



GENERAL SERVICES ADMINISTRATION  
FEDERAL SUPPLY SERVICE  
AUTHORIZED FEDERAL SUPPLY SERVICE PRICELIST  
FINANCIAL AND BUSINESS SOLUTIONS SCHEDULE PRICELIST

FSC Group 520  
Special Item No. 520-1 - Program Financial Advisor Services  
Special Item No. 520-8 - Complementary Audit Services  
Special Item No. 520-11 - Accounting  
Special Item No. 520-12 - Budgeting



**National Technologies Associates, Inc. (NTA, Inc.)**  
**6601 Little River Turnpike, Suite 215**  
**Alexandria, VA 22312**  
**Phone: (703) 941-3695 ext. 12**  
**Fax: (703) 941-3698**

Internet Address <http://www.nta-online.com>

Business Size: Large

Contract Number: GS-23F-0036R

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

**Period Covered by Contract: November 12, 2004 through November 11, 2009**

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: [GSA.Advantage.gov](http://GSA.Advantage.gov)

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## NATIONAL TECHNOLOGIES ASSOCIATES, INC. CORPORATE PROFILE

National Technologies Associates, Inc. (NTA, Inc.) is a high technology engineering and professional services firm. Founded in 1981, NTA, Inc. has over 18 years of experience in successfully managing complex business requirements -- requirements similar to those contained in the solicitation's Statement of Work. An abbreviated list of NTA, Inc. FABS support customers is provided in the table below.

Federal Government	Industry
NAVAIRSYSCOM Patuxent River MD	Raytheon
Naval Air Warfare Center, Aircraft Division	Teledyne Ryan
Naval Aviation Depot, Jacksonville FL	
Naval Aviation Depot Cherry Point NC	
Naval Aviation Depot North Island	
Naval Weapons System Center, Indian Head, MD	
AOOCP Pensacola FL	
NAVAIR Training Systems Division, Orlando FL	
Naval Air Systems Command, Lakehurst, NJ	
Naval Armament Logistics Center, PA	
State and Local Government	

- *Financial Advisory Consulting Services*
- *Program/Project Management and Budgeting Services*
- *Business Process Re-Engineering*
- *Financial Application Facilitation*
- *Financial Management Services*
- *Organizational Assessment, development and implementation and Auditing*

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

Approximately one half of NTA, Inc.'s professional staff have undergraduate degrees in either an engineering or contract specific discipline. Many of our professionals have security clearances. This education and background, coupled with NTA, Inc.'s extensive experience in managing complex requirements, produces high quality, value based professional services. Guaranteed.

As evidence of our dedication to fulfilling the needs of our customers, NTA, Inc. 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, Inc. is proposing to provide guaranteed FABS Services in five of the Special Item Number (SIN) areas contained in the solicitation. The SIN areas are as follows:

SIN	Title
<b>520-1</b>	<b>Program Financial Advisor Services</b>
<b>520-8</b>	<b>Complementary Audit Services</b>
<b>520-11</b>	<b>Accounting</b>
<b>520-12</b>	<b>Budgeting</b>

<b>NATIONAL TECHNOLOGIES ASSOCIATES, INC. FABS SERVICES</b>
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The following services are offered by National Technologies Associates, Inc. (NTA, Inc.):

