

GENERAL SERVICES ADMINISTRATION

Federal Supply Service

Authorized Federal Supply Schedule Price List

SCHEDULE 69; FSC Group 69

Training Aids & Devices: Instructor-Led Training;

Course Development; and Test Administration

FSC Class 6930

Special Item Numbers:

27-400 – Instructor-Led Training

27-500 – Course Development; Test Administration

W R Systems, Ltd.

10680 Main Street, Suite 300

Fairfax, VA 22030-3813

Tel: (703) 934-0200

Fax: (703) 934-0203

www.wrsystems.com

Business Size: Large Business

Contract Number:

GS-02F-0281P

Period Covered by Contract:

30 September 2004 through 30 September 2009

Price List Current through Modification # _____

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 for GSA Advantage!™ is GSAAdvantage.gov.

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov

Table of Contents

SECTION 1 – ORDERING PROCESS OVERVIEW	1
SECTION 2 – CUSTOMER INFORMATION	7
SECTION 3 – SPECIAL ITEM NUMBERS	13
SECTION 4 – W R SYSTEMS, LTD., LABOR CATEGORIES	14
SECTION 5 – W R SYSTEMS, LTD., PRICE LIST	19

SECTION 1 – ORDERING PROCESS OVERVIEW

This section provides an overview of the General Services Administration's (GSA's), Federal Supply Service (FSS) ordering process. FSS offers flexible and easy procedures to allow you to purchase our commercial training services at rates that GSA has determined to be fair and reasonable.

Orders placed against a GSA Multiple Award Schedule (MAS) are considered to be issued using full and open competition. Therefore, ordering offices need not seek further competition, synopsise the requirement, make a separate determination of fair and reasonable pricing, or consider other than GSA small business programs. By placing an order against a schedule using the procedures in this section, the ordering office has concluded that the order represents the best value and results in the lowest overall cost alternative (considering price, special features, administrative costs, etc.) to meet the Government's needs.

Under FAR 8.4, the general steps for ordering WRSystems training services are:

- **Orders Under the \$2,500 Micro-purchase Threshold** – the order can be placed directly with WRSystems.
- **Orders Over the \$2,500 Micro-purchase Threshold** – ordering agencies, with one exception (*There may be a few instances when an ordering agency can place a sole source order under the authority of FAR 6.302 even though the micro-purchase threshold has been exceeded. Sole source orders occur because the supplies/services can only be obtained from one source due to unique procurement requirements.*), must solicit pricing information from at least three FSS contractors and then make a "Best Value" winning contractor determination. Before placing the order, consider reasonably available information about the supply or service offered under GSA MAS contracts by using the GSA Advantage!™ on-line shopping service, or by reviewing the catalogs or price lists of at least three GSA FSS 69 schedule contractors. Select the delivery and other options available under the schedule that meet the agency's needs. When selecting the supply or service representing the best value, the ordering office may consider:
 - (i) Special features of the supply or service required for effective program performance;
 - (ii) Trade-in considerations;

- (iii) Probable life of the item selected as compared with a comparable item;
- (iv) Warranty considerations;
- (v) Maintenance availability;
- (vi) Past performance; and
- (vii) Price.

Once a "Best Value" decision has been made by the ordering agency, WRSystems would typically process orders exceeding the micro-purchase threshold in the following manner:

1. The ordering agency communicates work requirements to WRSystems through a formal task/delivery order Request for Proposal (RFP) or Request for Quote (RFQ). At a minimum the RFP/RFQ will include a performance-based description of the work to be performed, location of work, delivery schedule, applicable standards, and any special requirements (i.e., security clearances, travel, special knowledge/experience, etc.). The RFP will also include directions for proposal preparation and the evaluation criteria that the contractor's proposal may be evaluated by. RFQs do not normally require a proposal for consideration. RFPs/RFQs may require oral presentations to speed up the procurement process. RFPs/RFQs may be sent via regular mail, facsimile, or e-mail to WRSystems at the ordering address listed in Section 2 of this document.

2. WRSystems will then review the RFP/RFQ, including the work requirements, and will prepare a proposal in accordance with RFP directions, detailing a technical and management approach, addressing the evaluation factors, and providing a price quote. The price quote is based upon the negotiated labor rates included in Section 5 of this document. The price quote will in most cases be firm-fixed prices, but in some cases it could be used to establish a ceiling price. A ceiling price is established for those efforts where the ordering agency makes a determination that it is not possible to estimate accurately the extent or duration of the work and associated costs with any degree of confidence. When such a determination is made, a time-and-materials proposal is required.

