GENERAL SERVICES ADMINISTRATION

Federal Supply Service

Authorized Federal Supply Schedule Price List

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.

Schedule Title: Professional Engineering Services
FSC Group: 871
Contract Number: GS-23F-0065M

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

Contract Period: 1/4/2002 – 1/3/2012

Contractor Name: High Performance Technologies, Inc.
Address: 11955 Freedom Drive, Suite 1100, Reston, VA. 20190
Phone Number: 703-707-2700
Fax Number: 703-707-0103
Web site: www.HPTI.com

Contact for contract administration:
Todd Webb, Sr. Contracts Administrator
11955 Freedom Drive, Suite 1100
Reston, VA. 20190
703-707-2710 (phone)
703-707-0103 (fax)
twebb@hpti.com

Business size: Large

Prices Shown Herein are Net (Discount Deducted)

Date: March 9, 2007

CUSTOMER INFORMATION PAGE

1a. *871-1 Strategic Planning for Technology Programs/Activities*
871-2 Concept Development & Requirements Analysis
871-3 Systems Design, Engineering & Integration
871-4 Test & Evaluation
871-5 Integrated Logistics Support
871-6 Acquisition & Life Cycle Management

1b. *Awarded Pricing*

	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011
LABOR CATEGORY	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6	Yr 7	Yr 8	Yr 9	Yr 10
Engineer Officer	$235.67	$243.92	$251.83	$260.64	$269.76	$279.20	$288.97	$299.09	$309.55	$320.39
Engineer Principal	$206.60	$213.83	$220.76	$228.48	$236.48	$244.76	$253.33	$262.19	$271.37	$280.87
Engineer Director	$178.92	$185.18	$191.18	$197.87	$204.80	$211.97	$219.39	$227.07	$235.01	$243.24
Engineer Program Manager	$128.55	$133.05	$137.37	$142.17	$147.15	$152.30	$157.63	$163.15	$168.86	$174.77
Engineer Project Manager	$119.27	$123.44	$127.44	$131.90	$136.52	$141.30	$146.25	$151.36	$156.66	$162.14
Principal Engineer / Applied Scientist	$101.77	$105.33	$108.75	$112.55	$116.49	$120.57	$124.79	$129.16	$133.68	$138.36
Senior Engineer / Applied Scientist	$83.49	$86.41	$89.21	$92.33	$95.56	$98.90	$102.36	$105.94	$109.65	$113.49
Engineer / Applied Scientist	$62.13	$64.30	$66.38	$68.71	$71.11	$73.60	$76.18	$78.84	$81.60	$84.46
Junior Engineer / Applied Scientist	$37.01	$38.31	$39.55	$40.94	$42.37	$43.85	$45.38	$46.97	$48.62	$50.32
Principal Subject Matter Expert	$126.62	$131.05	$135.30	$140.04	$144.94	$150.01	$155.26	$160.69	$166.32	$172.14
Senior Subject Matter Expert	$116.63	$120.71	$124.62	$128.98	$133.49	$138.16	$143.00	$148.00	$153.18	$158.54
Subject Matter Expert	$94.27	$97.57	$100.73	$104.25	$107.90	$111.68	$115.59	$119.63	$123.82	$128.16
Junior Subject Matter Expert	$60.71	$62.83	$64.87	$67.14	$69.49	$71.92	$74.44	$77.04	$79.74	$82.53
Senior Program/Management Analyst	$149.09	$154.31	$159.31	$164.89	$170.66	$173.10	$179.16	$185.43	$191.92	$198.64
Program/Management Analyst	$112.14	$116.06	$119.82	$124.01	$128.35	$132.84	$137.49	$142.30	$147.28	$152.44
Junior Program/Management Analyst	$73.45	$76.02	$78.48	$81.23	$84.07	$87.01	$90.06	$93.21	$96.47	$99.85
Principal Technical Specialist	$96.54	$99.92	$103.16	$106.77	$110.51	$114.38	$118.38	$122.53	$126.82	$131.25
Senior Technical Specialist	$77.82	$80.54	$83.15	$86.06	$89.07	$92.19	$95.42	$98.76	$102.21	$105.79
Technical Specialist	$69.63	$72.07	$74.40	$77.01	$79.71	$82.50	$85.39	$88.38	$91.47	$94.67
Junior Technical Specialist	$53.56	$55.43	$57.23	$59.23	$61.30	$63.45	$65.67	$67.97	$70.35	$72.81
Principal Information Specialist	$104.98	$108.65	$112.17	$116.09	$120.15	$124.36	$128.71	$133.22	$137.88	$142.71
Senior Information Specialist	$89.17	$92.29	$95.28	$98.62	$102.07	$105.64	$109.34	$113.16	$117.12	$121.22
Information Specialist	$66.30	$68.62	$70.84	$73.32	$75.89	$78.55	$81.30	$84.14	$87.09	$90.14
Junior Information Specialist	$39.91	$41.31	$42.65	$44.15	$45.70	$47.30	$48.96	$50.67	$52.44	$54.28
Senior Documentation / Admin Support Specialist	$47.99	$49.67	$51.28	$53.08	$54.94	$56.86	$58.85	$60.91	$63.04	$65.25
Documentation / Admin Support Specialist	$43.06	$44.57	$46.01	$47.63	$49.30	$51.03	$52.82	$54.66	$56.58	$58.56