<i><b>Services Offered</b></i>	<i><b>Description</b></i>
<i><b>Financial Advisory Services</b></i>	NTA, Inc.'s program financial advisory experience encompasses all phases of financial management services through our expert advice, assistance, guidance, and counseling to support a wide range of financial management, analysis, and quality improvement efforts.
<i><b>Complementary Audit Services</b></i>	NTA, Inc.'s financial and performance auditing experience encompasses all phases of financial management services including providing expert advice, assistance, guidance, and counseling in support of financial management, analysis, and quality improvement efforts. NTA is providing/has provided successful financial and performance audits for five (5) years, which include, but are not limited to, financial statement audits, financial-related audits and performance audits, performing independent assessments of an audited entity, analyzing financial information for adherence to financial compliance requirements, and analyzing organizational or program performance.
<i><b>Accounting</b></i>	NTA, Inc. is providing/has provided successful accounting support for over twelve (12) years, which include, but are not limited to, financial advice, devising/revising accounting policies, providing training in accounting operations, execution of accounting programs, processing and analyzing accounting transactions, conducting audits and implementing findings, and maintaining the integrity of financial operations. NTA has a full understanding of technical requirements, processes, and procedures. NTA has performed professional accounting work including the design, development, operation and inspection of accounting systems. We have examined, analyzed, and interpreted accounting data, records, and reports analyzed accounting data to evaluate requirements and recommend adjustments for improving management control.
<i><b>Budgeting</b></i>	NTA, Inc. is providing/has provided successful budgeting support for over twelve (12) years, which include, but are not limited to, assisting with improving both the budget formulation and execution processes, reviewing budget formulation and execution issues, and implementation of new budget formulation and execution processes and is carried out within relevant organizations and programs. NTA has applied knowledge of functions, processes, and analytical methods and techniques to gather, analyze, and evaluate information required by the program or project managers and customers. NTA has devised solutions to problems relating to improvement of the budget formulation and execution process, in order to make the budget process more effective and the work methods and procedures more efficient. NTA has conducted analyses of budgeting, financing, accounting, and billing data to evaluate requirements formulation, methodology, and execution performance.
<i><b>Complementary Financial Management Services</b></i>	NTA, Inc.'s has developed and provided financial management for the assessment and improvement of financial management systems, financial reporting and analysis, strategic financial planning, and financial policy formulation and development. NTA assesses and improves automated financial management information systems in performing fact-finding, analytical, and advisory functions. NTA analyzes the organization, operation, and management of programs or program offices and facilities; assess program progress; identify problems; and propose solutions. NTA devises and recommends management control techniques to improve the conduct of organizational support, training, and personnel program operations and to develop program plans of technical or management information, data and reports.

<b>CUSTOMER INFORMATION</b>
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**FSS SIN(s): 520-1, 520-8, 520-11 & 520-12**

**Contract Number: GS-23F-0036R**

**Contract Period: November 12, 2004 through November 11, 2009**

**Contractor's Name:** National Technologies Associates, Inc. (NTA, 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

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

**CAGE Code:** 8V131

**1a. Special Item Number(s) Awarded under this contract: See pages 12 & 13 for awarded item prices and descriptions.**

SIN	DESCRIPTION
520-1	Program Financial Advisor Services
520-8	Complementary Audit Services
520-11	Accounting
520-12	Budgeting

**1b. Lowest Priced Model & Lowest Unit Price for all SINs.**

SIN	Item	Model #	Price Per Unit	Qty.
NTA, Inc. is not offering any standard packaged products or services at this time.				

**1c. See Labor Category Rate Charts on Page 10 of This Pricelist**

**2. Maximum Order:** The maximum dollar value per order for SIN 520-1, 520-8, 520-11 & 520-12 & is \$1,000,000:

**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(s) of Production:** See chart 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 up to the micro-purchase threshold

**9b. Government Purchase Cards:** are accepted above the micro-purchase threshold

**10. Foreign Items:** None

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

**11b. Expedited Delivery:** As Negotiated with Ordering Agency

**11c. Overnight and 2-Day Delivery:** As Negotiated with Ordering Agency

**11d. 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):** Destination

**13a. Contractor's Ordering Address:** National Technologies Associates, Inc.  
6601 Little River Turnpike, Suite 215  
Alexandria, VA 22312  
Attention: 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](http://fss.gsa.gov/schedules)).

**14. Contractor's Payment Address:** National Technologies Associates, Inc.  
6601 Little River Turnpike, Suite 215  
Alexandria, VA 22312  
Attention: Alex Abramidis

**15. Warranty Provision:** N/A

**16. Export Packaging Charges:** N/A

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

**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 indicating date of parts price lists and any discounts from list prices:** N/A

**20a. Terms and Conditions for any other services:** N/A

**21. List of service and distribution points:** See Last Page of this Pricelist

**22. List of participating dealers:** N/A

**23. Preventative maintenance:** N/A

**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](http://www.nta-online.com)

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**25. Data Universal Numbering System (DUNS) Number:** 13-228-1031

**26. National Technologies Associates, Inc. is registered with the Central Contractor Registration (CCR) Database.**

**TERMS AND CONDITIONS APPLICABLE TO SPECIAL ITEM  
NUMBERS 520-1, 520-8, 520-11 & 520-12**

**SIN 520-1 PROGRAM FINANCIAL ADVISOR SERVICES**

The Contractor shall provide program financial advisor services to assist the Government in crosscutting issues and considerations associated with the overall development and management of an asset program. This may include but is not limited to the following:

- Develop and manage an asset resolution program
  - review asset base or some portion thereof and provide specific recommendations/strategies as to the best management and/or disposition vehicle to use in order to maximize recoveries in the current marketplace
  - develop an Asset Resolution Plan
  - develop and/or modify task orders for financial advisory services
  - raise issues on public policy and capital markets and offer recommendations
  - implement a coherent approach to communications and interactions among policy, procurement, information systems, general counsel, Inspector General, congressional and legislative affairs, field offices, Government agencies, stakeholders, non-Government entities, and the public at large
  - analyze new products to be offered for sale to determine potential marketability
  - review appropriate laws to determine disposal authority and rights for real property
  - determine the value of an overall asset portfolio
  - identify individuals or entities that are disqualified from participating or bidding
  - provide advice on compliance, execution, or implementation issues relating to OMB Circulars A-11 and A-34, other OMB guidance, and other opinions
  - estimate and report the effects of asset programs for purposes of budget formulation and execution
  - analyze credit reform
- Asset sales
  - review, design, and reposition a strategic plan, business plan, and/or policies for an asset sale
  - develop asset sales schedules and financial projections for budgetary, performance management, and capacity planning purposes
  - conduct individual asset sales
  - prepare reports or analyses in support of an asset sales program
- Develop, manage and/or implement an origination program
  - perform in-depth feasibility studies and cost/benefit analysis to evaluate public/private partnership opportunities
  - assess aging or deteriorating assets and develop and analyze public/private partnership scenarios to rehabilitate the assets
  - provide specific recommendations/strategies including public/private partnerships to promote rehabilitation
  - identify private entities capable of contributing sufficient financial capital and borrowing ability to redevelop or renovate assets (e.g. federal real property) in exchange for a portion of the asset
  - design and secure the most efficient financing vehicle, given market and contractual considerations, to fund real property or non-real property assets.
  - re-engineer financing structures to provide the most advantageous financing for an asset.
  - develop and/or manage a system to find a lender, select a mortgage product, originate a mortgage or choose among other settlement service providers and products
- Trust fund management/institutional trust services/investment banking
  - invest, control, and arrange for audit of trust fund asset/portfolios
  - administer benefit payments
  - buy, sell, and lend securities

- manage collateral
- assess risk
- implement an agency's assessment processes in order to maximize value of an agency's funds
- Equity oversight and transaction administration
  - Cash Management: track cash generated and distributed through partnerships, from closing to post-closing and termination, to ensure effective management of cash accounts and timely and accurate distributions to the partners.
  - Asset Management: monitor the operations and performance of the partnership through review of the general partner's business plans, financial reports and projections to protect against reduction in value or mismanagement of assets.
  - Investor Reporting: Use various financial indicators to provide a detailed reporting package for each transaction representing the current financial status and performance of a portfolio.
- Marketing and asset resolution support
  - prepare a marketing plan and provide support services to ensure that a group of assets are resolved
- Post sale analysis and resolution support
  - assist on post-closing matters
  - analyze management of the portfolio in terms of credit extension and servicing to assist the agency in improving its processes
  - handle special investor/buyer and borrower problems that may arise
  - create and update Asset Sale Design Records kept by the agency and report any lessons learned
  - develop, gather, scrub, and store data relevant to support the asset resolution program
  - develop and maintain an electronic presence that will be a principal point of contact for agencies and constituencies interested in an asset resolution program

#### **520-8 COMPLEMENTARY AUDIT SERVICES**

The Contractor shall provide services related to the complementary activities of an audit organization.

This may include but is not limited to the following:

- Assist in development of questions for use at hearings
- Develop methods and approaches to be applied in evaluating a new or a proposed program
- Forecast potential program outcomes under various assumptions
- Perform peer reviews

#### **520-11 ACCOUNTING**

The Contractor shall provide accounting services. This may include but is not limited to the following:

- Analyze, process, and summarize transactions
- Assist in devising new or revised accounting policies and procedures
- Classify accounting transactions
- Perform special studies to improve accounting operations
- Resolve accounting issues
- Resolve and/or implement audit findings
- Assess or enhance accounting internal controls
- Improve operating efficiency and effectiveness

#### **520-12 BUDGETING**

The Contractor shall provide budgeting services. This may include but is not limited to the following:

- Assess and improve the budget formulation process
- Assess and improve the budget execution process
- Conduct special reviews of budget formulation or execution issues
- Review budgetary controls
- Assist with implementation of corrective actions