3. Once the WRSystems proposal is accepted, the ordering agency's contracting office issues a task/delivery purchase order directly to WRSystems. The order will include our GSA Schedule contract number.

- **Orders Over the \$1Million Maximum Order Threshold**- the same procedures for orders over \$2,500 are followed, but additional competing GSA FSS 69 contractors are normally

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) Purchase Order Number;
- (f) Date of Purchase;
- (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
- (h) Date of Shipment.

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

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

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 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 the 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.

SECTION 2 – CUSTOMER INFORMATION

CUSTOMER INFORMATION
Applicable to all Special Item Numbers

1a. Table of awarded special item number(s).

Special Item Numbers	FSC Class	Description
27-400	6930	Instructor-Led Training
27-500	6930	Course Development; Test Administration

1b. Not applicable.

2. Maximum order is \$1,000,000.00.

3. Minimum order is \$100.00.

4. Geographic coverage: The minimum acceptable geographic scope of this contract is the 48 contiguous states, the District of Columbia, Alaska, Hawaii, the Commonwealth of Puerto Rico, and all U.S. Government installations and/or agencies abroad.

5. Points of production: City of Fairfax, Fairfax County, Commonwealth of Virginia; and City of Norfolk, Norfolk County, Commonwealth of Virginia. Specific addresses are:

W R Systems, Ltd. (Headquarters)
10680 Main St. Ste. 300
Fairfax, VA 22030-3813
Tel: (703) 934-0200

W R Systems, Ltd.
2500 Alameda Ave., Ste. 214
Norfolk, VA 23513-2403
Tel: (757) 858-6000

6. Discount from list prices of statement of net price. Prices shown are NET prices; basic discounts have been deducted.

7. Quantity Discounts: None.

8. Prompt Payment Terms:

a. Prompt payment: WRSystems does not offer prompt payment discounts.

b. Government Educational Institutions are offered the same discounts as all other GSA customers.

9a. Notification that Government purchase cards are accepted below the micro-purchase threshold.

Government purchase cards are acceptable below the micro-purchase threshold.

9b. Notification whether Government purchase cards are accepted, or not accepted, above the micro-purchase threshold.

Government purchase cards are acceptable above the micro-purchase threshold.

10. Foreign items. Not applicable.

11a. Time of delivery.

Delivery times will be negotiated between WRSystems and the Ordering Agency based on an IDIQ contract.

11b. Expedited delivery.

Expedited deliveries are handled on a case-by-case basis. If expedited delivery is required it is requested that the ordering agency contact Ms. Debbie Odell, (757) 858-6000 ext. 468, for arrangements.

11c. Overnight and 2-day delivery.

Negotiated between WRSystems and customer placing an order.

11d. Urgent Requirements:

Negotiated between WRSystems and customer placing an order.

12. F.O.B. Point(s). Destinations.

13. Ordering addresses.

W R Systems, Ltd. (Headquarters)
10680 Main St. Ste. 300
Fairfax, VA 22030-3813

W R Systems, Ltd.
2500 Alameda Ave., Ste. 214
Norfolk, VA 23513-2403

14. Payment Address:

W R Systems, Ltd.
Accounts Receivable
10680 Main Street, Suite 300
Fairfax, VA 22030-3813

15. Warranty Provision.

W R Systems, Ltd., warrants the deliverables required under individual delivery orders to this schedule to be free of defects and in strict compliance with the requirements of the Statement of Work for a period of 90 days. If defects are discovered during the 90-day period, W R Systems, Ltd., will correct the defect at no cost to the Government. Defects discovered after the 90-day period will be corrected at a negotiated and approved fee with the client.

16. Export packing charges, if applicable.

Not applicable.

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level).

Contractors are required to accept the government purchase card for payments equal to, or less than, the micro-purchase threshold for oral or written delivery orders. This is not intended to limit the acceptance of the government purchase card under this contract for dollar amounts that exceed this threshold if otherwise agreeable between the contractor and the customer; therefore, contractors are encouraged to accept payment by the government purchase card for all orders, the contractor must so advise the ordering agency within 24 hours of receipt of order. The contractor shall not process a transaction for payment through the credit card clearinghouse until the purchased supplies have been shipped or services performed. Unless the cardholder requests correction or replacement of a defective or faulty item in accordance with other contract requirements, the contractor shall immediately credit a cardholder's account for items returned as defective or faulty.

