



**General Services Administration  
Federal Supply Service  
Authorized Federal Supply Schedule Price List**

Online 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!<sup>™</sup>, a menu-driven database system. The INTERNET address for GSA Advantage!<sup>™</sup> is: <http://www.gsaadvantage.gov/>.

**MISSION ORIENTED BUSINESS INTEGRATED SERVICES  
Federal Supply Group: 874  
Class: R499**

**Contract No: GS-10F-0352R**

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

**Contract Period: June 13, 2005 through June 12, 2010  
Price List Effective: June 13, 2005**

**Azimuth Corporation  
1353 Woodman Drive  
Suite B  
Dayton, OH 45432  
937-609-7692  
937-256-8571  
888-281-7614 fax**

Website: [www.azimuth-corp.com](http://www.azimuth-corp.com)

**Business Size: Service Disabled Veteran Owned Small Business**

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## CUSTOMER INFORMATION

### 1. a. Awarded Special Item Numbers (SINs):

SIN 874-1	Consulting	Page 12
SIN 874-2	Facilitation	Page 12
SIN 874-7	Program Integration & Project Management Services	Page 13

### b. Pricing:

Labor Category rates are proposed in support of the above SINs and are valid for all Azimuth sites.

See Appendix 1, p. 16 for Azimuth Prices.

This price is the Government price based on a unit of one, exclusive of any quantity volume, prompt payment, or any other concession affecting price.

### c. Hourly Rates:

See Appendix 1

Hourly rates by labor category Appendix 2 contains labor category descriptions for Azimuth:

Program Director II	Scientist III
Program Director	Scientist I
Project Manager	Analyst IV
Facilitation Consultant	Analyst III
Engineer III	Analyst II
Functional Specialist IV	Analyst I
Functional Specialist II	Conference Coordinator III
Technician	Conference Coordinator II
Technical Writer III	Conference Coordinator I
Technical Writer	Project Control Specialist I
Administrative Assistant	
Administrative Assistant II	

**2. Maximum Order:**

The maximum dollar value per order for all Special Item Numbers will be \$1,000,000.00

**3. Minimum Order:**

The minimum dollar value of orders to be issued is \$300.00

**4. Geographic Coverage:**

The geographic scope of this contract is for Domestic Delivery Only. This includes: the 48 contiguous states, Washington DC, Alaska, Hawaii, Puerto Rico and U.S. territories.

**5. Point of Production:**

Dayton, Montgomery County, Ohio

**6. Discount from List Prices or Statement of Net Price:**

Prices shown are Government net prices (discounts are already deducted). For Government Awarded Prices (Net Prices), See **APPENDIX 1** on page 14. Azimuth will accept labor hour and firm fixed price.

**7. Quantity Discounts:**

None.

It is Azimuth's practice to review each task order for factors that may allow us to propose discounted labor rates.

**8. Prompt Payment Terms:**

Payment terms are Net 30 calendar days.

**9. a. Government Purchase Cards below the Micro-Purchase Threshold:**

Azimuth will accept Government Purchase Cards for task orders placed that are at or below the micro-purchase threshold.

**b. Government Purchase Cards above the Micro-Purchase Threshold:**

Azimuth will accept Government Purchase Cards for task orders placed that are above the micro-purchase threshold but not exceeding the maximum order threshold.

**10. Foreign Items:**

N/A

**11. a. Time of delivery:**

As negotiated on each task order.

**b. Expedited Delivery:**

The items for expedited delivery are noted in this price list:

For all SINs – negotiated on a task order basis.

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

Same as Expedited Delivery above, contact Azimuth Corporation for more information.

**d. Urgent Requirements:**

When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt (Telephonic replies shall be confirmed by the Contractor in writing). If the Contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

**12. F.O.B. point(s):**

The F.O.B Point is Destination for all purchased end items ordered hereunder for the 48 contiguous states and the District of Columbia.

**13. a. Ordering Address(s):**

For mailed orders, the postal mailing address where paper form orders should be mailed is as follows:

Azimuth Corporation  
1353 Woodman Drive  
Suite B  
Dayton, OH 45432  
Attention: Tamara Steck

Contract Administration:  
Valerie K. Rossi  
Voice: 937-609-7692 or 937-256-8571  
Fax: 888-281-7614  
Email: vrossi@azimuth-corp.com

Contact for Technical/Ordering Assistance or for placing orders via facsimile or email:

Tamara L Steck  
Voice: 937-671-1079 or 937-256-8571  
Fax: 888-281-7614  
Email: tsteck@azimuth-corp.com

**b. Ordering Procedures:**

For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).

**14. Payment Address:**

Payment via Wire Transfer:

Please Contact Azimuth Corporation for Bank Information regarding Wire Transfers

Payment via Check/ U.S. Mail:

Azimuth Corporation  
1353 Woodman Drive  
Suite B  
Dayton, OH 45432

Payment via Government Purchase Card:  
Contact Amanda Catron at 937-256-8571 for assistance.

