

## ***PROFESSIONAL ENGINEERING SERVICES***

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

Contract Number: **GS-23F-0414K**  
Contract Period: **13 September 2010 – 12 September 2015**  
DUNS No: **19-9118258**  
Service Code: **871**  
Standard Industry Group: **541**

Special Item Numbers:

871-1 & 871-1RC Strategic Planning for Technology Programs  
871-2 & 871-2RC Concept Development and Requirements Analysis  
871-3 & 871-3RC System Design, Engineering, and Integration  
871-4 & 871-4RC Test and Evaluation  
871-5 & 871-5RC Integrated Logistics Support  
871-6 & 871-6RC Acquisition and Life Cycle Management

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**Business Size: Large, Veteran and Minority Owned Business**

Online access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The address for GSA Advantage! is:

<http://www.gsaadvantage.gov>

For more information on ordering from GSA Schedules click on the GSA Schedules button at:

<http://www.fss.gsa.gov>

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## SoBran, Inc. Corporate Overview

SoBran was founded in August, 1987 in Dayton, Ohio by Amos L. Otis, a former Air Force colonel who currently serves as president and chief executive officer. Certified under the Small Business Administration 8(a) program as a small disadvantaged business in April, 1990, SoBran successfully graduated from the program in 1999 and has since flourished. SoBran writes quality into every one of its contracts. Having first achieved ISO certification in 2005, SoBran was recertified, corporation-wide, in 2008. Currently ISO 9001:2008-certified, our programs in national defense, homeland security, public health, energy policy and environmental science may vary, but we are consistently dedicated to uncompromising quality and unparalleled customer service. As evidence of our dedication to service, SoBran received the 2006 Department of Homeland Security Small Business Achievement Award for CBRNE anti-terrorism related services; joined *Inc. Magazine's* List of America's 5000 Fastest Growing Private Companies in 2007 and 2010, and ranked in the top 100 companies in *Black Enterprise Magazine's* Industrial/Service category.



SoBran is a leading provider of engineering and technology solutions to government and commercial customers. Our team of dedicated engineers design and integrate innovative solutions for a wide array of complex security and national defense challenges. We understand the unique requirements and challenges facing our customers and tailor our services to meet individual client needs. Key engineering and technology solutions offered by the SoBran Engineering and Logistics Division include:

- Software Development (CMMI Level 5)
- Systems Engineering
- Test Engineering
- Structural Engineering
- Integration Lab Support
- Program/Project Management
- Configuration Management
- Office Administration
- Aging & Surveillance Support
- A & AS Support

SoBran operates on the cutting edge of design and engineering technology. Our team of system engineers, test engineers, software developers, configuration managers and logistics managers serve as a critical resource for some of the Government's most innovative initiatives. SoBran has earned a solid reputation for outstanding performance with a variety of customers such as the 309th Software Maintenance Group (SMGX) at Hill AFB where we provide developmental

and sustainment services for the United States Marine Corp's Expeditionary Fighting Vehicle (EFV), and systems engineering support services for the F-16 fighter, Minuteman III ICBM and other mission-critical weapons systems and simulators. SoBran is the primary provider of engineering support services on the EFV program, providing software development and integration, systems engineering, CD/OS integration and system test/validation. Our team also provides configuration management, data management, technical document development and editing, IT administrative support and a wide range of subject matter expertise.

In providing technical Advisory & Assistance Services in support of the Aging & Surveillance Program for the AGM-65 Maverick missile, our engineers develop test procedures for legacy versions of the AGM-65 missile. Upon completion of these tests, SoBran writes post-test reports for the government and industry detailing the results and making recommendations on upgrades.

SoBran offers a full range of Critical Infrastructure Protection (CIP) services designed to safeguard our clients from the destructive effects and disruptions associated with man made threats and natural disasters. While specializing in protecting our clients and their facilities from chemical, biological, radiological, nuclear and explosive (CBRNE) threats our team of CIP engineers, technicians and operations specialists also provide on-site threat assessments, facility specific engineering and technical evaluations, and operational process reviews designed to meet the ever increasing range of natural and man-made threats.