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.

20a. Terms and conditions for any other services.

Not applicable.

21. List of service and distribution points.

Not applicable.

22. List of participating dealers.

Not applicable.

23. Preventive maintenance.

Not applicable.

24. Year 2000 (Y2K) compliant.

As used in this clause, "Year 2000 compliant" means, with respect to information technology, that the information technology accurately processes date/time data (including, but not limited to, calculating, comparing and sequencing) from, into, and between the twentieth and twenty-first centuries, and the years 1999 and 2000, and leap year calculations, to the extent that other information technology used in combination with the information technology being acquired, properly exchanges date/time data with it.

W R Systems, Ltd., warrants that each hardware, software, and firmware product delivered under this contract shall be able to accurately process date time data (including, but not limited to, calculating, comparing, and sequencing) from, into, and between the twentieth and twenty-first centuries, including leap year calculations, when used in accordance with the product documentation provided by the Contractor, provided that all products (e.g. hardware, software, firmware) used in combination with products properly exchange date time data with it. If the contract requires that specific listed products must perform as a system in accordance with the foregoing warranty, then that warranty shall apply to those products as a system. The

duration of this warranty and the remedies available under this warranty shall include repair or replacement of any product whose non-compliance is discovered and made known to the Contractor in writing within ninety (90) days after acceptance (installation is considered acceptance). The Contractor may offer an extended warranty to the Government to include repair or replacement of any product whose non-compliance is discovered and made known to the Contractor in writing at any time prior to June 1, 2000, or for a period of 6 months following acceptance (installation is considered acceptance) whichever is later. Nothing in this warranty shall be construed to limit any rights or remedies the Government may otherwise have under this contract with respect to defects other than Year 2000 performance.

25. Environmental attributes, e.g., recycled content, energy efficiency and/or reduced pollutants.

Not applicable.

26. Data Universal Number System (DUNS) number.

W R Systems, Ltd., DUNS is: 15-399-6848

27. Notification regarding registration in Central Contractor Registration (CCR) database.

W R Systems, Ltd., is registered in the CCR.

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SECTION 3 – SPECIAL ITEM NUMBERS

SIN 27-400: Instructor-Led Training

The most generally used type of training is Instructor-Led. This Special Item offers this training in the areas of Business, Management, Science, Computer, Communication, Health & Safety, and Foreign Language. Federal agencies can obtain certifications and degrees through use of the vendors under this Special Item Number.

SIN 27-500: Course Development; Test Administration

Services under this Special Item Number will provide Federal agencies with firms who can develop and implement training to meet the agencies' goals and objectives in the subject areas needed. The training can then be delivered through customized interactive online courses or instructor-led courses.

SECTION 4 – W R SYSTEMS, LTD., LABOR CATEGORIES

Program Manager - Senior

Experience

Minimum of 10 years of systems engineering experience and 5 years of supervision and technical management experience.

Functional Responsibilities

1. Program/contract management
2. Client point of contact
3. Project planning and performance tracking
4. Resource coordination (including subcontractor management)
5. Technical guidance and oversight
6. Supervision of design, development, and implementation of complex computer systems
7. Business area analysis

Education

Bachelor's Degree in Information Systems, Management, Business Administration, Engineering, or Engineering Technology or similar discipline.

Program Manager

Experience

Minimum of 10 years of systems engineering experience and 3 years of supervision and technical management experience.

Functional Responsibilities

1. Program/contract management
2. Client point of contact
3. Project planning and performance tracking
4. Resource coordination (including subcontractor management)
5. Technical guidance and oversight
6. Supervision of design, development, and implementation of complex computer systems
7. Business area analysis

Education

Bachelor's Degree in Information Systems, Management, Business Administration, Engineering, or Engineering Technology or similar discipline.

Project Manager

Experience

Minimum of 7 years of systems engineering and/or systems integration experience with 3 years of supervision and technical management experience.

Functional Responsibilities

1. Project/contract management
2. Technical guidance and oversight
3. Supervision of design, development, and implementation of complex computer systems

4. Business area analysis
5. Project planning
6. Coordination of resources (including subcontractor management)
7. Project status reporting
8. Performance measurement and reporting

Education

Bachelor's Degree in Information Systems, Management, Business Administration, Engineering, or Engineering Technology or similar discipline.

Technical Manager

Experience

Minimum of 8 years of computer systems analysis and design, programming and/or systems integrations experience with at least 2 years of successful project management and supervision experience.