1c. *Labor Category Descriptions*

Category	Description
Engineer Officer	Manages work in an engineering or scientific environment focusing on technical leadership for engineering and/or scientific studies and analysis or hardware design. Demonstrates exceptional creativity and resourcefulness in the most demanding and complex assignments, utilizes strong communications skills and is recognized as a primary staff resource. Develops and enforces work standards, reviews work quality, provides quality assurance and configuration management, assigns contractor schedules, and communicates goals, objectives, and policies of the organization to subordinates. Generally has experience encompassing the federal contracting environment, business processes, and one or more technical or scientific disciplines. Provides direction relating to major long-range planning; leads projects or programs having maximum importance and technical complexity; and may be responsible for managing and motivating staff. Provides strategic and general policy guidance to subordinates. Qualifications at this level generally include a **Masters or Ph.D**. (often an engineering or scientific discipline) and twenty-five or more years of directly related technical and management experience. Has at least ten years of experience managing large departments or significant scientific or engineering programs.
Engineer Principal	Manages work in an engineering or scientific environment focusing on technical leadership for engineering and/or scientific studies and analysis or hardware design. Demonstrates exceptional creativity and resourcefulness in the most demanding and complex assignments, utilizes strong communications skills and is recognized as a primary staff resource. Develops and enforces work standards, reviews work quality, provides quality assurance and configuration management, assigns contractor schedules, and communicates goals, objectives, and policies of the organization to subordinates. Generally has experience encompassing the federal contracting environment, business processes, and one or more technical or scientific disciplines. Provides direction relating to major long-range planning, leads projects or programs having maximum importance and technical complexity; and may be responsible for managing and motivating staff. Receives only strategic and general policy guidance from supervisor. Qualifications at this level generally include a **Masters or Ph.D**. (often an engineering or scientific discipline) and twenty-five or more years of directly related technical and management experience. Has five to ten years of experience managing large departments or significant scientific or engineering programs.
Engineer Director	Manages work in an engineering or scientific environment focusing on technical leadership for engineering and/or scientific studies and analysis or hardware design. Demonstrates exceptional creativity and resourcefulness in the most demanding and complex assignments, utilizes strong communications skills and is recognized as a primary staff resource. Develops and enforces work standards, reviews work quality, provides quality assurance and configuration management, assigns contractor schedules, and communicates goals, objectives, and policies of the organization to subordinates. Generally has experience encompassing the federal contracting environment, business processes, and one or more technical or scientific disciplines. Actively involved in long-range planning, leads projects or programs having major importance and technical complexity; and may be responsible for managing and motivating staff. Receives only general policy guidance from supervisor. Qualifications at this level generally include a **Masters or Ph.D**. (often an engineering or scientific discipline) and twenty or more years of directly related technical and management experience. Has three to five years of experience managing large departments or significant scientific or engineering programs.
Engineer Program Manager	Manages work in an engineering or scientific environment focusing on engineering and/or scientific studies and analysis or hardware design. Demonstrates creativity and resourcefulness demanding and complex assignments, utilizes strong communications skills, and is recognized as a primary 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. Generally has experience encompassing the federal contracting