Our Engineering and Design Team offers unique, efficient, highly scalable and cost effective solutions for current and future programs. Unlike other companies who push pre-packaged "solutions," SoBran approaches each client individually creating a customized operational and technical solution designed to effectively address each projected requirement. Key Critical Infrastructure Protection service components offered by SoBran include:

- Chemical, biological, radiological, nuclear and explosive (CBRNE) engineering and consultation
- CBRNE operational, system and technical architecture design, development and integration
- SAFETY Act Certification and Designation Application and Consultation Services
- Specialized threat containment facility design and consultation services
- Operational protocol development, review, validation and certification for New and Existing Facilities
- Federal, State and Local Regulation Compliance Services
- Emergency and Security Plan Development/Review and Evaluation
- Training Plan and Material Development
- Exercise Scenario Development, Coordination, Execution, Oversight and Evaluation
- Off and on-site screening, isolation and laboratory facility operations and management
- Operational and technical team training for operational personnel and first responders

We integrate the most advanced technological and mission specific design processes into a comprehensive operations, technical and system architecture melding up-to-date facility design concepts, sensors and software with proven processes, security protocols and realistic on-site training. Our clients routinely meet all mission objectives and achieve 100% compliance with federal, state and local regulations.

SoBran's Critical Infrastructure Protection Service and technology fielding teams are deployed at home and around the world and are depended on to provide and field effective, timely solutions to complex challenges. Federal agencies, including the Department of Homeland Security, Department of Defense, General Services Administration and Department of Transportation turn to SoBran when dealing with emergent threats. Our government, private and commercial clients consistently seek out SoBran's team of experienced engineers and technicians to conduct mission critical assessments, develop tailored response protocols, field advance technologies, and deliver complex operational training, validation and certifications.

To support our clients, SoBran assembles teams of carefully chosen staff who possess the needed skill sets to respond to the requirements of our customers. Our ability to quickly recruit and retain high quality personnel is one of our chief accomplishments. Our full time human resources recruiters work nationwide through personal networks, databases, job searches and other media in constant search of qualified candidates for specified positions. We put the right people in the right jobs on every project. Our competitive pay and benefits package assure the continuity of employment. Because of our corporate culture of fair treatment of all employees, coupled with our compensation plan, we have an outstanding employee retention rate.

SoBran has the experience, management structure, technical capability, support infrastructure and cost structure to provide an outstanding best value solution to your support needs. We look forward to bringing our capabilities to assist in meeting your mission requirements.



## Information for Ordering Offices

### **Special Notice to Agencies**

#### **Small Business Participation**

SBA strongly supports the participation of small business concerns in the GSA Schedules Program. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the GSA Schedules and to report accomplishments against these goals.

For orders exceeding the micropurchase threshold but not exceeding the max order threshold, FAR 8.405 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!<sup>™</sup> on-line shopping service (<http://www.fss.gsa.gov>). The catalogs/pricelists, GSA Advantage!<sup>™</sup> and the GSA Home Page (<http://www.fss.gsa.gov>) contain information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting pricelists for a best value determination.

For orders exceeding the micropurchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

#### **Customer Information**

1a. List of awarded Special Item Numbers

871-1 & 871-1RC	Strategic Planning for Technology Programs
871-2 & 871-2RC	Concept Development and Requirements Analysis
871-3 & 871-3RC	System Design, Engineering and Integration
871-4 & 871-4RC	Test and Evaluation
871-5 & 871-5RC	Integrated Logistics Support
871-6 & 871-6RC	Acquisition and Life Cycle Management

1b. Price list and rates: See page 20

1c. Labor category descriptions and qualifications: See pages 15-19

2. Maximum Order: \$750,000.00

3. Minimum Order: \$100.00

4. Geographic Coverage: Domestic and Overseas

5. Point(s) of production: Specified in the task order

6. Discount from list prices or statement of net price: Government net prices (discounts already deducted)

7. Quantity discounts: None

- 8. Prompt payment terms: Net 30 days
- 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: Accept Over \$2,500
- 10. Foreign items: None
- 11a. Time of Delivery: Specified in the task order.
- 11b. Expedited Delivery: None
- 11c. Overnight and 2-day delivery: Customer may contact the Contractor for rates for overnight and 2-day delivery
- 11d. Urgent Requirements: Contact Contractor
- 12. F.O.B Point(s): Destination
- 13a. Ordering Address:

SoBran, Inc.

Attn: Ronna Prendergast  
 4401 Dayton Xenia Road  
 Dayton, OH 45432

Telephone: (703) 352-9511 x 248  
 Fax: (937) 426-4609  
 E-mail: [rprendergast@sobran-inc.com](mailto:rprendergast@sobran-inc.com)

- 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 Schedule homepage [www.fss.gsa.gov/schedules](http://www.fss.gsa.gov/schedules)

In accordance with FAR [8.404](#), Services offered on the schedule are priced either at hourly rates, or at a fixed price for performance of a specific task (*e.g.*, installation, maintenance and repair). GSA has already determined the prices of supplies and fixed-price services, and rates for services offered at hourly rates, under schedule contracts to be fair and reasonable. Therefore, ordering activities are not required to make a separate determination of fair and reasonable pricing, except for a price evaluation as required by [8.405-2\(d\)](#). By placing an order against a schedule contract using the procedures in [8.405](#), the ordering activity has concluded that the order represents the best value (as defined in FAR [2.101](#)) and results in the lowest overall cost alternative (considering price, special features, administrative costs, etc.) to meet the Government's needs. Although GSA has already negotiated fair and reasonable pricing, ordering activities may seek additional discounts before placing an order (see [8.405-4](#)).

