



Vector Planning and Services, Inc.
591 Camino De La Reina, Suite 1210
San Diego, CA 92108

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A. COMPANY INFORMATION

NAME: VECTOR PLANNING & SERVICES, INC. (VPSI)
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B. CONTRACT INFORMATION

CONTRACT NUMBER: GS-10F-0001V
CONTRACT PERIOD: October 1, 2008 through 30 September 2013
MINIMUM ORDER: 100
SCHEDULE NUMBER: 871
SIN NUMBERS AND DESCRIPTIONS: SEE BELOW

SINs	SIN Description	Engineering Discipline
871-1	Strategic Planning for Technology Programs/Activity	Civil,Electrical, Mechanical
871-2	Concept Development and Requirements Analysis	Electrical, Mechanical
871-3	System Design, Engineering and Integration	Civil,Electrical, Mechanical
871-4	Test and Evaluation	Electrical
871-5	Integrated Logistics Support	Electrical, Mechanical
871-6	Acquisition and Life Cycle Management	Civil,Electrical, Mechanical

SIN 871-1 STRATEGIC PLANNING FOR TECHNOLOGY PROGRAMS/ACTIVITIES

VPSI provides **Civil, Electrical and Mechanical Engineering** services by performing Programmatic, Acquisition Life-Cycle Support; Assessment Support, Analysis of program goals, missions and objectives; Concept Development; Design Specification Support; Information Assurance; Migration Strategy; Program and Project Management; Prototype Development; Reverse Engineering; Simulation and Modeling; Systems Engineering; Technical and Management Support; Technical Writing and Testing and Evaluation Support Services.

SIN 871-2 CONCEPT DEVELOPMENT AND REQUIREMENTS ANALYSIS

VPSI provides **Electrical and Mechanical Engineering** services by performing Analysis of program goals, missions and objectives; Computer Aided Design and Engineering; Concept Development; Demonstration and Validation; Design Specification; Forensic Engineering; Independent Verification and Validation (IV&V); Information Services; Migration Strategy Planning; Program and Project Management; Reverse Engineering; Source Data Validation; Special Projects and Studies; Systems Engineering; Technical and Management Support; Technical Writing and Testing and Evaluation (T&E) Services.



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SIN 871-3 SYSTEM DESIGN, ENGINEERING AND INTEGRATION

VPSI provides **Civil, Electrical and Mechanical Engineering** services by providing Analysis of program goals, missions and objectives; Computer Aided Design and Engineering; Concept Development; Demonstration and Validation; Design Specification; Independent Verification and Validation (IV&V); Information Services; Program and Project Management; Reverse Engineering; Source Data Validation; Special Projects and Studies; Systems Engineering and T&E Services.

SIN 871-4 TEST AND EVALUATION

VPSI provides **Electrical and Mechanical Engineering** services by providing Computer Aided Design and Engineering; Concept Development; Demonstration and Validation; Design Specification; Independent Verification and Validation (IV&V); Information Services; Program and Project Management; Reverse Engineering; Source Data Validation; Special Projects and Studies; Systems Engineering and T&E Services.

SIN 871-5 INTEGRATED LOGISTICS SUPPORT

VPSI provides **Electrical and Mechanical Engineering** services by accomplishing Acquisition Life-Cycle management; Assessment Support; Education and Training; Documentation and Information Services; Reliability and Maintainability Analysis; Design and Engineering; Concept Development and Life-Cycle Costing Services.

SIN 871-6 ACQUISITION AND LIFE CYCLE MANAGEMENT

VPSI provides **Civil, Electrical and Mechanical Engineering** services by providing Acquisition Life-Cycle management; Assessment Support; Life-Cycle Costing Services and Reliability and Maintainability Analysis Services.