Requests for payment information should be addressed to Amanda Catron by email at [acatron@azimuth-corp.com](mailto:acatron@azimuth-corp.com), or by phone at 937-256-8571.

**15. Warranty Provision:**

For the purpose of this contract, commitments, warranties, and representations include (in addition to those agreed upon for the entire schedule contract):

- Time of delivery/installation quotations for individual orders.
- Technical representations and/or warranties of products concerning performance; total system performance and/or configuration; physical, design, and/or functional characteristics; and capabilities of a product/equipment/service/software package submitted in response to requirements that result in orders under this schedule contract.
- Any representation and/or warranties concerning the products made in any literature, description, drawings, and/or specifications furnished by the contractor.

**16. Statement Concerning Availability of Export Packing:**

Not available within the scope of this contract

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

None.

**18. Terms and Conditions of Rental, Maintenance, and Repair:**

N/A

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

N/A

**20. Terms and Conditions of Repair Parts:**

N/A

**a. Terms and Conditions for any other services:**

N/A

**21. Service and Distribution Points:**

N/A

**22. Participating Dealers:**

N/A

**23. Preventative Maintenance:**

N/A

**24. a. Special Attributes:**

N/A

**b. Section 508 Compliance:**

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

**25. Data Universal Number System (DUNS) Number:**

03-035-2822

**26. Central Contractor Registration (CCR) Database:**

Azimuth Corporation has registered with the Central Contractor Registration (CCR) Database.

**INFORMATION FOR ORDERING OFFICES**

**1. Type of Contractor**

Service Disabled Veteran Owned Small Business

**2. Contractor's Taxpayer Identification Number (TIN):**

31-1785180

**3. CAGE CODE:**

1VA28

**4. DUNS Number:**

03-035-0822

**5. Inspection/Acceptance:**

The Contractor shall only tender for acceptance those items that conform to the requirements of this contract. The Government reserves the right to inspect or test

any supplies or services that have been tendered for acceptance. The Government may require repair or replacement of nonconforming supplies or reperformance of nonconforming services at no increase in contract price. The Government must exercise its post-acceptance rights (1) within a reasonable time after the defect was discovered or should have been discovered; and (2) before any substantial change occurs in the condition of the item, unless change is due to the defect in the item.

The Inspection of Services–Fixed Price (AUG 1996) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection–Time-and-Materials and Labor-Hour (JAN 1986) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

**6. Limitation of Liability:**

Except as otherwise provided by an express or implied warranty, the Contractor will not be liable to the Government for consequential damages resulting from any defect or deficiencies in accepted items.

**7. Special Provisions for Task Orders:**

Agencies may incorporate provisions in their task orders 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.

**8. Security Requirements:**

In the event security requirements are necessary, the ordering activities may incorporate, in their delivery orders, a security clause in accordance with current laws, regulation, and individual agency policy; however, the burden of administering the security requirements shall be with the ordering agency. If any costs are incurred as a result of the inclusion of security requirements, such costs will not exceed ten percent (10%) or \$100,000, of the total dollar value of the order, whichever is less.

**9. Order Procedures for Services (Requiring a Statement of Work) (G-FSS-920)**

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' location, 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 (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 contractor's quotes that formed the basis for the selection of the contractor that received the order and the rationale for any tradeoffs made in making the selection.

#### 10. Purchase of Open Market Items:

NOTE: Open Market Items are also known as incidental items, non-contract items, non-Schedule items, and items not on a Federal Supply Schedule contract.

For administrative convenience, an ordering office contracting officer may add items not on the Federal Supply Multiple Award Schedule --MAS-- (also referred to as open market items) to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, **only if -**

- a. All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, 15), and small business programs (Part 19));
- b. The ordering office contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
- c. The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
- d. All clauses applicable to items not on the Federal Supply Schedule are included in the order.

## **11. GSA Advantage!**

GSA *Advantage!* is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering information. GSA *Advantage!* will allow the user to perform various searches across all contracts including, but not limited to:

- a. Manufacturer;
- b. Manufacturer's Part Number; and
- c. Product Categories.

Agencies can browse GSA *Advantage!* by accessing the Internet World Wide Web utilizing a browser (ex. Netscape). The Internet address is <http://www.gsaadvantage.gov/>.

## **BLANKET PURCHASE AGREEMENTS (BPAs)**

Federal Acquisition Regulations (FAR) 13.201(a) defines Blanket Purchase Agreements (BPAs) as "...a simplified method of filling anticipated repetitive needs for supplies or services by establishing 'charge accounts' with qualified sources of supply." The use of Blanket Purchase Agreements under the Federal Supply Schedule Program is authorized in accordance with FAR 13.303-2(c)(3), which read, in part, as follows:

"BPAs may be established with Federal Supply Schedule Contractors, if not inconsistent with the terms of the applicable schedule contract."