Functional Responsibilities

1. Daily technical guidance and oversight
2. Supervision of design, development, and implementation of complex computer systems
3. Interpretation and application of technical requirements
4. Identification and application of required standards, practices and technologies
5. Business area analysis
6. Project planning
7. Project status reporting
8. Performance measurement and reporting

Education

Bachelor's Degree in Information Systems, Engineering, or Engineering Technology or similar discipline.

Team Leader

Experience

Minimum of 7 years of computer system analysis and design, programming and/or systems integrations experience with demonstrated leadership and supervisory skills.

Functional Responsibilities

1. Daily management of individual tasks
2. Project status reporting
3. Performance measurement and reporting
4. Non-complex project planning
5. Coordination of team resources
6. Supervision of design, development, and implementation tasks
7. Moderately complex business area analysis

Education

Bachelor's Degree in Information Systems, Engineering, or Engineering Technology or similar discipline.

Training Specialist - Staff

Experience

Minimum of 3 years of formal and informal technical training experience.

Functional Responsibilities

1. Preparation of formal and informal technical training.
2. Delivery of formal and informal technical training.

Education

Bachelor's Degree in Computer Science, Information Systems, or a related area.

Subject Matter Expert – Level 3

Experience

10 years of diverse experience solving complex design engineering or functional business problems for modern complex integrated solutions. Specific areas of expertise may vary, but typically include advanced system architecture, hardware technologies, and communications; applied physics; computer generated imagery; digital/analog systems; human factors engineering; computer simulation; electronic sensor technologies; and Enterprise Resources Planning (ERP).

Functional Responsibilities

1. Analyze operations of state of the art technical and business systems projects, programs and activities.
2. Work within broad objective to obtain unique solutions.
3. Provide independent research and development solutions to complex simulation, computational and business systems problems.
4. Determine optimal solutions using state of the art hardware, software and telecommunications architectures.
5. Provide senior technical leadership in project planning, implementation and support.
6. Supervise and/or direct technical personnel to complete tasks relating to complex integrated architecture, systems design, development or modification.
7. Develops highly technical business systems reports and makes formal technical presentations as required.

Education

Masters degree in Computer Science, Information Systems, Engineering or other related technical discipline.

Subject Matter Expert – Level 2

Experience

8 or more years of diverse experience solving complex design engineering or functional business problems for modern complex integrated solutions. Specific areas of expertise may vary, but typically include advanced system architecture, hardware technologies, and communications; applied physics; computer generated imagery; digital/analog systems; human factors engineering; computer simulation; electronic sensor technologies; and ERP.

Functional Responsibilities

1. Analyzes operations of state of the art technical and business systems projects, programs and activities.
2. Works within broad objective to obtain unique solutions.
3. Provide independent research and development solutions to complex simulation, computational and business systems problems.

4. Determine optimal solutions using state of the art hardware, software and telecommunications architectures.
5. Provide senior technical leadership in project planning, implementation and support.
6. Supervise and/or direct technical personnel to complete tasks relating to complex integrated architecture, systems design, development or modification.
7. Develops highly technical business systems reports and makes formal technical presentations as required

Education

Masters degree in Computer Science, Information Systems, Engineering or other related technical discipline with at least 8 years of technical or professional qualifying experience.

Technical Writer - Senior

Experience

Minimum of 4 years of formal and informal technical training experience.

Functional Responsibilities

1. Write and edit program and system documentation, proposals, technical reports, specifications, user manuals, training courses and procedures.

Education

Bachelors degree in Computer Science, Information Systems, Journalism, English, or related area.

Technical Writer - Staff

Experience

Minimum of 2 years of formal and informal technical training experience.

Functional Responsibilities

1. Write and edit program and system documentation, proposals, technical reports, specifications, user manuals, training courses and procedures.

Education

Bachelor's Degree in Computer Science. Information Systems, Journalism, English, or related area.

Quality Assurance/Quality Control/Configuration Management Advisor - Staff

Experience

Minimum of 7 years of practical software engineering and/or systems integration experience of which 4 years is progressively more difficult quality assurance specific experience in a software design and development environment.

Functional Responsibilities

1. Relational database software development
2. Use of CASE technology (as required)
3. System development, documentation, and implementation
4. Data modeling and database design
5. Application software testing and support
6. Quality Assurance standards and control procedures

Education

Bachelor's Degree in Computer Science, Systems, Management, Business Administration, Engineering, or Engineering Technology or similar discipline.