VPSI's marketing plan once this contract vehicle is in place is to offer our capabilities to a wider range of government departments and agencies, leveraging our existing experience. VPSI will monitor the e-Advantage web site and respond to solicitations that build off our business base. In addition, VPSI will collaborate with existing and potential customers interested in using the GSA-PES schedule to place work on this contract vehicle.

VPSI has an established, Defense Contract Audit Agency (DCAA) Approved, Cost Control Process with integrated Commercial Off the Shelf (COTS) software. VPSI accounting staff support program financial control using the computerized work hour accounting, financial tracking, and cost control features of our accounting system. This system provides detailed financial and labor distribution reports for review by VPSI management. Reports data needed to accurately track, report, and forecast program costs, and work hour utilization, and to provide auditable DCAA accounting records. We are in the process of migrating to DELTEK from our exiting system.

VPSI hires and retains the most qualified personnel available. VPSI has been nominated as one of the best employers in the San Diego region with the culture that promotes quality of life and employee professional growth, while maintaining a historical retention rate is 92%. Based on a structured process that focuses on task Requirements Identification, Mentoring, Training and Compensation/ Performance Incentives, we are able to provide a stable workforce that meets or exceeds the requirements of our clients.

Although no subcontractors are being proposed with this proposal submission, we are prepared to add subcontractors with the approval and authorization of GSA should the need arise. VPSI has successfully led contracts consisting of up to five subcontracted team members with a program value of up to \$125M. VPSI Quality Assurance and Control processes and methodologies have been developed through Lean Six Sigma evaluations to



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ensure the highest level of efficiency and quality. Our CCMI ML3 certification efforts demonstrate our dedication and commitment to ensuring we provide quality products and services to our clients.

The composite structure of VPSI provides a uniquely qualified capacity, capable of meeting and exceeding the scope and complexity requirements of our clients, their initiatives, requirements and objectives, across multiple Engineering Disciplines and all six Special Item Numbers (SINs).

VPSI is pleased to submit the following examples demonstrating the breath and depth of professional engineering services and their relevance to this solicitation. The following table summarizes VPSI's experience as it relates to this solicitation and Statement of Work.

C. TERMS AND CONDITIONS

VPSI verifies that their Most Favored Customer is Class A (repeat orders or orders over \$2,000,000.00) and Class B (first-time orders and under \$2,000,000.00) Commercial Customers. VPSI lowers their fee for the repeat order in the first subsequent 5-year period (Reorder 1) by 0.5%; the second subsequent 5-year period by 0.5% (from the Reorder 1 fee structure), and the 3rd subsequent 5-year period by 0.5% (from the Reorder 2 fee structure), with no additional discounts thereafter. GSA's prices are equal to or lower than the MFC prices. For purposes of the Price Reductions Clause, the Basis of Award (BOA) Customer is all commercial customers. VPSI is also offering a Prompt Payment Discount of 1.5% 10 Days Net 30.

D. GSA PES LABOR CATEGORIES

1. TECHNICAL DIRECTOR

Responsibility: Responsible for managing and ensuring the successful completion of multiple technical tasks for multiple programs. Responsible for managing very complex and/or high risk programs. Directs daily staff and task activities to meet client and corporate work objectives. Serves as a liaison with clients to coordinate activities, negotiate tasks, and solve problems. Responsible for coordinating and monitoring subcontractor activities. Manage funds and personnel and is accountable for the quality and timely delivery of all contractual items. Serve as focal point of contact with project and task managers regarding program activities. Confer with project manager to provide technical advice and to assist with problem resolution.

Experience: A minimum of fifteen (15) years of related work experience, of which, ten (10) years were direct supervisory experience.

Education: A Master's degree or equivalent in Computer Science, Information Systems, Engineering, Physics, Mathematics, Business or other related field. A Master's Degree may be substituted with a Bachelor's Degree with six (6) years of specialized experience, of which four (4) years were direct supervisory experience. Professional registration, PMI certification and/or experience with a recognized PM methodology desired.