Federal Supply Schedule contracts contain BPA provisions to enable schedule users to maximize their administrative purchasing savings. This feature permits schedule users to set up "accounts" with Schedule Contractors to fill recurring requirements. These accounts establish a period for the BPA and generally address issues such as the frequency of ordering and invoicing, authorized callers, discounts, delivery locations and times. Agencies may qualify for the best quantity/volume discounts available under the contract, based on the potential volume of business that may be generated through such an agreement, regardless of the size of the individual orders. In addition, agencies may be able to secure a discount higher than that available in the contract based on the aggregate volume of business possible under a BPA. Finally, Contractors may be open to a progressive type of discounting where the discount would increase once the sales accumulated under the BPA reach certain prescribed levels. Use of a BPA may be particularly useful with the new Maximum Order feature. See the Suggested Format, contained in this Schedule Price List, for customers to consider when using this purchasing tool.

## **CONTRACTOR TEAMING ARRANGEMENTS**

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Contractor's Reports of Sales and 552.238-76, Industrial Funding Fee, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

## **CONTRACT SUMMARY**

Azimuth has been awarded a Federal Supply Schedule Contract for Management, Organizational and Business Improvement (MOBIS). Order can be awarded to Azimuth for managerial services under (3) Special Item Numbers (SINs). The SINS are 1.) SIN 874-1 Consulting; 2.) SIN 874-2 Facilitation Services; 3.) SIN 874-7 Program Integration and Project Management Services. A full description of each SIN definition is provided on Pages 12 & 13.

The term of this contract is five (5) years for date of award plus three (3) additional five (5) year option periods that may be exercised by GSA.

Task orders placed must identify the SIN or SINs under which the task is to be performed. Orders may be placed on a Firm Fixed Price or Time and Materials basis utilizing the labor categories and rates defined in the contract.

## **SPECIAL ITEM NUMBERS DESCRIPTIONS (SINs)**

As a selected vendor under this schedule, Azimuth Corporation provides services in the following Special Item Numbers (SINs)

- SIN 874-1 Consulting
- SIN 874-2 Facilitation
- SIN 874-7 Program Integration and Project Management Services

### **SIN 874-1: CONSULTING SERVICES**

Azimuth provides expert advice, assistance, guidance or counseling in support of agencies' management, organizational and business 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
- Enterprise systems
- Systems alignment
- Cycle time
- High performance work
- Leadership systems
- Performance measures and indicators
- Process and productivity improvement
- Organizational assessments
- Program audits, IV&V, and evaluations

### **SIN 874-2 FACILITATION SERVICES**

Azimuth will 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 small group briefings and discussions
- Preparing draft and final reports for dissemination

## **SIN 874-7 PROGRAM INTEGRATION AND PROJECT MANAGEMENT SERVICES**

Azimuth provides services in management, integration, and programs and projects. Programs and projects may include hardware, software, enterprise, manufacturing, processing, accounting, research, operational, personnel, and logistics systems. These services may include, but are not limited to:

- Program Management
- Program Integration (team leader)
- Program Oversight
- Project Management
- Systems Management (enterprise, logistics, manufacturing)

**APPENDIX 1: LABOR RATES**

**GSA MOBIS Pricelist**

SINs 874-1, 874-2, and 874-7

<b>AZIMUTH MOBIS PRICE LIST</b>		
	<b>GS-10F-0352R</b>	
<b>Labor Category</b>		
	<b>Off-Site</b>	<b>On-Site</b>
<b>Program Director II</b>	\$ 193.73	\$ 184.05
<b>Program Director</b>	\$ 105.72	\$ 100.43
<b>Project Manager</b>	\$ 88.10	\$ 83.69
<b>Facilitation Consultant</b>	\$ 105.72	\$ 100.43
<b>Engineer III</b>	\$ 57.27	\$ 54.40
<b>Functional Specialist IV</b>	\$ 99.28	\$ 94.32
<b>Functional Specialist II</b>	\$ 52.35	\$ 49.73
<b>Analyst IV</b>	\$ 82.40	\$ 78.28
<b>Analyst III</b>	\$ 51.89	\$ 49.26
<b>Analyst II</b>	\$ 35.23	\$ 33.47
<b>Analyst I</b>	\$ 30.83	\$ 29.29
<b>Technician I</b>	\$ 13.90	\$ 13.20
<b>Technical Writer III</b>	\$ 43.59	\$ 41.41
<b>Technical Writer</b>	\$ 22.91	\$ 21.76
<b>Administrative Assistant II</b>	\$ 25.88	\$ 24.59
<b>Administrative Assistant</b>	\$ 17.62	\$ 16.74
<b>Scientist III</b>	\$ 62.97	\$ 59.82
<b>Scientist I</b>	\$ 26.29	\$ 24.98
<b>Conference Coordinator III</b>	\$ 72.33	\$ 68.71
<b>Conference Coordinator II</b>	\$ 49.17	\$ 46.71
<b>Conference Coordinator I</b>	\$ 30.16	\$ 28.65
<b>Project Control Specialist I</b>	\$ 30.16	\$ 28.65

## **APPENDIX 2: LABOR CATEGORY DESCRIPTIONS**

Individuals performing services under the MOBIS GSA Contract meet the requirements for their job specified labor categories. Labor categories are described below.

