor categories unless specified in the description.

Allowable Substitutions

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

DEGREE	DEGREE AND EXPERIENCE & EDUCATION SUBSTITUTIONS	RELATED CERTIFICATION SUBSTITUTIONS
	In general, where it is not stated, the following experience table may be substituted for not having the required degree, unless otherwise specified in the job description.	
Associate's	2 years relevant experience	Trade/Vocational School or Technical Training or Military Training in relevant field
Bachelor's	Associate's + 4 years relevant experience 6 years relevant experience	Professional or Industry Standard Technical Certification in a relevant field. (e.g MCSE, CCNP, CNA, CNE)
Master's	Bachelor's + 4 years relevant experience Associate's + 8 years relevant experience 10 years relevant experience	Professional License [e.g. Professional Engineer, Registered Communications Distribution Designer (RCDD), Certified Professional Logistician (CPL)]
Doctorate	Master's + 4 years relevant experience Bachelor's + 8 years relevant experience 14 years relevant experience	

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

PREAMBLE

National Technologies Associates, Inc. provides commercial products and services to the Federal Government. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

COMMITMENT

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in Federal Government contracts. To accelerate potential opportunities please contact Ray Smith at National Technologies Associates, Inc. (301) 863-6512, rsmith@NTALEX.com; Fax (301) 862-1845.

BPA NUMBER _____

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

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

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

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

(2) Delivery:

DESTINATION	DELIVERY SCHEDULE/DATES
_____	_____
_____	_____

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

(4) This BPA does not obligate any funds.

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

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

OFFICE	POINT OF CONTACT
_____	_____
_____	_____

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

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

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

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

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

BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to a customer agency requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions of the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

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

SALES AND SERVICE POINTS

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