**8.405-1 – Ordering Procedures for Supplies and Services Not Requiring a Statement of Work.**

- (a) Ordering activities shall use the procedures of this subsection when ordering supplies and services that are listed in the schedule's contract at a fixed price for the performance of a specific task, where a statement of work is not required (*e.g.*, installation, maintenance and repair).

(b) *Orders at or below the micro-purchase threshold.* Ordering activities may place orders at, or below, the micro-purchase threshold with any Federal Supply Schedule contractor that can meet the agency's needs. Although not required to solicit from a specific number of schedule contractors, ordering activities should attempt to distribute orders among contractors.

(c) *Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold.*

(1) Ordering activities shall place orders with the schedule contractor that can provide the supply or service that represents the best value. Before placing an order, an ordering activity shall consider reasonably available information about the supply or service offered under MAS contracts by surveying at least three schedule contractors through the GSA Advantage! on-line shopping service, or by reviewing the catalogs or pricelists of at least three schedule contractors (see [8.405-5](#)).

(2) When an order contains brand name specifications, the contracting officer shall post the Request for Quote (RFQ) along with the justification or documentation as required by [8.405-6](#).

(3) In addition to price, when determining best value the ordering activity may consider, among other factors, the following:

- (i) Past performance
- (ii) Special features of the supply or service required for effective program performance
- (iii) Trade-in considerations
- (iv) Probable life of the item selected as compared with that of a comparable item
- (v) Warranty considerations
- (vi) Maintenance availability
- (vii) Environmental and energy efficiency considerations
- (viii) Delivery terms

(d) *Orders exceeding the maximum order threshold.* Each schedule contract has a maximum order threshold established on a SIN-by-SIN basis. Although a price reduction may be sought at any time, this threshold represents the point where, given the dollar value of the potential order, the ordering activity shall seek a price reduction. In addition to following the procedures in paragraph (c) of this section and before placing an order that exceeds the maximum order threshold or establishing a BPA (see [8.405-3](#)), ordering activities shall:

(1) Review (except see (c)(2) of this subsection) the pricelists of additional schedule contractors (see the GSA Advantage! on-line shopping service) can be used to facilitate this review;

(2) Based upon the initial evaluation, seek price reductions from the schedule contractor(s) considered to offer the best value (see [8.404\(d\)](#)); and

(3) After seeking price reductions (see [8.405-4](#)), place the order with the schedule contractor that provides the best value. If further price reductions are not offered, an order may still be placed.

(e) *Minimum documentation.* The ordering activity shall document:

- (1) The schedule contracts considered, noting the contractor from which the supply or service was purchased;
- (2) A description of the supply or service purchased, and
- (3) The amount paid.

#### **8.405-2 – Ordering Procedures for Services Requiring a Statement of Work**

(a) *General.* Ordering activities shall use the procedures in this subsection when ordering services priced at hourly rates as established by the schedule contracts. The applicable services will be identified in the Federal Supply Schedule publications and the contractor's pricelists.

(b) *Statements of Work (SOWs).* All Statements of Work shall include the work to be performed; location of work; period of performance; deliverable schedule; applicable performance standards, and any special requirements (e.g., security clearances, travel, special knowledge). To the maximum extent practicable, agency requirements shall be performance-based statements (see [subpart 37.6](#)).

(c) *Request for Quotation procedures.* The ordering activity must provide the Request for Quotation (RFQ), which includes the statement of work and evaluation criteria (e.g., experience and past performance), to schedule contractors that offer services that will meet the agency's needs. The RFQ may be posted to GSA's electronic RFQ system, e-Buy (see [8.402\(d\)](#)).

(1) *Orders at, or below, the micro-purchase threshold.* Ordering activities may place orders at, or below, the micro-purchase threshold with any Federal Supply Schedule contractor that can meet the agency's needs. The ordering activity should attempt to distribute orders among contractors.

(2) *For orders exceeding the micro-purchase threshold, but not exceeding the maximum order threshold.*

(i) The ordering activity shall develop a statement of work, in accordance with [8.405-2\(b\)](#).