**NATIONAL TECHNOLOGIES ASSOCIATES, INC. LABOR CATEGORY DESCRIPTIONS**

<b>Order #</b>	<b>Labor Category Title</b>	<b>Minimum Experience</b>	<b>Minimum Education</b>	<b>Functional Responsibilities</b>
<b>NFABS001</b>	<b>Program Manager</b>	5 years of management and supervisory experience.	Bachelor's degree from an accredited college or university.	Acts as the overall Lead Manager and Administrator for the contract effort. Serves as the primary client interface and point of formal contact with Government program authorities and representatives on technical, management and program issues. Controls financial management and administrative aspects of the program with respect to contract requirements. Supervises program operation by developing management procedures and controls, planning and directing project execution, and monitoring and reporting progress. Conducts employee performance evaluations. Responsible for the hiring, dismissing and counseling of personnel to ensure on time contract deliverables. Supervises the Training/Intern Program making any changes for improvement and versatility.
<b>NFABS002</b>	<b>Accountant 2</b>	4 years of project related experience.	Bachelor's degree in accounting or in a related field such as business administration, finance or public administration that included or was supplemented by 24 semester hours in accounting.	Performs professional accounting work relating to financial activities including the design, development, operation or inspection of accounting systems; recommendation of accounting standards and requirements; the examination, analysis and interpretation of accounting data, records or reports; or the provision of accounting or financial management assistance.
<b>NFABS003</b>	<b>Financial Analyst 1</b>	2 years of project related experience.	Associate's degree with 12 credit hours in finance or accounting field.	Technical work in support of office business or fiscal operations such as preparing, receiving, and verifying documents, processing transactions, maintaining office records, locating and compiling data or information from files and other sources. Carrying-out tasks and procedures laid out in published or oral instructions and covered by precedent or guidelines; such work requires a high degree of technical skill, care and precision.
<b>NFABS004</b>	<b>Financial Analyst 2</b>	4 years of project related experience.	Bachelor's degree in business, economics, accounting or finance.	Performs analytical and evaluative work requiring a comprehensive knowledge of: (1) theory and principles; (2) financial and management organization, operations, and practices; (3) pertinent statutory or regulatory provision; and (4) related basic economic, accounting, and legal principles.

<b>Order #</b>	<b>Labor Category Title</b>	<b>Minimum Experience</b>	<b>Minimum Education</b>	<b>Functional Responsibilities</b>
NFABS005	Financial Analyst 3	6 years of project related experience.	Bachelor's degree in business, economics, accounting or finance.	Performs analytical and evaluative work requiring a comprehensive knowledge of: (1) theory and principles of finance to the full range of financial operations and transactions; (2) the financial and management organization, operations, and practices; (3) pertinent statutory or regulatory provisions; and (4) related basic economic, accounting, and legal principles; (5) methodology to perform cost and financial analysis of both commercial aerospace/defense contractors and government activities; (6) economic trends in the defense industry and the U.S. economy; (7) funds management and financial tracking systems.
NFABS006	Computer Specialist 3	6 years of project related experience.	Bachelors degree in computer science, information systems management, mathematics, operations research, statistics or engineering from an accredited college or university; or, 8 years of combined education (at the undergraduate level in any academic field) and experience performing the foregoing functions.	Independently applies knowledge of computer science principles, information management principles, information technology (IT) functions, hardware and software systems structures and operation and computer programming languages and techniques to solve automation problems. Addresses scientific, engineering or business objectives by writing, modifying or adapting computer programs in machine level, assembly and third or fourth generation programming languages. Interfaces with and uses minicomputer and mainframe computer systems in addressing project objectives. Independently identifies and uses standard, unconventional and original mathematical, algorithmic and programmatic approaches to define, plan, organize, design, develop, modify, test and integrate data processing systems, computer hardware systems and simulation models. Formulates architectural design, functional specification, interfaces and documentation of hardware or software systems considering systems interrelationships, operating models and software or equipment configurations. Researches unconventional applications or software and operating systems in designing and developing new methodologies, significant modifications or adaptations of standardized techniques. Responsible for developing project plans, guidelines and controls. May act as team or project leader with respect to the work of other computer specialists, scientists or technicians.
NFABS007	Computer	4 years of	Bachelor's degree in	Applies knowledge of computer science principles,