Category	Description
	environment. Actively involved in the directing of technical activities and may be responsible for managing and motivating staff. Receives only general policy guidance from supervisor. Qualifications at this level generally include a **Masters** degree (often an engineering or scientific discipline) and fifteen or more years of directly related technical and management experience, or a Bachelors degree and at least 20 years experience. Has at least five years of experience managing multiple projects or scientific or engineering programs.
Engineer Project Manager	Manages day-today work in an engineering or scientific environment focusing on engineering and/or scientific studies and analysis or hardware design. Demonstrates creativity and resourcefulness in complex assignments, utilizes strong communications skills, and may have high standing as a technical expert in client communities. 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. May lead projects having high technical complexity and be responsible for managing and motivating staff. Receives only general policy guidance from supervisor. Qualifications at this level generally include a **Bachelors** degree (often an engineering or scientific discipline) and ten or more years of directly related technical and management experience. Has at least two years of experience managing multiple projects or scientific or engineering programs.
Principal Engineer	Works in an engineering or scientific environment focusing on engineering or scientific studies and analysis or hardware design. Demonstrates exceptional creativity and resourcefulness in the most demanding and complex assignments, and is recognized as a primary staff resource. Provides 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, program planning, requirements analysis, security, system standards, test and evaluation, weapons effects, or other disciplines. May develop and apply advanced techniques, act as an internal consultant for broad program areas or in a highly specialized area, and lead programs having maximum client importance. Receives only general policy guidance Qualifications at this level generally include a **Masters or PhD** (typically in an engineering or scientific discipline) and more than fifteen years of related experience with some in a management role or a Bachelors degree and at least twenty years experience.
Senior Engineer	Works in an engineering or scientific environment focusing on engineering or scientific studies and analysis or hardware design. Demonstrates creativity and resourcefulness in demanding and complex assignments. Provides 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, program planning, requirements analysis, security, system standards, test and evaluation, weapons effects, or other disciplines. May develop and apply advanced techniques, act as an internal consultant for broad program areas or in a highly specialized area, and lead programs having maximum client importance. Receives only general policy guidance. Qualifications at this level generally include a **Masters** degree (typically in an engineering or scientific discipline) and seven to fifteen years of related experience or a **Bachelors** degree and fifteen or more years of related experience. An additional five years of related experience may be substituted for a Bachelors degree.
Engineer	Works in an engineering or scientific environment focusing on engineering or scientific studies and analysis or hardware design. Provides 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, program planning, requirements analysis, security, system standards, test and evaluation, weapons effects, or other disciplines. Has broadened technical skills or is developing specialized skills, may lead tasks within a

Category	Description
	project, occasionally lead for entire project, and occasionally supervise less senior staff at the project level. Normally receives little supervision on tasks, but will receive instructions as to the general results expected and technical guidance on unusual or complex problems. Qualifications at this level generally include a **Bachelors degree** and three to seven years of related experience. Five years additional experience may be substituted for a Bachelors degree.
Junior Engineer	Performs a substantial portion of routine engineering tasks under supervision. Applies standard techniques in performing work designed to develop technical knowledge and skills. Provides technical expertise in one or more engineering disciplines, such as electronics, aeronautics, human factors, producibility, manufacturing, product assurance, physical and environmental safety, fluid dynamics, structural/ materials analyses and acquisition. Works under moderate supervision. May receive specific and detailed instructions as to required tasks and expected results. Qualifications at this level generally include a **Bachelors degree** and one to three years of related experience. Five years of related experience may be substituted for a Bachelors degree.
Principal Subject Matter Expert	Works in an engineering environment focusing on specialized technical and scientific tasks, such as concept development, requirements development, system specifications, system analysis, tradeoffs, baseline management, architectural development, test specifications, product evaluations, feasibility analyses, transition planning, modeling, and simulation. Specialized knowledge can include, but is not limited to, configuration management, safety, security, reliability, availability, maintenance, human factors, and domain-specific expertise. Demonstrates exceptional creativity and resourcefulness in the most complex assignments and may lead efforts in defining policy, conducting studies, and exploring alternatives. May also evaluate feasibility and alternative concepts, program definition, risk reduction, acquisition strategies, source data development, special projects and studies; and develop program control processes, requirements analysis and operational assessments. Receives little supervision and only general guidance. Qualifications at this level generally include a **Masters or PhD** (typically in an engineering or scientific discipline) and more than fifteen years of related experience with some in a management role or a Bachelors degree and at least twenty years experience.
Senior Subject Matter Expert	Works in an engineering environment focusing on specialized technical and scientific tasks, such as concept development, requirements development, system specifications, system analysis, tradeoffs, baseline management, architectural development, test specifications, product evaluations, feasibility analyses, transition planning, modeling, and simulation. Specialized knowledge can include, but is not limited to, configuration management, safety, security, reliability, availability, maintenance, human factors, and domain-specific expertise. May also evaluate feasibility and alternative concepts, program definition, risk reduction, acquisition strategies, source data development, special projects and studies; and develop program control processes, requirements analysis and operational assessments. Receives general guidance from supervisor. Qualifications at this level generally include a **Masters** degree (typically in an engineering or scientific discipline) and seven to fifteen years of related experience or a **Bachelors** degree and fifteen or more years of related experience. An additional five years of related experience may be substituted for a Bachelors degree.
Subject Matter Expert	Works in an engineering environment focusing on specialized technical and scientific tasks, such as concept development, requirements development, system specifications, system analysis, tradeoffs, baseline management, architectural development, test specifications, product evaluations, feasibility analyses, transition planning, modeling, and simulation. As participants in larger projects, may provide solutions to a variety of difficult or complex problems in tasks similar to those of Senior Subject Matter Expert. Has broadened technical skills or is developing specialized skills, may lead tasks within a project, occasionally lead for entire project, and occasionally supervise less senior staff at the project level. Normally requires no supervision on tasks, but will receive instructions as to the general results expected and technical guidance on unusual or complex problems. Qualifications at this level generally include a **Bachelors degree** and three to seven years of related experience. Five years additional experience may be substituted for a Bachelors degree.
Junior Subject	Performs a substantial portion of routine specialized technical or scientific tasks under supervision.