2. SENIOR PROGRAM MANAGER

Responsibility: Responsible for the oversight and effective management of multiple programs. Must have specialized experience in engineering project development, and demonstrated ability to provide guidance and direction in the tasks similar to the sample tasks provided in the statement of work, proven expertise in the management and control of funds and resources, demonstrated capability in managing multi-task contracts of this type and complexity. Overall responsibilities include planning, directing and coordinating activities pertaining to the assigned programs. Tasks will include refining any outstanding design issues, creating project plans, monitoring and controlling staff, time and budget and directing the actual build and roll-out processes. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies,



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supervising contractor personnel and communicating policies, purposes, and goals of the organization to subordinates. Establishes work breakdown structures, coordinates and monitors technical schedule and cost elements of the program. Responsible for the overall surveillance and operational success of assigned tasks and the overall contract performance.

Experience: A minimum of ten (10) years of related work experience, of which, six (6) years were direct supervisory experience.

Education: Master's Degree or equivalent in Computer Science, Information Systems, Engineering, Physics, Mathematics, Business or other related field. Master's degree in a technical or business discipline desired although a Master's Degree may be substituted with a Bachelor's Degree with six (6) years of specialized experience, of which four (4) years were direct supervisory experience. PMI certification and/or experience with a recognized PM methodology desired.

3. PROGRAM MANAGER

Responsibility: Supervises all contract employees on a single program. Monitors each designated task(s), and keeps the Technical Director or Senior Program Manager abreast of the overall status of each task under his/her guise. Anticipates problems, and works to mitigate the anticipated problems. As a team or project leader, provides technical direction for the complete systems development effort. May serve as a technical authority for a design area. As a staff specialist or consultant, resolves unique and unyielding systems problems using current technological solutions. Complete tasks within estimated time frames and budget constraints. Schedules and assigns duties to subordinates. Interact with government management personnel.

Experience: A minimum of five (5) years of related work experience, of which, one (1) year was direct supervisory experience.

Education: Bachelor's Degree or equivalent in Computer Science, Information Systems, Engineering, Physics, Mathematics, Business or other related field.

4. PROGRAM/PROJECT ADMINISTRATOR / SPECIALIST – SENIOR

Responsibility: Performs a broad level of complex administrative functions for a major program. Conduct a significant portion of a business operation as a specialist for the program, operating with considerable latitude for un-reviewed action or decisions. Responsible for a portion of a business activity; plans and administers operational requirements such as schedules, budgets, facilities and staffing for program; ensures overall quality and productivity are maintained within the program; identifies and resolves operational issues. Evaluate program performance for adherence to established requirements. Monitors and reports performance against plans to ensure that contractual, cost and schedule objectives are met. Prepares and conducts briefings or presentations, as required, in areas of specialty. Advises management on business activities in areas of expertise, serves as department representative. Works on special assignments, coordinates actions to correct problems, and documents subsequent revisions to procedures. May lead team of assigned personnel to accomplish work.

Experience: A minimum of eight (8) years experience in related work experience in public or private sector business/financial management or technical analysis directly related to task area, four (4) years program experience in business/financial program administration for DOD acquisitions.

Education: Master's Degree in business related field or Bachelor's Degree in Business, Engineering, Computer Science, Management Information Systems, Systems Engineering, or other related fields plus four (4) years of related experience to the work performed on the program.

5. PROGRAM/PROJECT ADMINISTRATOR / SPECIALIST - MID

Responsibility: Develops plans including budgets and schedules to meet contractual/project requirements for major portions of a program; provides active assistance to meet schedules or resolve complex customer requirements; performs in-depth studies to determine optimum program plans. Evaluate program performance for adherence to



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established requirements. Monitors and reports performance against plans to ensure that contractual, cost and schedule objectives are met. Manages the preparation of plans and reports that document program activity; prepares and coordinates program plans, project schedules, budgets, specialized reports and proposal documents. Organizes and leads the activities of assigned personnel in the development, integration, implementation and management of assigned projects.