<b>Order #</b>	<b>Labor Category Title</b>	<b>Minimum Experience</b>	<b>Minimum Education</b>	<b>Functional Responsibilities</b>
	<b>Specialist 2</b>	project related experience.	computer science, information systems management, mathematics, operation research, statistics or engineering from accredited college or university; or 8 years of combined education (at the undergraduate level in any academic field) and experience performing the project related functions.	information management principles, automated data processing (ADP) functions, hardware and software systems structures and operation and computer programming languages and techniques to solve automation problems. Applies scientific, engineering or business objectives by writing, modifying or adapting computer programs in machine level, assembly and third or fourth generation programming languages. Interfaces with and uses minicomputer and mainframe computer systems in addressing project objectives. Uses standard or conventional approaches, method and techniques to define, plan, organize, design, develop, modify, test and integrate data base or data processing systems, computer hardware systems and simulation models. Assists in formulating architectural design, functional specifications, interfaces and documentation of hardware or software systems. Uses detailed specifications and adapts standardized techniques, methods, criteria and precedents to develop or modify portions of a system or program. Responsible for segments or phases of broader more complex projects.
<b>NFABS008</b>	<b>Technical Data Specialist 1</b>	2 years of project related experience.	High school graduation or equivalency certification, plus completion of a technical or trade, undergraduate, or military school course of study in library science, technical library management or technical data and information management.	Manages, maintains and uses engineering and technical information data bases, technical libraries or data communications networks. Applies knowledge of Government technical publications, directives, specifications, standards and library indexing systems to enter, file, identify, locate, extract and provide data or information related to military weapon systems engineering and technical efforts. May compile, analyze, research and generate written materials or graphics concerning technical documentation.
<b>NFABS009</b>	<b>Management Analyst 5</b>	8 years of project related experience.	Bachelor's degree in mathematics, statistics or a business or management discipline such as business administration, accounting, finance, economics or management information technology. Once the experience requirements are met, 4 years of additional experience in a directly related area will be considered equivalent to a Bachelor's degree.	Applies knowledge of management functions, processes and analytical methods or techniques to gather, analyze and evaluate information required by program or project managers and customers. Draws conclusions and devises solution to problems relating to improvement of management effectiveness, organizational structures, work methods and procedures efficiency and resource requirements, utilization or control. Develops and drafts program or project milestone, progress monitoring, financial, acquisition, quality control, maintenance or training documentation. May perform work measurement studies, program or project operations efficiency reviews, cost studies or workload change impact analyses. Relies upon and uses automated management information systems in performing fact-finding, analytical and advisory functions.
<b>NFABS010</b>	<b>Management</b>	6 years of	Bachelor's degree in	Applies knowledge of management functions,

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
	<b>Analyst 4</b>	project related experience.	mathematics, statistics or a business or management discipline such as business administration, accounting, finance, economics or management information technology. Once the experience requirements are met, 4 years of additional experience in a directly related area will be considered equivalent to a Bachelor's degree.	processes and analytical methods or techniques to gather, analyze and evaluate information required by program or project managers and customers. Draws conclusions and devises solution to problems relating to improvement of management effectiveness, organizational structures, work methods and procedures efficiency and resource requirements, utilization or control. Develops and drafts program or project milestone, progress monitoring, financial, acquisition, quality control, maintenance or training documentation. May perform work measurement studies, program or project operations efficiency reviews, cost studies or workload change impact analyses. Relies upon and uses automated management information systems in performing fact-finding, analytical and advisory functions.
NFABS011	<b>Management Analyst 3</b>	4 years of project related experience.	Bachelor's degree in mathematics, statistics or a business or management discipline such as business administration, accounting, finance, economics or management information technology. Once the experience requirements are met, 4 years of additional experience in a directly related area will be considered equivalent to a Bachelor's degree.	Applies knowledge of management functions, processes and analytical methods or techniques to gather, analyze and evaluate information required by program or project managers and customers. Draws conclusions and devises solutions to problems relating to improvement of management effectiveness, organization structures, work methods and procedures efficiency and resource requirements, utilization or control. Develops and drafts program or project milestone, progress monitoring, financial, acquisition, quality control, maintenance or training documentation. May perform work measurement studies, program or project operations efficiency reviews, cost studies or workload change impact analyses. Relies upon and uses automated management information systems in performing fact-finding, analytical and advisory functions.
NFABS012	<b>Management Analyst 2</b>	2 years of project related experience.	Bachelor's degree in mathematics, statistics or a business or management discipline such as business administration, accounting, finance, economics or management information technology. Once the experience requirements are met, 4 years of additional experience in a directly related area will be considered equivalent to a Bachelor's degree.	Applies knowledge of management functions, processes and analytical methods or techniques to gather, analyze and evaluate information required by program or project managers and customers. Draws conclusions and devises solutions to problems relating to improvement of management effectiveness, organization structures, work methods and procedures efficiency and resource requirements, utilization or control. Develops and drafts program or project milestone, progress monitoring, financial, acquisition, quality control, maintenance or training documentation. May perform work measurement studies, program or project operations efficiency reviews, cost studies or workload change impact analyses. Relies upon and uses automated management information systems in performing fact-finding, analytical and advisory functions.