Category	Description
Matter Expert	Applies standard techniques in performing work designed to develop technical knowledge and skills. Provides technical expertise in one or more engineering disciplines, such as electronics, aeronautics, human factors, producibility, manufacturing, product assurance, physical and environmental safety, fluid dynamics, structural/ materials analyses and acquisition. Works under moderate supervision. May receive specific and detailed instructions as to required tasks and expected results. Qualifications at this level generally include a **Bachelors degree** and one to three years of related experience. Five years of related experience may be substituted for a Bachelors degree.
Senior Program / Management Analyst	Conducts complex analysis and develops concepts in support of program requirements. May include conducting studies, preparing impact statements, evaluating program development, collecting project documentation, data collection, providing data analysis/evaluation, migrating strategy and project management regulatory compliance support. Translates mission and high-level organizational performance requirements into broad strategic goals, objectives, and approaches to their achievement. May include analysis of mission, program goals and objectives, defense requirements analysis, organizational performance assessment, special studies and analysis, development of a requirements statement or exploration of operational concepts for use in policy and decision making. May act as an internal consultant for broad program areas or in a highly specialized area. May lead programs or projects having maximum client importance, high visibility, and technical complexity. May also be responsible for managing and motivating staff. Receives general policy guidance from supervisor. Qualifications at this level generally include a **Masters** degree (typically in an engineering or scientific discipline) and seven to fifteen years of related experience or a **Bachelors** degree and fifteen or more years of related experience. An additional five years of related experience may be substituted for a Bachelors degree.
Program / Management Analyst	Conducts analysis and develops concepts in support of program requirements. May include conducting studies, preparing impact statements, evaluating program development, collecting project documentation, data collection, providing data analysis/evaluation, migrating strategy and project management regulatory compliance support. Translates mission and high-level organizational performance requirements into broad strategic or tactical goals, objectives, and approaches to their achievement. May include analysis of mission, program goals and objectives, defense requirements analysis, organizational performance assessment, special studies and analysis, development of a requirements statement or exploration of operational concepts for use in policy and decision making. Receives general policy guidance from supervisor. Qualifications at this level generally include a **Bachelors degree** and three to seven years of related experience. Five years additional experience may be substituted for a Bachelors degree.
Junior Program / Management Analyst	Assists in conducting analysis and developing concepts in support of program requirements. May include conducting studies, preparing impact statements, evaluating program development, collecting project documentation, data collection, providing data analysis/evaluation, migrating strategy and project management regulatory compliance support. Translates mission and high-level organizational performance requirements into tangible goals, objectives, and approaches to their achievement. May include analysis of mission, program goals and objectives, defense requirements analysis, organizational performance assessment, special studies and analysis, development of a requirements statement or exploration of operational concepts for use in policy and decision making. Receives moderate guidance from supervisor. Qualifications at this level generally include a **Bachelors degree** and one to three years of related experience. Five years of related experience may be substituted for a Bachelors degree.
Principal Technical Specialist	Works in an engineering, technical, or programmatic environment focusing on technical studies and analyses or hardware design. Performs complex tasks in relating technical requirements to design, procurement, or maintenance issue resolution. May conduct analysis of equipment reliability and maintainability, installation requirements, drawing reviews, performance specifications, or risk mitigation. May also assess developmental, survivability, or operational test and evaluation. Requires strong communication skills. Receives only general guidance. Qualifications at this level generally include a **MS or PhD** (typically in an engineering or scientific discipline) and more than fifteen years of related experience with some in a management role or a