Hotline Support Specialist

Experience

Minimum of 2 years of end-user support duties similar to those which shall be performed.

Functional Responsibilities

1. Receive and manage end user support request.
2. Maintain support logs.
3. Resolve end user technical problems

Education

Associate's degree in Computer Science, Information Systems, or similar discipline.

Clerical Support

Experience

Ability to type or word process technical information at a minimum of 40 words per minute

Functional Responsibilities

1. Word processing
2. Document productions support
3. Light secretarial and clerical support

Education

High School Diploma or equivalent

SECTION 5 – W R SYSTEMS, LTD., PRICE LIST

W R SYSTEMS, LTD PRICE LIST BASE YEAR
Applicable to all SINS

<i>LABOR CATEGORY</i>	<i>GSA PRICE</i>
Program Manager – Senior	\$131.35
Program Manager	\$118.11
Project Manager	\$112.62
Team Leader	\$98.43
Technical Manager	\$98.43
Training Specialist – Staff	\$65.08
Subject Matter Expert – Level 3	\$216.51
Subject Matter Expert – Level 2	\$153.98
Quality Assurance/Quality Control/Configuration Management Advisor – Staff	\$81.55
Technical Writer – Senior	\$77.94
Technical Writer – Staff	\$53.46
Hotline / User Support Specialist	\$51.55
Clerical Support	\$34.17

W R SYSTEMS, LTD PRICE LIST OPTION YEAR ONE
Applicable to all SINS

<i>LABOR CATEGORY</i>	<i>GSA PRICE</i>
Program Manager – Senior	\$137.26
Program Manager	\$123.42
Project Manager	\$117.69
Team Leader	\$102.86
Technical Manager	\$102.86
Training Specialist – Staff	\$68.01
Subject Matter Expert – Level 3	\$226.25
Subject Matter Expert – Level 2	\$160.91
Quality Assurance/Quality Control/Configuration Management Advisor – Staff	\$85.22
Technical Writer – Senior	\$81.45
Technical Writer – Staff	\$55.87
Hotline / User Support Specialist	\$53.87
Clerical Support	\$35.71

W R SYSTEMS, LTD PRICE LIST OPTION YEAR TWO

Applicable to all SINS

<i>LABOR CATEGORY</i>	<i>GSA PRICE</i>
Sr Program Manager	\$143.44
Program Manager	\$128.97
Project Manager	\$122.99
Team Leader	\$107.49
Technical Manager	\$107.49
Training Specialist – Staff	\$71.07
Subject Matter Expert – Level 3	\$236.43
Subject Matter Expert – Level 2	\$168.15
Quality Assurance/Quality Control/Configuration Management Advisor – Staff	\$89.05
Technical Writer – Senior	\$85.12
Technical Writer – Staff	\$58.38
Hotline / User Support Specialist	\$56.29
Clerical Support	\$37.32

W R SYSTEMS, LTD PRICE LIST OPTION YEAR THREE

Applicable to all SINS

<i>LABOR CATEGORY</i>	<i>GSA PRICE</i>
Sr Program Manager	\$149.89
Program Manager	\$134.77
Project Manager	\$128.52
Team Leader	\$112.33
Technical Manager	\$112.33
Training Specialist – Staff	\$74.27
Subject Matter Expert – Level 3	\$247.07
Subject Matter Expert – Level 2	\$175.72
Quality Assurance/Quality Control/Configuration Management Advisor – Staff	\$93.06
Technical Writer – Senior	\$88.95
Technical Writer – Staff	\$61.01
Hotline / User Support Specialist	\$58.82
Clerical Support	\$39.00

W R SYSTEMS, LTD PRICE LIST OPTION YEAR FOUR

Applicable to all SINS

<i>LABOR CATEGORY</i>	<i>GSA PRICE</i>
Sr Program Manager	\$156.64
Program Manager	\$140.83
Project Manager	\$134.30
Team Leader	\$117.38
Technical Manager	\$117.38
Training Specialist – Staff	\$77.61
Subject Matter Expert – Level 3	\$258.19
Subject Matter Expert – Level 2	\$183.63
Quality Assurance/Quality Control/Configuration Management Advisor – Staff	\$97.25
Technical Writer – Senior	\$92.95
Technical Writer – Staff	\$63.76
Hotline / User Support Specialist	\$61.47
Clerical Support	\$40.76