<b>Order #</b>	<b>Labor Category Title</b>	<b>Minimum Experience</b>	<b>Minimum Education</b>	<b>Functional Responsibilities</b>
<b>NFABS013</b>	<b>Management Analyst 1</b>	1 year of project related experience.	Bachelor's degree in mathematics, statistics or a business or management discipline such as business administration, accounting, finance, economics or management information technology. Once the experience requirements are met, 4 years of additional experience in a directly related area will be considered equivalent to a Bachelor's degree.	Applies knowledge of management functions, processes and analytical methods or techniques to gather, analyze and evaluate information required by program or project managers and customers. Draws conclusions and devises solutions to problems relating to improvement of management effectiveness, organization structures, work methods and procedures efficiency and resource requirements, utilization or control. Develops and drafts program or project milestone, progress monitoring, financial, acquisition, quality control, maintenance or training documentation. May perform work measurement studies, program or project operations efficiency reviews, cost studies or workload change impact analyses. Relies upon and uses automated management information systems in performing fact-finding, analytical and advisory functions.
<b>NFABS014</b>	<b>Systems Analyst 3</b>	6 years of project related experience.	A Bachelor's degree from an accredited college or university. Once the experience requirements are met, 4 years of additional experience, which is substantive and directly relevant to the technical area and the subject matter of the task, may be substituted for the required degree.	Applies knowledge of financial systems, computer systems, engineering techniques and advanced software development methodologies to the business planning of computer systems development projects. Addresses project goals through the writing, implementation, and monitoring of systems strategies which clearly define system functional requirements and result in maximum productivity of software engineering resources. May assist in the development of functional requirements and identify a transition plan as the business environment evolves.
<b>NFABS015</b>	<b>Project Analyst 3</b>	6 years of project related experience. A Master's degree may be substituted for two years of experience.	A Bachelor's degree from an accredited college or university. Once the experience requirements are met, four years of additional experience in a directly related area will be considered equivalent to a Bachelor's degree.	Analyzes project requirements in the areas of business and financial management including program scheduling, critical path analyses and project support requirement determination. Directs impact studies, cost/benefit analyses, dependency models, and employs appropriate project tracking methodologies. Performs additional tasks related to analyst/management functions to ensure successful task completion.
<b>NFABS016</b>	<b>Analyst 2</b>	4 years of project related experience.	Bachelor's degree in business, engineering, computer science, information systems, statistics, or a related field from an accredited college or university. Once the experience requirements are met, 4 years of additional experience in a directly related area will be	Functions: Applies knowledge of business principles, organizational structures and information management techniques to assist with the formulation of either long- or short-term management plans. Analyzes in-place business process and financial management relationships. Assists in the development of project plans, guidelines and controls. The analyst will be familiar with several analysis tools such as Work Breakdown Structure Analysis, Activity Based Costing, Process and Productivity Improvement Measurements, and Program Audits/Evaluations.