Category	Description
	Bachelors degree and at least twenty years experience.
Senior Technical Specialist	Works in an engineering, technical, or programmatic environment focusing on technical studies and analyses or hardware design. Performs moderately complex tasks in relating technical requirements to design, procurement, or maintenance issue resolution. May conduct analysis of equipment reliability and maintainability, installation requirements, drawing reviews, performance specifications, or risk mitigation. May also assess developmental, survivability, or operational test and evaluation. Requires strong communication skills. Receives only general guidance from supervisor. Qualifications at this level generally include a **Masters** degree (typically in an engineering or scientific discipline) and seven to fifteen years of related experience or a **Bachelors** degree and fifteen or more years of related experience. An additional five years of related experience may be substituted for a Bachelors degree.
Technical Specialist	Works in an engineering, technical, or programmatic environment focusing on technical studies and analyses or hardware design. Performs moderately complex tasks in relating technical requirements to design, procurement, or maintenance issue resolution. May assist in the analysis of equipment reliability and maintainability, installation requirements, drawing reviews, performance specifications, or risk mitigation. May also contribute to system or item performance specifications, design reviews and audits, or to system development, testing, and evaluation. Receives moderate guidance from supervisor. Qualifications at this level generally include a **Bachelors degree** and three to seven years of related experience. Five years additional experience may be substituted for a Bachelors degree.
Junior Technical Specialist	Works in an engineering, technical, or programmatic environment focusing on technical studies and analyses or hardware design. Performs basic to moderately complex tasks in relating technical requirements to design, procurement, or maintenance issue resolution. May assist in the analysis of equipment reliability and maintainability, installation requirements, drawing reviews, performance specifications, or risk mitigation. May also contribute to system or item performance specifications, design reviews and audits, or to system development, testing, and evaluation. Works under moderate guidance from supervisor. Qualifications at this level generally include a **Bachelors degree** and one to three years of related experience. Five years of related experience may be substituted for a Bachelors degree.
Principal Information Specialist	Works in an engineering environment focusing on specialized information technology concept development, computer system acquisition, information services, modeling & simulation, source data development and validation, and systems engineering data base development, maintenance and analysis. Performs systems engineering tasks, such as concept development, requirements development, system specifications, system analysis, tradeoffs, baseline management, architectural development, test specifications, product evaluations, feasibility analyses, transition planning, modeling, and simulation. Demonstrates exceptional creativity and resourcefulness in the most complex assignments and may lead efforts in defining policy, conducting studies, and exploring alternatives. May also evaluate feasibility and alternative concepts, program definition, risk reduction, acquisition strategies, source data development, special projects and studies; and develop program control processes, requirements analysis and operational assessments. Receives little supervision and only general guidance. Qualifications at this level generally include a **MS or PhD** (typically in an engineering or scientific discipline) and more than fifteen years of related experience with some in a management role or a Bachelors degree and at least twenty years experience.
Senior Information Specialist	Works in an engineering environment focusing on specialized information technology concept development, computer system acquisition, information services, modeling & simulation, source data development and validation, and systems engineering data base development, maintenance and analysis. Performs systems engineering tasks, such as concept development, requirements development, system specifications, system analysis, tradeoffs, baseline management, architectural development, test specifications, product evaluations, feasibility analyses, transition planning, modeling, and simulation. May also evaluate feasibility and alternative concepts, program definition,