### **PROGRAM DIRECTOR II**

#### **Professional Knowledge**

- The Program Director II manages work in an environment focusing on systems, studies and analysis and/or hardware design. System can include financial, enterprise, resource, or hardware
- Manages complex overarching programs that involve many different projects and efforts
- Exceptional creativity and resourcefulness in the most demanding and complex assignments
- Recognized as a primary and executive staff resource
- Enforces work standards, reviews work quality, provides quality assurance and configuration management, assigns schedules, and communicates goals, objectives, and policies of the organization to subordinates
- Requires strong communication skills

#### **Technical Leadership**

- Actively involved in the directing of technical and business activities
- May serve as a corporate officer
- May serve as a division director managing many people and operational groups
- May be responsible for managing and motivating staff

#### **Experience/Education**

- Bachelor of Science or Business degree and 20 years of management experience
- Experience at a systems level with large complex programs in business systems or technical/hardware systems
- Generally recognized as an expert in business or engineering
- Generally has a MS or PhD

## **PROGRAM DIRECTOR**

### **Professional Knowledge**

- The Program Director manages work in an environment focusing on studies and analysis or hardware design
- Enforces work standards, reviews work quality, provides quality assurance and configuration management, assigns schedules and communicates goals, objectives, and policies of the organization to subordinates
- Exceptional creativity and resourcefulness in the most demanding and complex assignments
- Requires strong communication skills

### **Technical Leadership**

- Actively involved in the directing of technical activities and may be responsible for managing and motivating staff

### **Experience/Education**

- Bachelor of Science degree and ten (10) years of management experience
- Graduate degree preferred

## **PROJECT MANAGER**

### **Professional Knowledge**

- The Project Manager handles the day-to-day work in an environment focusing on studies and analysis or hardware design
- Provides technical and administrative guidance for personnel performing development tasks, including review of work products for accuracy, adherence to the design concept and to applicable standards, review of program documentation to assure compliance with government standards/requirements, and for progress in accordance with schedules
- Requires exceptional creativity and resourcefulness in complex assignments
- Requires strong communication skills
- May have high standing as a technical expert in client communities

### **Technical Leadership**

- May lead projects or programs having high technical complexity
- May be responsible for managing and motivating staff

### **Experience/Education**

- Bachelor's degree and six (6) years of progressively more responsible experience in management or the combined equivalent

## **FACILITATION CONSULTANT**

### **Professional Knowledge**

- The Facilitation Consultant provides facilitation expertise to situations and groups, solid knowledge of the many methods for facilitation, can train individuals and groups in team building, planning, and decision making
- Broad background to function in any industry and with executive individuals
- Recognized as a primary staff resource
- Requires exceptional creativity and resourcefulness in the most demanding and complex assignments
- Requires expertise in story boarding, group meetings, training, education and educational techniques, surveying, and organizational behavior, may develop and apply advanced techniques

### **Technical Leadership**

- May act as internal consultant for broad program areas or in a highly specialized area
- May lead projects or programs having maximum client importance, high visibility, and technical complexity
- May be responsible for managing and motivating staff

### **Experience/Education**

- Bachelor of Science or Arts in Education, Psychology, Organizational Behavior or Business degree in a directory related engineering discipline
- 15 years experience, or the combined equivalent
- Doctorate/Graduate degree preferred

## **ENGINEER III**

### **Professional Knowledge**

- The Senior Engineer focuses on engineering and/or scientific studies analysis or hardware design to identify areas needing improvement
- Provide expertise in one or more engineering disciplines such as; aerospace engineering, biological research, communications engineering, electronic engineering, information engineering, interoperability analysis, mechanical engineering, military operations (ground, sea, and air), nuclear engineering, process engineering, program analysis, security, system standards, test and evaluation, weapons effects, or other disciplines
- Exceptional creativity and resourcefulness in the most demanding and complex assignments, may develop and apply advanced techniques

### **Technical Leadership**

- May act as internal consultant for broad program areas or in highly specialized areas
- Position may lead projects or programs having maximum client importance, high visibility, technical complexity
- May be responsible for managing and motivating staff

### **Experience/Education**

- Bachelor of Science degree in a directory related engineering discipline and (10) years experience, or the combined equivalent
- Masters/Graduate degree preferred

## **FUNCTIONAL SPECIALIST IV**

### **Professional Knowledge**

- The Functional Specialist IV will work in an environment focusing on systems, programs, studies and analysis and/or hardware design
- Fully knowledgeable in all conventional aspects of the subject matter
- Recognized as an expert in a particular functional area
- Understands and can translate functional activities of systems, programs, and architectures
- Will have functional expertise in one or more area such as financial systems, business systems, enterprise systems, relational systems, and operational systems
- Responsibilities include data collection and dissemination, validation, analysis and presentation. Uses diverse information gathering strategies, statistical tools and procedures, and information management approaches
- Has highly developed specialized skills