<b>Order #</b>	<b>Labor Category Title</b>	<b>Minimum Experience</b>	<b>Minimum Education</b>	<b>Functional Responsibilities</b>
			considered equivalent to a Bachelor's degree.	
<b>NFABS017</b>	<b>Draftsman/ Illustrator</b>	2 years of project related experience.	High School graduate or equivalency certification, plus completion of a technical or trade, undergraduate or military school course of study in drafting, drawing or illustration.	Produces, edits, modifies or combines engineering and technical drawings and illustrations of military electro-mechanical equipment or systems. Uses drafting techniques or automated graphics programs, adhering to military standards governing style and format.
<b>NFABS018</b>	<b>Administrative Assistant 2</b>	4 years of project related experience.	High School graduation or equivalency certification.	Generates and maintains database records related to engineering or technical projects/programs. Prepares charts, graphs or milestones from program planning documents. Prepares documentation/reports for funding execution status. Determines and make available materials needed for conferences and correspondence. Prepares reports, summarizes or replies to inquiries, selecting relevant information from a variety of sources such as reports, documents and correspondence. Applies basic data gathering and analysis methods to collect various types of information. Works in regard to matters such as project/program progress and status documentation. May manage and supervise administrative aspects of the contractors operations.
<b>NFABS019</b>	<b>Administrative Assistant 1</b>	2 years of project related experience.	High School graduate or equivalency certification.	Conducts administrative and record keeping aspects of the operation of engineering or technical projects/programs. Applies knowledge of office management, methods and procedures in producing and maintaining documentation, correspondence, records or directives. Works in regard to matters such as, project/program progress and status documentation, budget, finance, property, accounting or personnel management.
<b>NFABS020</b>	<b>Word Processor</b>	1 year of clerical, secretarial or office work experience, which exhibited the knowledge, skill and ability required to perform the foregoing functions. Ability to type at least 40 words per minute.	High School graduate or equivalency certification.	Prepares, maintains and preserves technical or administrative documentation, data, correspondence and records. Activities may include typing, word processing, or transcription, graphics preparation, filing, reproduction and office equipment operation. Types technical reports, paper, test plans or other project/program documentation in final format from rough notes or drafts. Applies familiarity with specialized and technical terminology to edit, proofread and correct, spelling, grammar and phraseology.

<b>NATIONAL TECHNOLOGIES ASSOCIATES, INC. LABOR CATEGORY SUBSTITUTIONS INFORMATION</b>
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National Technologies Associates, Inc. will provide only people who meet or exceed the minimum qualifications within the labor category descriptions stated herein. National Technologies Associates, 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 National Technologies Associates, Inc. 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 Ordering Activity. 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 Ordering activity contracts. To accelerate potential opportunities please contact Ray Smith at National Technologies Associates, Inc. (301) 863-6512, rsmith@NTALEX.com; Fax (301) 862-1845.

## **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 ordering activity 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.

## **BEST VALUE BLANKET PURCHASE AGREEMENT**

# FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act

(Ordering activity) and (Contractor) enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) \_\_\_\_\_.

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

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

## Signatures

\_\_\_\_\_  
ORDERING ACTIVITY

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CONTRACTOR

\_\_\_\_\_  
DATE

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

(CUSTOMER NAME)  
**BLANKET PURCHASE AGREEMENT**

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

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

**MODEL NUMBER/PART NUMBER**

**\*SPECIAL BPA DISCOUNT/PRICE**

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

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

(2) Delivery:

**DESTINATION**

**DELIVERY SCHEDULE/DATES**

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

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

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

(4) This BPA does not obligate any funds.

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

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

**OFFICE**

**POINT OF CONTACT**

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

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

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

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

(a) Name of Contractor;

(b) Contract Number;

© 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.

## SALES AND SERVICE POINTS

### NATIONAL TECHNOLOGIES ASSOCIATES, INC.

**Corporate Headquarters:**

**6601 Little River Turnpike, Suite 215  
Alexandria, VA 22312  
Fairfax County**

**Voice (703) 941-3695  
Fax (703) 941-3698**

**Lexington Park Operations:**

**22738 Maple Road  
Lexington Park, MD 20653  
St. Mary's County**

**Voice (301) 863-6512  
Fax (301) 862-1845**

**Jacksonville Operations:**

**1532 Kingsley Avenue, Suite 116  
Orange Park, FL 32073  
Clay County**

**Voice (904) 264-5453  
Fax (904) 278-1038**

**San Diego Operations:**

**3645 Ruffin Road, Suite 230  
San Diego, CA 92123  
San Diego County**

**Voice (858) 279-0010  
Fax (858) 279-8078**

**Indian Head Operations:**

**4115 Indian Head Highway  
Indian Head, MD 20640  
Charles County**

**Voice (301) 753-5722  
Fax (301) 753-9053**

**Pensacola Operations:**

**945 W. Michigan Avenue,  
Pensacola, FL 32505**

**Voice (850) 434-8445  
Fax (850) 434-8415**

**Cherry Point Operations:**

**302 East Main Street, Suite 5  
Havelock, NC 28532  
Craven County**

**Voice (252) 444-5411  
Fax (252) 444-2370**