Category	Description
	risk reduction, acquisition strategies, source data development, special projects and studies; and develop program control processes, requirements analysis and operational assessments. Receives general guidance from supervisor Qualifications at this level generally include a **Masters** degree (typically in an engineering or scientific discipline) and seven to fifteen years of related experience or a **Bachelors** degree and fifteen or more years of related experience. An additional five years of related experience may be substituted for a Bachelors degree.
Information Specialist	Works in an engineering environment focusing on specialized information technology concept development, computer system acquisition, information services, modeling & simulation, source data development and validation, and systems engineering data base development, maintenance and analysis. As a participant in larger projects, performs systems engineering tasks, such as concept development, requirements development, system specifications, system analysis, tradeoffs, baseline management, architectural development, test specifications, product evaluations, feasibility analyses, transition planning, modeling, and simulation. May also evaluate feasibility and alternative concepts, program definition, risk reduction, acquisition strategies, source data development, special projects and studies; and develop program control processes, requirements analysis and operational assessments. Normally receives little supervision on tasks, but will receive instructions as to the general results expected and technical guidance on unusual or complex problems. Qualifications at this level generally include a **Bachelors degree** and three to seven years of related experience. Five years additional experience may be substituted for a Bachelors degree.
Junior Information Specialist	Performs a substantial portion of routine systems engineering tasks under supervision. Applies standard techniques in performing work designed to develop technical knowledge and skills. May assist in performing a variety of systems engineering tasks, such as concept development, requirements development, system specifications, system analysis, tradeoffs, baseline management, architectural development, test specifications, product evaluations, feasibility analyses, transition planning, modeling, and simulation. May also contribute to efforts to evaluate feasibility and alternative concepts, program definition, risk reduction, acquisition strategies, source data development, special projects and studies; and develop program control processes, requirements analysis and operational assessments. Works under moderate supervision. May receive specific and detailed instructions as to required tasks and expected results. Qualifications at this level generally include a **Bachelors degree** and one to three years of related experience. Five years of related experience may be substituted for a Bachelors degree.
Sr. Documentation / Admin Support Specialist	Provides administrative support to senior management. Performs complex tasks which may include management of organization's administrative records; handling of sensitive and privileged information; interfacing with senior staff; assisting in establishing and executing intra-organizational procedures; assisting in the communication of and conformance of corporate level policies and procedures; and tracking budget and financial data. May assist in planning office management functions, and supervise work of clerical staff. Generally unsupervised. Qualifications at this level generally include high school diploma, business school courses, seven to fifteen years of experience, PC/computer skills, word processing skills, broad range of secretarial and administrative skills. May have previous supervisory experience.
Documentation / Admin Support Specialist	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 production of graphic support for briefings and publications; and general administrative and secretarial duties. May perform routine security tasks including maintaining visitor control records, labeling, tracking and safeguarding classified material. May supervise work of less senior staff. Works under minimal supervision. Qualifications at this level generally include high school diploma, business school courses preferred, three to seven years of experience, PC/computer skills, word processing skills, moderate range of secretarial and administrative skills.

2. Maximum order: $750,000.00
3. Minimum order: $100.00
4. Geographic coverage (delivery area): Domestic Delivery Only
5. Point of production: Reston, Fairfax County, VA
6. Discount from list prices or statement of net price: To be negotiated at the task order level
7. Quantity discounts: Such discounts will be negotiated at the task order level
8. Prompt payment terms: Net 30
9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold. Yes
9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold. Yes
10. Foreign items: Not applicable.
11a. Time of delivery: To be negotiated at the task order level
11b. Expedited delivery: Items available for expedited delivery are noted in this price list.
11c. Overnight and 2-day delivery: No
11d. Urgent requirements: See contract clause I-FSS-14-B. Agencies can contact the contact for contract administration to obtain faster delivery.
12. F.O.B. point(s): Destination
13a. Ordering address: High Performance Technologies, Inc.
11955 Freedom Drive, Suite 1100
Reston, VA. 20190

13b. Ordering procedures: For supplies and services, the ordering procedures, information on blanket purchase agreements (BPA's), and a sample BPA can be found at the GSA/FSS schedule homepage (fss.gsa.gov/schedules).

14. Payment address: High Performance Technologies, Inc.
Attn: Accounts Receivable
11955 Freedom Drive, Suite 1100
Reston, VA. 20190

15. Warranty provision: Not applicable
16. Export packing charges: Not applicable.
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level). Not applicable
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 – 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. Preventative maintenance – Not applicable.
24a. Special attributes such as environmental attributes: Not applicable
24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at www.Section508.gov/.
25. Data Universal Number System (DUNS) number: 784366544
26. Notification regarding registration in Central Contractor Registration (CCR) database: Registered and Registration valid to 3/7/2008