(ii) The ordering activity shall provide the RFQ (including the statement of work and evaluation criteria) to at least three schedule contractors that offer services that will meet the agency's needs.

(iii) The ordering activity should request that contractors submit firm-fixed prices to perform the services identified in the statement of work.

(3) *For proposed orders exceeding the maximum order threshold or when establishing a BPA.* In addition to meeting the requirements of [8.405-2\(c\)\(2\)](#), the ordering activity shall:

- (i) Provide the RFQ (including the statement of work and evaluation criteria) to additional schedule contractors that offer services that will meet the needs of the ordering activity. When determining the appropriate number of additional schedule contractors, the ordering activity may consider, among other factors, the following:

- (A) The complexity, scope and estimated value of the requirement.

- (B) The market search results.

- (ii) Seek price reductions.

(4) The ordering activity shall provide the RFQ (including the statement of work and the evaluation criteria) to any schedule contractor who requests a copy of it.

(d) *Evaluation.* The ordering activity shall evaluate all responses received using the evaluation criteria provided to the schedule contractors. The ordering activity is responsible for considering the level of effort and the mix of labor proposed to perform a specific task being ordered, and for determining that the total price is reasonable. Place the order, or establish the BPA, with the schedule contractor that represents the best value (see [8.404\(d\)](#)). After award, ordering activities should provide timely notification to unsuccessful offerors. If an unsuccessful offeror requests information on an award that was based on factors other than price alone, a brief explanation of the basis for the award decision shall be provided.

(e) *Minimum documentation.* The ordering activity shall document:

- (1) The schedule contracts considered, noting the contractor from which the service was purchased;
- (2) A description of the service purchased;
- (3) The amount paid;
- (4) The evaluation methodology used in selecting the contractor to receive the order;
- (5) The rationale for any tradeoffs in making the selection;
- (6) The price reasonableness determination required by paragraph (d) of this subsection, and
- (7) The rationale for using other than:
  - (i) A firm-fixed price order, or
  - (ii) A performance-based order

14. Payment addresses:

Payment Information:

Payment may be made by check, wire transfer or Government purchase card.

Address checks to:

SoBran, Inc.  
Attn: Accounts Receivable  
4401 Dayton-Xenia Road  
Dayton, OH 45432

Address wire transfers to:

SoBran, Inc.  
PNC Bank, Dayton, Ohio  
Account Number: 4206120815  
Routing Transit Number: 0440000124

For payment by Government Purchase Card:

Contact Ms. Nancy Barnes, Accounts Receivable Manager at (937) 426-0696, ext. 150.

15. Warranty provision: Contractor's standard commercial warranty
16. Export Packing Charges: N/A
17. Terms and conditions of Government purchase card acceptance: Contact Contractor
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 pricelists 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: N/A
22. List of participating dealers: N/A
23. Preventive maintenance: N/A
- 24a. Environmental attributes (*e.g.*, recycled content, energy efficiency, and/or reduced pollutants): N/A
- 24b. Section 508 compliance information on Electronic and Information Technology (EIT) supplies and services: N/A
25. Data Universal Numbering System (DUNS) number: 19-9118258
26. SoBran is registered in the Central Contractor Registration (CCR) database

## **Contract Clauses**

For a list of clauses and terms and conditions included in the PES contract, contact the SoBran PES points of contact.

## Descriptions of PES Services and Pricing

The Contractor shall provide all resources including personnel, management, supplies, services, materials, equipment, facilities and transportation necessary to provide a wide range of professional engineering services as specified in each task order. Services specified in a task order may be performed at the contractor's facilities or the ordering agencies' facilities. The Government will determine the Contractor's compensation by any of several different methods which will be specified at the task order level (*e.g.*, a firm-fixed price for services with or without incentives, labor hours or time-and-materials).

There are four primary disciplines in the engineering field and hundreds of sub-disciplines or specialties associated with engineering disciplines. Below is a list of primary engineering disciplines with a partial list of sub-disciplines or specialties contemplated under PES. For specialties asterisked below, see paragraph entitled "Services Not Included" for limitations on the extent to which the specialty is included. SoBran offers Professional Engineering Services in the following general categories:

### Chemical Engineering:

Planning, development, evaluation and operation of chemical, biochemical or physical plants and processes. Changes in composition, energy content, state of aggregation of materials, and forces that act on matter and relationships are examined and new and conventional chemical materials, products and processes are produced and/or manufactured. This includes, but is not limited to, planning, evaluating or operation of chemical plants and petroleum refineries; pollution control systems; biochemical processes; plastics, pharmaceuticals and fibers; analysis of chemical reactions that take place in mixtures; determination of methodologies for the systematic design, control and analysis of processes; evaluating economics; safety, etc. Within the chemical engineering discipline, there are several specialties within the scope of this work. A partial listing follows:

✓ Refining	✓ Food
✓ Pharmaceuticals	✓ Pulp and Paper
✓ Ceramics	✓ Biotechnology
✓ Petrochemicals	✓ Safety engineering
✓ Textiles	✓ Other Chemical Engineering Specialties not listed in the "Services not Included" Paragraph
✓ Electronic Components & Chemicals	

### Civil Engineering:

It includes, but is not limited to, planning, evaluation and operation of power generating plants; the production, furnishing, construction, alteration, repair, processing or assembling of vessels, aircraft or other kinds of personal property, including heating, ventilation and air-conditioning for such vessels and/or aircraft. Within the civil engineering discipline, there are several specialties within the scope of this work. A partial listing follows:

✓ Geotechnical	✓ Surveying
✓ Other Civil Engineering Specialties not listed in the "Services not Included: Paragraph	

## Electrical Engineering:

Planning, design, development, evaluation and operation of electrical principles, models and processes. It includes, but is not limited to, the design, fabrication, measurement and operation of electrical devices, equipment and systems (*e.g.*, signal processing, telecommunication, sensors, microwave and image processing, micro-fabrication, energy systems and control, micro- and nano-electronics, plasma processing, laser and photonics, satellites, missiles and guidance systems, space vehicles, fiber optics, robotics, etc.). Within the electrical engineering discipline, there are several specialties within the scope of this work. A partial listing follows:

✓ Aerospace and Electronic Systems	✓ Antennas and Propagation
✓ Broadcast Technology	✓ Circuits and Systems
✓ Communications	✓ Computer
✓ Consumer Electronics	✓ Components Packaging, and Manufacturing Technology
✓ Dielectrics and Electrical Insulation	✓ Education
✓ Geosciences & Remote Sensing	✓ Engineering Management
✓ Information Theory	✓ Industrial Electronics
✓ Lasers & Electro-Optics	✓ Intelligent Transportation Systems
✓ Control Systems	✓ Magnetics
✓ Electromagnetic Compatibility	✓ Neural Networks Council
✓ Engineering in Medicine and Biology	✓ Power Engineering
✓ Nuclear and Plasma Sciences	✓ Robotics & Automation
✓ Power Electronics	✓ Industry Applications
✓ Reliability	✓ Instrumentation and Measurement
✓ Solid-State Circuits	✓ Microwave Theory and Techniques
✓ Vehicular Technology	✓ Oceanic Engineering
✓ Signal Processing on Social Implications of Technology	✓ Systems, Man and Cybernetics
✓ Ultrasonics, Ferroelectrics and Frequency Control	✓ Other Electrical Engineering Specialties not listed in the "Services not Included" Paragraph

## Mechanical Engineering:

Planning, development, evaluation and control of systems and components involving the production and transfer of energy and with the conversion of one form of energy to another. It includes, but is not limited to, planning and evaluation of power plants, analysis of the economical combustion of fuels, conversion of heat energy into mechanical energy, use of mechanical energy to perform useful work, analysis of structures and motion in mechanical systems, and conversion of raw materials into a final product, etc. (e.g., thermodynamics, mechanics, fluid mechanics, jets, rocket engines, internal combustion engines, steam and gas turbines, continuum mechanics, dynamic systems, dynamics fluid mechanics, heat transfer, manufacturing, materials, solid mechanics, reactors, etc.).

✓ Advanced Energy Systems	✓ International Gas Turbine
✓ Aerospace Engineering	✓ Micro channel flow and heat transfer
✓ Applied Mechanics	✓ Noise Control and Acoustics
✓ Fluids Engineering	✓ Non-Destructive Evaluation Engineering
✓ ASME Heat Transfer/K16	✓ Nuclear Engineering
✓ Heat Transfer	✓ Ocean Engineering
✓ Bioengineering	✓ Offshore Mechanics and Arctic Engineering
✓ Materials Handling Engineering	✓ Petroleum
✓ Fluids Power Systems and Technology Systems	✓ Plant Engineering and Maintenance
✓ Information Storage and Processing Systems	✓ Power
✓ Design Engineering	✓ Process Industries
✓ Internal Combustion Engine	✓ Rail Transportation
✓ Dynamic Systems and Control	✓ Safety Engineering and Risk Analysis
✓ Fuels and Combustion Technologies	✓ Solar Energy
✓ Management	✓ Technology and Society
✓ Electrical and Electronic Packaging	✓ Textile Engineering
✓ Materials	✓ Tribology
✓ Manufacturing Engineering	✓ Other Mechanical Engineering Specialties not listed in the "Services not Included" Paragraph