### **Technical Leadership**

- May lead tasks within project or an entire project
- May supervise less senior staff at the project level
- May supervise all functional analysts and lead developers in task specific efforts

### **Experience/Education**

- Generally, a Bachelor of Science degree and 15 or more years of experience or the combined equivalent with 10 years in a specific functional field

- Graduate degree preferred

## **FUNCTIONAL SPECIALIST II**

### **Professional Knowledge**

- The Functional Specialist II focuses on the aspects of an organization's mission. This includes organizations working on information systems, business enterprise programs, studies and analysis, engineering and scientific disciplines, R&D, intelligence, and/or hardware design or manufacturing.
- The Functional Specialist II is a specialist in a particular discipline such as strategic business consulting, process modeling, finance systems, and project analysis that is familiar with a specific organization's mission. The Azimuth Functional Specialist II provides expert consulting services to our customers. When performing mission services various specialists are called upon to provide expert opinion and consultation. Many programs the government executes are operational and maintenance or program implementation. Azimuth provides consulting services to organizations in the form of strategic planning and program management. The use of Functional Specialists in MOBIS efforts is essential. The functional specialists can operate in many areas including information technology, finance, program management, strategic planning, ISO 9000 and quality systems, change management, training systems, and specific government processes in acquisition and intelligence. They provide direct support to customers in analyzing, developing, and solving an organization's mission critical issues.
- The Functional Specialist II may be imbedded within an organization to support specific mission functions such as business process reengineering, change management, or training in functional aspects of mission activities
- The Functional Specialist II will have functional expertise in one or more areas such as engineering systems, production systems, financial systems, business systems, enterprise systems, relational systems and operational systems
- The Functional Specialist II understands, can translate, and perform functional activities of systems, programs and architectures; may include specific lab and scientific equipment, relational databases, operations research or intelligence tools. Responsibilities include data collection and dissemination, validation, analysis and presentation, training, and direct customer consulting. Uses diverse information gathering strategies, statistical tools and procedures, and information management approaches
- Has broadened skills, or is developing specialized skills

### **Technical Leadership**

- May lead tasks within a project
- Interfaces directly with customers to analyze requirements, provide training, or consult
- May occasionally lead for entire project
- May occasionally supervise less senior staff at the project level

### **Experience/Education**

- Generally, a Bachelor of Science degree and/or 4-9 years of experience, or the combined equivalent with 4 years in a specific functional field. Degree may be in an engineering discipline, science, or business area. Five years of experience is equivalent to a BS degree. May have only an Associates degree or specialized formal training.
- A Masters degree is equivalent to 4 years of experience

## **ANALYST IV**

### **Professional Knowledge**

- The Analyst IV will work in an environment focusing on studies, R&D, and/or analysis and/or computer systems and software and/or hardware design related to an organization's mission activities
- Fully knowledgeable in all conventional aspects of the subject matter
- Uses independent judgment in the evaluation, selection, and adaptation or modification of standard techniques to solve complex assignments
- Technical areas include finance, budget, processes, intelligence, logistics, information technology, chemistry, physics, biology, statistics, business and systems
- Responsibilities include overseeing data collection and dissemination, validation, analysis and presentation. Utilize diverse information gathering strategies, statistical tools and procedures, and information management approaches
- Has fully developed technical skills and is considered an expert
- Is considered a primary corporate resource

### **Technical Leadership**

- May lead tasks within a project
- May occasionally lead for an entire project
- May lead projects or tasks with high customer visibility and importance
- May occasionally supervise less senior staff at the project level

### **Experience/Education**

- Generally, a Bachelor of Science degree and 10+ years of experience
- Five years of experience is equivalent to a Bachelors degree
- A Masters degree is equivalent to 4 years of experience
- A Graduate degree is preferred

## **ANALYST III**

### **Professional Knowledge**

- The Senior Analyst will work in an environment focusing on studies and analysis or hardware design
- Responsibilities include overseeing data collection and dissemination, validation, analysis and presentation
- Utilize diverse information gathering strategies, statistical tools and procedures, and information management approaches
- Develop and apply advanced techniques
- Exceptional creativity and resourcefulness in the most demanding and complex assignments
- Recognized as a primary staff resource

### **Technical Leadership**

- May act as internal consultant for broad program areas or in highly specialized area
- May lead projects or programs having maximum client importance; high visibility, and technical complexity
- May be responsible for managing and motivating staff

### **Experience/Education**

- Bachelor of Science degree in a directly related engineering discipline and 10 years or experience or the combined equivalent
- Masters/Graduate degree preferred