Experience: A minimum of five (5) years experience in related work experience in public or private sector business/financial management or technical analysis directly related to task area, two (2) years program experience in business/financial program administration for DOD acquisitions.

Education: Bachelor's Degree in Business, Engineering, Computer Science, Management Information Systems, Systems Engineering, or other related fields.

6. PROGRAM/PROJECT ADMINISTRATOR / SPECIALIST – JUNIOR

Responsibility: Assists in developing plans including budgets and schedules to meet contractual/project requirements for major portions of a program; provides active assistance to meet schedules or resolve complex customer requirements; performs in-depth studies to determine optimum program plans. Evaluate program performance for adherence to established requirements. Monitors and reports performance against plans to ensure that contractual, cost and schedule objectives are met. Manages the preparation of plans and reports that document program activity; prepares and coordinates program plans, project schedules, budgets, financial and specialized reports and proposal documents.

Experience: Zero to three (0-3) years experience in related work experience in public or private sector business/financial management, technical analysis, or logistical support analysis directly related to task area.

Education: Bachelor's Degree in Business, Computer Science, Management Information Systems, Systems Engineering, or other related fields.

7. PRINCIPAL ENGINEER

Responsibility: Works at the highest systems level to provide expert advice and counsel for assigned functional/user area managers and project teams for systems of the most complex nature, often crossing functional lines. Act as the technical lead in providing technical support and systems analyses. Serve as project lead supporting research, development, testing and evaluation of hardware or software including regression testing and migration planning and execution. Develops test plans, test procedures, and test reports. Perform formal documentation review of program specifications and operator documentation. Develops and delivers complex technical presentations to high-level program management and customers. May lead major program and/or design reviews. Perform extensive research and complex analysis on a major project to enhance the technical and economic development of the product and/or service. Coordinates the activities of subordinate engineers assigned to specific projects.

Experience: A minimum of fourteen (14) years performing a variety of systems design and integration tasks where a specific technical and engineering subject matter expertise is necessary, of which, eight (8) years in a leadership capacity.

Education: Master's Degree or equivalent in Electrical Engineering, Mechanical Engineering, Computer Science, Management Information Systems, Systems Engineering or Electrical Engineering Technology or other related field.

8. SENIOR ENGINEER

Responsibility: Independently performs highly complex engineering tasks for management and/or the customer involving the application of advanced engineering studies and technical concepts for a major project or a total project of moderate scope. May perform in a lead role and provide technical support and guidance as a project team leader. Based on broad objectives from management, identifies, defines and solves complex technical problems



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which require a high level of ingenuity and innovation, seeking optimum design within project schedule and funding limitations. Interact frequently as the organizational representative in the collection and translation of customer requirements to defined specifications. Makes frequent contact with customers, teaming partners, subcontractors and suppliers to obtain/exchange information, provide technical direction and to assist in the resolution of technical issues. Develops and delivers technical presentations to program/project team and customers. May lead major program and/or design reviews. Perform research and analysis on a major project to enhance the technical and economic development of the product and/or service. Completed reports or studies may be deliverable engineering products to the customer. Provides functional and technical guidance to engineers; typically provides leadership and technical direction for a project team.

Experience: A minimum of ten (10) years performing a variety of systems design and integration tasks where a specific technical and engineering subject matter expertise is necessary.

Education: Master's Degree or equivalent in Electrical Engineering, Mechanical Engineering, Computer Science, Management Information Systems, Systems Engineering or Electrical Engineering Technology or other related field.

9. ENGINEER – MID LEVEL

Responsibility: Applies use and application of standard engineering principles, theories and concepts of minor to major complexity. Perform research, analysis, compilation, design, development and/or test of technical engineering data in support of customer requirements in one or more engineering disciplines. Perform a variety of analyses of technical engineering data of limited scope. Interprets the data, verifies product documentation, designs, layouts or drawings for adequacy and reliability. Develops documents and recommends solutions or improvements for technical engineering problems. Prepares draft or finished technical presentations, reports, process studies or technical information used for both internal and external dissemination. Perform analysis, development and maintenance of technical information and supportive engineering systems.