**Types of Engineering Tasks Contemplated** follow in this non-inclusive list:

- Acquisition and life cycle management
- Analysis of program goals, mission, objectives, performance
- Assessment Support
- Computer Aided Design (CAD)
- Computer Aided Engineering (CAE)
- Computer Aided Management (CAM)
- Concept development
- D&D (decontamination and decommissioning)
- Demonstration and Validation
- Design/Specifications
- Documentation and Information Dissemination
- Economic/Business case analysis
- Economic impact evaluations
- Education/training
- Environmental control for electrical units (e.g., cooling units)
- Forensic engineering
- Independent Verification and Validation (IV&V)
- Information services (studies, impact statements, program development, project documentation, data collection, data analysis/evaluation, etc.)
- Instrumentation
- Integration
- Investigative Engineering Service
- Life Cycle Costing
- Logistics
- Long-term Reliability and Maintainability
- Migration Strategy
- National Academy of Sciences studies
- O&M (operation and maintenance)
- Operations Research (Non R&D)
- Permitting and Licensing
- Plan, organize, establish, implement, manage, maintain, upgrade and control of technical systems
- Privatization
- Program and Project management
- Prototype development and first article(s) production
- Radar/Sonar
- Regulatory compliance support
- Reliability and Maintainability Analysis
- Reverse engineering
- Signal processing
- Simulation and modeling
- Site development
- Source data development (forward engineering hardware and software systems)
- Source data validation (existing hardware and software systems)
- Special projects and studies
- Statistical analysis
- Support services
- Systems engineering data base development, maintenance, and analysis
- Technical analysis
- Technical and management support
- Technical writing/editorial support
- T&E (test and evaluation) of products and system

**Personnel Categories** for professional engineering services anticipated include, but are not limited to:

- Administrative
- Biologists
- Chemists
- Consultants
- Documentation specialists
- Economists
- Engineering and technical analysts
- Engineering software developers and analysts
- Engineers
- Information specialists
- Logistics engineers and technical specialists
- Material management engineers and technical specialists
- Naval architects
- Operations research specialists
- Physicists
- Project/program analysts/leaders/managers
- Scientists
- Statisticians/mathematicians
- Support
- Technicians
- Trainers
- Writers

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## Professional Engineering Services Labor Category Descriptions

### **Commercial Job Title: Senior Manager**

**Minimum/General Experience:** Responsible for the management of a major activity or staff function reporting to a top management level. Possesses and applies a comprehensive knowledge of principles, practices and procedures of specialization to accomplish very difficult assignments which are highly complex. Performs an independently detailed phase of major projects. Interacts closely with other elements of management as well as the client/customer community. May coordinate activities with internal departments as well as associated outside agencies. Generally supervises subordinates in the performance of assigned responsibilities.

**Functional Responsibility:** Performs day-to-day management of overall program/contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs and coordinates the planning and production of all contract support activities. Must be capable of negotiating and making binding decisions for the company.

**Minimum Education:** Bachelors degree or higher in a related field. Over 10 years managerial experience in the area of specialization.

### **Commercial Job Title: Manager**

**Minimum/General Experience:** Provides general administrative support to an executive, a department or a group of professionals. May involve coordination of specific functions (e.g., security, marketing, property accountability, office services, etc.), handling requests for information requiring research and analysis, and preparation of reports indicating trends and/or status. Maintains sensitive and/or classified files and records. May have regular contact with customers, suppliers, and employees outside the immediate work area. Work is performed with general supervision requiring some independent judgment and discretion. Generally supervises the work of others in the performance of assigned responsibilities. Must have proven skills relevant to the delivery/task order to be managed.

**Functional Responsibility:** Performs day-to-day management of overall program/contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs and coordinates the planning and production of all contract support activities. Must be capable of negotiating and making binding decisions for the company.

**Minimum Education:** High School diploma with strong business orientation and formal development in word processing and/or PC systems. Associate Degree or higher with business concentration preferred.

**Commercial Job Title: Senior Engineer/Scientist**

**Minimum/General Experience:** Plans, develops and directs engineering or scientific projects which have a major impact on the company and/or professional engineering activities. Initiates and maintains extensive contact with key engineers, scientists and officials, both internally and outside the company. Is recognized as an authority in the client/customer and professional communities. Demonstrates creativity, foresight and mature engineering judgment in anticipating and solving unprecedented engineering problems, organizes programs/projects, and develops standards for diverse engineering activities. May direct subordinate supervisors, engineers and technicians. Generally reports to upper-middle management or top management.