## **ANALYST II**

### **Professional Knowledge**

- The Analyst will work in an environment focusing on studies and analysis or hardware design, fully knowledgeable in all conventional aspects of the subject matter
- Uses independent judgment in the evaluation, selection, and adaptation or modification of standard techniques to solve complex assignments
- Responsibilities include overseeing data collection and dissemination, validation, analysis and presentation
- May utilize diverse information gathering strategies, statistical tools and procedures, and information management approaches
- Has broad technical skills or is developing specialized skills

### **Technical Leadership**

- May lead tasks within project, can occasionally lead for entire project
- May occasionally supervise less senior staff at the project level

### **Experience/Education**

- Bachelor of Science degree and/or 5 or more years of experience required or the combined equivalent
- Graduate degree preferred

## **ANALYST I**

### **Professional Knowledge**

- The Junior Analyst applies standard techniques in performing work designed to develop technical knowledge and skills
- Satisfactory knowledge of concepts is expected analysis and problem solving
- Responsible for providing support to senior analyst and other team members

## **Experience/Education**

- Bachelor of Science degree and 2 years or experience or the combined equivalent

## **TECHNICIAN I**

### **Duties/Responsibilities**

- A Research Associate must have satisfactory knowledge of concepts expected for analysis and problem solving
- Applies standard laboratory techniques while performing work in a research environment
- May receive specific and detailed instructions as to required tasks and expected results

## **Experience/Education**

- High school diploma required
- Junior standing in scientific/engineering discipline is required
- Bachelor of science degree preferred

## **TECHNICAL WRITER III**

### **Duties/Responsibilities**

- The Technical writer III performs writing, editing, and/or rewriting of high to moderately complex technical documents and reports; collects and organizes data, charts, diagrams etc. Applies consistent formatting and style throughout reports. May use a variety of software programs to develop documentation. Works with more senior technical staff to ensure accuracy and completeness
- May lead other writers in the efforts
- Can generally work alone with little supervision
- Can integrate charts, documents, and spreadsheets into presentation formats. Can develop slide shows and PowerPoint presentations
- Can prepare documents for publishing and presenting
- Provides graphics expertise for technical papers
- May develop, edit, and incorporate video and audio in technical presentation
- May design, develop, and edit web page content. Fully adept at using web development software such as MS Publisher, DreamWeaver, or MS FrontPage

## **Experience/Education/Skills**

- Combined equivalent of 8+ years relevant experience or education
- AA or non-technical BS degree preferred
- Moderate to high level of job specific knowledge
- Excellent PC/Computer skills
- Experience with graphics and video software

## **TECHNICAL WRITER**

### **Duties /Responsibilities**

- The Technical Writer performs writing, editing, and/or rewriting or moderately complex technical documents and reports; collects and organizes data, charts, diagrams etc.
- Applies consistent formatting and style throughout reports
- May use a variety of software programs to develop documentation
- Works with more senior technical staff to ensure accuracy and completeness

### **Experience/ Education**

- Equivalent of 4+ years relevant experience or education
- AA or non-technical BS degree preferred
- Strong PC/Computer skills
- Moderate level of job specific knowledge

## **ADMINISTRATIVE ASSISTANT**

### **Duties/ Responsibilities**

- The Administrative Assistant performs moderately complex tasks of an administrative nature such as technical report preparation, maintenance of technical project information, maintenance of technical documentation and databases, coordination and/or production of graphic support for briefings and publications
- General administration and/or secretarial duties
- May perform routine security tasks including maintaining visitor control records, labeling, tracking, and safeguarding classified material
- May supervise work of less senior clerical staff

### **Experience/Education/Skills**

- 5+ years experience
- High school diploma required
- Business school courses preferred
- Generally types 60 wpm
- PC/Computer Skills and word processing

## **ADMINISTRATIVE ASSISTANT II**

### **Professional Knowledge**

- Knowledgeable in many conventional aspects of administration
- Responsibilities include composing memos, transcribing notes, research and create presentations, prepares and monitors invoices and expense reports

### **Technical Leadership**

- May complete tasks unassigned
- Supervised regularly by senior staff

### **Experience/Education**

- Generally, a high school diploma with 3-5 years of experience or the combined equivalent
- Associates degree preferred
- Business school courses preferred
- Generally types 30-50 wpm
- PC/Computer skills and word processing skills

## **SCIENTIST III**

### **Professional Knowledge**

- Scientist III provides specific scientific consulting services in engineering, information technology, or other science disciplines directed toward the execution of an organizations specific mission