Experience: Five to ten (5 - 10) years performing a variety of systems design and integration tasks where a specific technical and engineering knowledge is necessary.

Education: Bachelor's Degree or equivalent in Electrical Engineering, Mechanical Engineering, Computer Science, Management Information Systems, Systems Engineering or Electrical Engineering Technology or other related field.

10. JUNIOR ENGINEER

Responsibility: Applies use and application of standard engineering principles, theories and concepts of minor to major complexity. Perform research, analysis, compilation, design, development and/or test of technical engineering data in support of customer requirements in one or more engineering disciplines. Perform a variety of analyses of technical engineering data of limited scope. Interprets the data, verifies product documentation, designs, layouts or drawings for adequacy and reliability. Develops documents and recommends solutions or improvements for technical engineering problems. Prepares draft or finished technical presentations, reports, process studies or technical information used for both internal and external dissemination. Perform analysis, development and maintenance of technical databases and supportive engineering systems. Able to work independently, although products are often reviewed by more senior personnel.

Experience: Zero to four (0 - 4) years performing a variety of systems design and integration tasks where a specific technical and engineering knowledge is necessary.

Education: Bachelor's Degree or equivalent in Electrical Engineering, Mechanical Engineering, Computer Science, Management Information Systems, Systems Engineering or Electrical Engineering Technology or other related field.

11. SENIOR TECHNICIAN



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Responsibility: Independently performs complex engineering and technical tasks involving the application of advanced engineering studies and technical concepts for a project. May perform in a lead role and provide technical support and guidance as a project team leader. Identifies, isolates, and solves technical problems which require a high level of ingenuity and innovation. Makes frequent contact with customers and teaming partners to obtain/exchange information, provide technical direction and to assist in the resolution of technical issues. May lead small teams for specific assigned tasks and complete reports or studies that may be deliverable engineering products to the customer. Provide functional and technical information to engineers and technicians.

Experience: A minimum of eleven to twelve (11-12) years performing a variety of system engineering and integration tasks where a specific technical and engineering subject matter expertise is necessary.

Education: Associates Degree or equivalent training in technical discipline such as electronics, mechanics, or drafting or related fields.

12. TECHNICIAN

Responsibility: Performs engineering and technical tasks involving the application of engineering and technical concepts for a project. Perform in a lead role, providing technical support and guidance as a project team leader. Identifies, isolates, and solves technical problems which require ingenuity and innovation. May be required to interact with customers and teaming partners to obtain/exchange information, provide technical direction and to assist in the resolution of technical issues. Serve as technical lead for specific assigned tasks and complete reports that may be deliverable products to the customer. Provides functional and technical guidance to engineers; typically provides leadership and technical direction for a project team.

Experience: six to ten (6-10) years performing system engineering and integration tasks where a specific technical and engineering subject matter expertise is necessary.

Education: Associates Degree or equivalent training in technical discipline such as electronics, mechanics, or drafting or related fields.

13. JR. TECHNICIAN

Responsibility: Performs engineering and technical tasks involving the application of engineering and technical concepts for a project. Perform in a support role, providing technical support with guidance from project and/or task team leader. Execute tasking as directed from the project and/or task team leader. May be required to interact with customers in a support role, provide technical support and to assist in the resolution of technical issues. Serve as technical support for specific assigned tasks and provide input to reports that may be deliverable products to the customer.

Experience: Zero to five (0 - 5) years experience in related work experience providing technical, engineering and integration tasks.