**Functional Responsibility:** Responsible for the technical management (planning, organizing, staffing, directing, controlling) of a major activity or staff function. Performs under general management and broad policy guidelines. The complexity of technology and its direct impact on company success requires the exercise of initiative and independent judgment. Contributes to the formulation of company objectives, strategies and supportive policies.

**Minimum Education:** Masters Degree in an engineering discipline with certified currency through formal development programs. At least 15 years progressive experience in the specialization, some of which has demonstrated ability to manage major/complex projects.

**Commercial Job Title: Engineer/Scientist**

**Minimum/General Experience:** Conducts and/or participates in research/development projects within a scientific or engineering specialty. Contributes to the design of such projects. Develops or organizes the development of research findings, conclusions and recommendations. May present research and development reports to client/customers. Applies and interprets standard scientific or engineering theories, concepts and techniques to problems where causal relationships are progressively difficult to establish and some creative thinking is required. Works under general supervision, with periodic review for soundness of technical judgment and to evaluate focus on stated objectives. Possesses and applies a comprehensive knowledge of the particular field of specialization to the completion of complex assignments.

**Functional Responsibility:** Develops and recommends standards and procedures governing the establishment, maintenance and modification of equipment, facilities or systems. Assignments may require complex investigation of a large number of variables. Selects and incorporates validated operational and functional requirements into specific plans for research and development projects. Assignments may encompass comprehensive engineering functions in the following areas: equipment design and development, test of materials, preparation of specifications, final process studies or reports.

**Minimum Education:** Masters or Ph.D. in a scientific or engineering discipline with certified currency through formal development programs. At least 8 years experience in the application of scientific/engineering principles and theories in the field of specialization.

**Commercial Job Title: Junior Engineer/Scientist**

**Minimum/General Experience:** Performs routine engineering work requiring the application of standard techniques, procedures and criteria in carrying out assigned engineering tasks. May involve computer-aided design and/or utilization of a personal computer. Considered a developmental position. Knows fundamental concepts, principles and practices of particular field of specialization. Performs under immediate supervision with detailed instructions.

**Functional Responsibility:** Assists in developing and recommending standards and procedures governing the establishment, maintenance and modification of equipment, facilities or systems. Assignments have clear and specified objectives and require investigation of a limited number of variables. Researches, translates and validates operational and functional requirements for incorporation into specific plans for research and development projects. Assignments may encompass first level to mid-level engineering functions in the following areas: equipment design and development, test of materials, preparation of draft specifications, preliminary process studies, or reports.

**Minimum Education:** BS/BA in a scientific or engineering discipline.

**Commercial Job Title: Senior Analyst**

**Minimum/General Experience:** Plans and designs research/development projects within a specialty. Contributes to and/or directs the preparation, presentation and follow-up of research proposals and projects. Develops and/or directs the development of research findings, conclusions and recommendations. Applies broad based principles, theories and concepts of the field where little or no precedence exists and creative/imaginative thinking is required. Works under general direction. Normally determines technical objectives and procedures. Recognized for expertise within company and within client/customer communities. Initiates new business and maintains good customer relations. Promotes the marketability of SoBran's advanced technologies.

Possesses and applies a comprehensive knowledge of field of specialization to the completion of significant assignments. Highly effective in crossing technical fields. May lead or direct projects. May function in liaison with other internal and external units.

**Functional Responsibility:** Performs financial, logistic and technical analysis. Involves the design, test, and implementation of systems. Duties may include requirement analysis, design analysis, design, integration, documentation, test and evaluation, and other technical tasks. May evaluate various vendor products.

**Minimum Education:** Masters or Ph.D. in a related field of study. A minimum of 10 years professional experience in the application and development of academic principles or techniques in the field of specialization.

**Commercial Job Title: Analyst**

**Minimum/General Experience:** Guided by established procedures and regulatory standards, and under general supervision, is responsible for the performance of any of a variety of analytical or technical functions. Work generally is varied and involves limited independent judgment. Must know fundamental concepts, practices, and procedures of specialized area of assignment. May require analytical, interpretative and/or constructive thinking. May have regular contact with customers and employees. Generally, supervises subordinates in the performance of assigned responsibilities.

**Functional Responsibility:** In conjunction with the provision of professional technology services, duties may include analysis of complex problems, definition of functional requirements, operations research, modeling, process analysis and design, developing and providing training materials, and providing daily supervision. Travels to the customer site to analyze, enhance and operate the systems used within the organization. Performs interviews and other research. Provides technical, managerial and administrative assistance for problem definition, analysis, requirement development and implementation, for systems in the subject matter area. Makes recommendations and advises on organization-wide systems improvements and optimization efforts in areas such as: operations and management, decision support systems and risk management.