- The Scientist III will be intimately familiar with the mission of an organization, especially when that organizations mission is scientific in nature. The Scientist III provides crucial consulting services to our customers. When performing mission services various scientists are called upon to provide expert opinion and consultation. Many programs the government executes are R&D. Azimuth provides consulting services to the R&D organizations in the form of strategic planning and program management. The use of scientists in MOBIS efforts is essential. The scientists can range from information technology, chemistry, flight sciences, to bio-technology. Azimuth scientists assist in the development of operational tests and assessments, the review of organizational requirements from a scientific viewpoint, and in providing specialized knowledge in specific functional or operational areas, or analysis methods or disciplines.
- The Scientist III provides crucial consulting services in a wide variety of scientific fields from information technology and operations research to aerospace and bio-technology. They will be familiar with many scientific tools such as scientific analyses, statistical theory, process model theory, organizational behavior, and operations research
- The Scientist III assists in the development of operational tests and assessments, the review of organizational and scientific requirements, and provides specialized knowledge in specific functional or operational areas.
- Excellent creativity and resourcefulness in the most demanding and complex assignments
- Recognized as a primary staff resource
- Provides expertise in one or more scientific disciplines such as: aerospace science, biological research, materials, communications, electronics, information technology, interoperability analysis, mechanical engineering, chemistry, physics, optics, nuclear science, program analysis, nano technology, requirements analysis, standards, test and evaluation, weapons effects, or other discipline(s)
- May develop and apply advanced techniques, develop new analytical methods, or consult on highly specialized scientific disciplines

### **Technical Leadership**

- May act as internal consultant for broad program areas or in a highly specialized area
- Typically reports to a program or project manager as a specialized expert in a scientific field
- May lead projects or programs having high client importance, high visibility, and technical complexity

- May be responsible for managing and motivating staff

### **Experience/Education**

- Generally, a bachelor of Science degree in a directly related engineering discipline and 5-10 years of experience or the combined equivalent
- A Masters degree is equivalent to 4 years of experience
- Masters/Graduate degree preferred

## **SCIENTIST I**

### **Professional Knowledge**

- Scientist I provides specific scientific consulting services in engineering, information technology, or other science disciplines directed toward the execution of an organizations specific mission
- The Scientist I will be intimately familiar with the mission of an organization, especially when that organizations mission is scientific in nature. The Scientist I provides crucial consulting services to our customers. When performing mission services various scientists are called upon to provide expert opinion and consultation. Many programs the government executes are R&D. Azimuth provides consulting services to the R&D organizations in the form of strategic planning and program management. The use of scientists in MOBIS efforts is essential. The scientists can range from information technology, chemistry, flight sciences, to bio-technology. Azimuth scientists assist in the development of operational tests and assessments, the review of organizational requirements from a scientific viewpoint, and in providing specialized knowledge in specific functional or operational areas, or analysis methods or disciplines.
- The Scientist I provides crucial consulting services in a wide variety of scientific fields from information technology and operations research to aerospace and bio-technology. They will be familiar with many scientific tools such as scientific analyses, statistical theory, process model theory, organizational behavior, and operations research
- The Scientist I assists in the development of operational tests and assessments, the review of organizational and scientific requirements, and provides specialized knowledge in specific functional or operational areas.
- Provides scientific consulting services in one or more scientific disciplines such as: aerospace science, biological research, materials, communications, electronics, information technology, interoperability analysis, mechanical engineering, chemistry, physics, optics, nuclear science, program analysis, nano

technology, requirements analysis, standards, test and evaluation, weapons effects, or other discipline(s)

- May develop and apply advanced techniques, develop new analytical methods, or consult on highly specialized scientific disciplines

### **Technical Leadership**

- Typically reports to the Scientist III or Program/Project manager as a staff resource with knowledge in specific scientific fields
- May lead a task within a project and supervise less senior staff (technicians) at the task level

### **Experience/Education**

- Generally, a bachelor of Science degree and 0-2 years of experience or the combined equivalent

## **CONFERENCE COORDINATOR III**

### **Professional Knowledge**

- The Conference Coordinator III provides mission oriented expertise to support an organization in the design, development, and facilitation of technical meetings, symposium, technical workshops, and conferences that have the goal of supporting an organizations specific mission
- Develops specific technical agenda, designs technical workshops to establish a collaborative working environment, consults directly with customer upper management to address objectives and reach the goals of the organization
- Supports the mission planning functions by designing meetings or technical workshops that assist an organization in developing their mission oriented plans
- Supports all functions of the MOBIS mission, consulting program managers, working with facilitators, and providing direct consulting services to customers
- Fully knowledgeable in all conventional aspects of the subject matter
- Considered a corporate resource fully integrated into all aspects of Azimuth business
- Uses independent judgment in the evaluation, selection, and adaptation or modification of standard techniques to solve complex assignments.