Education: Associates Degree or equivalent training in technical discipline such as electronics, mechanics, or drafting or related fields

14. SENIOR SYSTEMS ANALYST

Responsibility: Performs a broad level of complex analytical functions for a major program. Perform as a specialist for the program, operating with considerable latitude for un-reviewed action or decisions. Responsible for a portion of program activity; plans and administers requirements such as schedules, budgets, facilities and staffing for in support of a specialized portion of a program such as acquisition, testing, logistics, maintenance, training. Identifies and resolves issues within specialized area of expertise supporting program performance and adherence to established requirements. Monitors and reports performance against plans to ensure that contractual, cost and schedule objectives are met. Prepares and conducts briefings or presentations, as required, in areas of specialty. Advises management on business activities in areas of expertise, serves as department representative. Works on special assignments, coordinates actions to correct problems, and documents subsequent revisions to procedures.



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May lead team of assigned personnel to accomplish work.

Experience: A minimum of twelve (12) years experience in related work experience in public or private sector providing technical, logistics, or process analysis directly related to task area.

Education: Master's Degree in Business, Engineering, Computer Science, Management Information Systems, Systems Engineering, or other related field or Bachelor's Degree with four (4) years experience.

15. SYSTEMS ANALYST – MID LEVEL

Responsibility: Performs analytical functions for a program/project specializing in a specific area such as, but not limited to, acquisition, testing, logistics, maintenance, or training. Identifies and resolves issues within specialized area of expertise supporting program performance and adherence to established requirements. Prepare reports, briefing packages and documents in areas of specialty that may be submitted to customers without further review. Work on special assignments.

Experience: Five to Ten (5 - 10) years experience in related work experience in public or private sector providing technical, logistics, or process analysis directly related to task area.

Education: Bachelor Degree in Business, Engineering, Computer Science, Management Information Systems, Systems Engineering, or other related field.

16. JUNIOR SYSTEMS ANALYST

Responsibility: Performs analytical functions for a program/project specializing in a specific area such as, but not limited to, acquisition, testing, logistics, maintenance, or training. Identifies and resolves issues within specialized area of expertise supporting program performance and adherence to established requirements. Prepare reports, briefing packages and documents in areas of specialty that are often reviewed prior to being submitted to the customer. Work on special assignments.

Experience: Zero to four (0-4) years experience in related work experience in public or private sector providing technical, logistics, or process analysis directly related to task area.

Education: Bachelor Degree in Business, Engineering, Computer Science, Management Information Systems, Systems Engineering, or other related field.

17. SENIOR TECHNICAL WRITER

Responsibility: Responsible for content of technical documentation. Responsible for the collection and organizing of information required for preparation of user manuals, training materials, installation guides, proposals, and reports. Edit functional descriptions, system specifications, user manuals, special reports, or any other customer deliverables and documents. Prepares and conducts briefings or presentations as required. Responsible for a portion of a business activity, conducting routine work independently and in some cases instructing lower-level assistants. Conducts independent interviews and a data analysis regarding moderately complex issues or procedures, and prepares reports to supervision or management regarding evaluations and recommendations.

Experience: A minimum of eight (8) years technical writing and editing experience.

Education: Bachelor's Degree or equivalent in Electrical Engineering, Mechanical Engineering, Computer Science, Management Information Systems, Systems Engineering or Electrical Engineering Technology, Journalism, English, or related field.

18. TECHNICAL TRAINER

Responsibility: Conducts the research necessary to develop and revise training courses. Develops and revises these courses and prepares appropriate training catalogs. Prepare instructor materials (course outline, background material, and training aids). Prepare student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Train personnel by conducting formal classroom courses, workshops and seminars.



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Experience: A minimum of ten (10) years of general and training experience.

Education: Bachelor's Degree or equivalent in Electrical Engineering, Mechanical Engineering, Computer Science, Management Information Systems, Systems Engineering or Electrical Engineering Technology, or related field.

E. VPSI GSA PES PRICE LIST: CONTRACT # GS-10F-0001V

For pricing information, please contact pricing@myvpsi.com.