- Technical areas include finance, processes, facilitation, information technology, graphics, audio/visual systems, human resources, and protocol procedures
- Responsibilities include overseeing information and requirements collection and dissemination, developing processes and task plans, and presentations. Develops technical agendas, milestone schedules, requirements documents, goals and objectives, and specific recommendations for conferences, meetings, and workshops. Utilize diverse knowledge base for information gathering, requirements analysis, and management approaches
- Has broadened technical skills or developed specialized skills
- Works well with diverse groups of people in a variety of technical and business topics and at various levels of management from line managers to executive level

### **Technical Leadership**

- Typically leads efforts in workshop design and development efforts
- Interfaces directly with customer to develop workshop/meeting/conference agenda, goals, exit criteria, and other requirements
- May occasionally supervise less senior staff at the project level

### **Experience/Education**

- Generally, a Bachelor of Science degree and 5-10 years of experience
- A Masters degree is equivalent to 4 years of experience
- Five (5) years of experience is equivalent to a Bachelors degree
- A Graduate degree is preferred

## **CONFERENCE COORDINATOR II**

### **Professional Knowledge**

- The Conference Coordinator II provides mission oriented expertise to support an organization on the design, development, and facilitation of technical meetings, symposium, technical workshops, and conferences that have the goal of supporting an organizations specific mission
- Develops specific technical agenda, designs technical workshops to establish a collaborative working environment, consults directly with customer upper management to address objective and reach the goals of the organization

- Supports the mission planning functions by designing meetings or technical workshops that assist an organization in developing their mission oriented plans
- Supports all functions of the MOBIS mission, consulting program managers, working with facilitators, and providing direct consulting services to customers
- Mostly knowledgeable in all conventional aspects of the subject matter
- Uses independent judgment in the evaluation, selection, and adaptation or modification of standard techniques to solve moderately complex assignments.
- Technical areas include finance, processes, facilitation, information technology, graphics, audio/visual systems, human resources, and protocol procedures
- Responsibilities include overseeing information and requirements collection and dissemination, developing processes and task plans, and presentations. Develops technical agendas, milestone schedules, requirements documents, goals and objectives, and specific recommendations for conferences, meetings, and workshops. Utilize diverse knowledge base for information gathering, requirements analysis, and management approaches
- Has good technical skills or some developed specialized skills
- Works well with diverse groups of people in a variety of technical and business topics and at various levels of management from line managers to executive level

### **Technical Leadership**

- May lead tasks within a mission area
- May occasionally supervise less senior staff at the project level

### **Experience/Education**

- Generally, a Bachelor of Science degree and 3-5 years of experience
- Five (5) years of experience is equivalent to a Bachelors degree

## **CONFERENCE COORDINATOR I**

### **Professional Knowledge**

- The Conference Coordinator I provides mission oriented expertise to support an organization on the design, management, and development of technical

meetings, symposium, technical workshops, and conferences that have the goal of supporting an organizations specific mission

- Develops specific technical agenda, designs technical workshops to establish a collaborative working environment, consults directly with customer upper management to address objective and reach the goals of the organization
- Supports the mission planning functions by designing meetings or technical workshops that assist an organization in developing their mission oriented plans
- Supports all functions of the MOBIS mission, consulting program managers, working with facilitators, and providing direct consulting services to customers
- Mostly knowledgeable in some conventional aspects of the subject matter
- Technical areas include finance, processes, facilitation, information technology, graphics, audio/visual systems, human resources, and protocol procedures
- Responsibilities include supporting the senior staff in collecting information and requirements, developing processes and task plans, and presentations.
- Has good technical skills, may be specialized in some
- Works well with diverse groups of people in a variety of technical and business topics and at various levels of management from line managers to executive level

### **Technical Leadership**

- May lead a task within a mission area
- May occasionally supervise less senior staff at the task level

### **Experience/Education**

- Generally, a Bachelor of Science degree and 0-3 years of experience
- Five (5) years of experience is equivalent to a Bachelors degree

## **PROJECT CONTROL SPECIALIST I**

### **Professional Knowledge**

- The Project Control Specialist I will work in an environment focusing on studies and analysis of projects, tasks, and programs involving scientific, engineering, or business subjects

- Knowledgeable of conventional aspects of the subject matter, such as CDRLS, status reports, invoicing
- Uses independent judgment in the evaluation, selection, and adaptation or modification of standard techniques to solve complex assignments; however is supervised by senior staff
- Technical areas include finance, budget, processes, task development, work breakdown structures, professional program management techniques
- Responsibilities include overseeing data collection and dissemination, validation, analysis and presentation. Utilize diverse information gathering strategies, statistical tools and procedures, and information management approaches
- Has some technical skills or some specialized skills, competent with MS Project

### **Technical Leadership**

- Works directly with the program manager within a program
- Is supervised by the PM and/or the Project Control Specialist III

### **Experience/Education**

- Generally, a Bachelors degree in science or business and 0-3 years of experience
- Five years of experience is equivalent to a Bachelors degree



(CUSTOMER NAME)

**BLANKET PURCHASE AGREEMENT**

Pursuant to GSA Federal Supply Schedule Contract Number(s) GS-02F-0134N, Blanket Purchase, Azimuth Corporation agrees to the following terms of a Blanket Purchase (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 (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 to 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.

## **APPENDIX 4: Basic Guidelines for Using Contractor Team Arrangements**

### **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). BPA’s are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions or 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.