**Minimum Education:** Associates Degree in a related field of study.

**Commercial Job Title: Senior Technician**

**Minimum/General Experience:** As assigned, prepares materials, sets-up and operates various equipment in performing tests and experiments to determine material properties and characteristics. May involve the selection of test procedures based on past practice. Responsibilities are varied and broad in scope, but procedures relatively standard. Applies basic, and some advanced, skills in determining methods, techniques, tools, materials and equipment. Works under direct supervision, but selects from established procedures to accomplish assigned tasks.

**Functional Responsibility:** Analyzes and evaluates solutions to make the most of resources and technology available to meet business requirements. Installs, tests, operates and optimizes systems hardware such as cabling, controllers, testing and monitoring equipment.

**Minimum Education:** High School diploma plus formal technical training in the use of equipment and procedures required of the specialization. 5-10 years progressive experience in a comparable technical specialization.

**Commercial Job Title: Technician**

**Minimum/General Experience** Under immediate supervision, and with detailed instructions, is indoctrinated in highly routine procedures and techniques. Receives basic orientation on materials, tools and/or equipment appropriate to the area of specialization.

**Functional Responsibility:** May work as a trainee in the movement of supplies, tools, etc., and be responsible for maintaining orderliness in assigned area. May assist higher level technician in test sample preparation, equipment set-up and the maintenance of process coolants, lubricants, etc.

**Minimum Education:** High School/Trade School, with strong technical interest. This is a trainee level position, generally not a full-time employment status.

**Commercial Job Title: Senior Administrative Assistant**

**Minimum/General Experience:** Provides general administrative support of a clerical nature to a department or group of professionals. Independently researches a wide variety of information requests. Prepares and analyzes trends and status reports, drawing from a variety of sources.

**Functional Responsibility:** May maintain sensitive and/or classified records and files. May assist in the formulation of the departmental budget, business planning, and related planning functions. Communicates regularly with customers, suppliers and company employees in the conduct of work activities. Requires exercise of independent judgment and discretion. Utilizes PC, calculator, typewriter and other standard office equipment for recording, storing, retrieving and presenting information. Incumbent must be familiar with a wide variety of policies, procedures and practices to effectively select method of performance.

**Minimum Education:** High School diploma, with strong business orientation and formal development in word processing and/or PC systems. 4-7 years experience in administrative work with proficiency in use of described office equipment, and sound understanding of the functions and precedents of the specific area to which assigned.

**Commercial Job Title: Administrative Assistant**

**Minimum/General Experience:** Under direct supervision, assist other administrative personnel in accomplishing the duties of the program/department. Will be required to use word processing equipment to type correspondence. May answer telephones, route messages, process mail, reproduce documents, file/retrieve records, perform simple calculations, etc., and other duties which require short term training/development.

**Functional Responsibility:** Performs basic office/administrative procedures

**Minimum Education:** High School diploma, with some training in word processing. 0-2 years experience in business office activity.

## Professional Engineering Services Pricelist

Labor Categories apply to all Special Item Numbers. This is the current pricelist with the IFF reduction already calculated.

### HOURLY LABOR RATES - Customer Site

Labor Category On Customer Site	13 Sept 2010 through 12 Sept 2011	13 Sept 2011 through 12 Sept 2012	13 Sept 2012 through 12 Sept 2013	13 Sept 2013 through 12 Sept 2014	13 Sept 2014 through 12 Sept 2015
Senior Mgr	\$ 100.20	\$ 103.11	\$ 106.10	\$ 109.18	\$ 112.34
Manager	\$ 77.82	\$ 80.08	\$ 82.40	\$ 84.79	\$ 87.25
Sr Eng/Scientist Level II	\$ 83.50	\$ 85.92	\$ 88.42	\$ 90.98	\$ 93.62
Engineer/Scientist	\$ 69.60	\$ 71.62	\$ 73.70	\$ 75.83	\$ 78.03
Jr Eng/Scientist Level IV	\$ 56.96	\$ 58.61	\$ 60.31	\$ 62.06	\$ 63.85
Senior Analyst Level III	\$ 55.69	\$ 57.30	\$ 58.97	\$ 60.68	\$ 62.44
Analyst	\$ 46.37	\$ 47.71	\$ 49.10	\$ 50.52	\$ 51.98
Senior Technician	\$ 58.00	\$ 59.69	\$ 61.42	\$ 63.20	\$ 65.03
Technician	\$ 51.86	\$ 53.37	\$ 54.91	\$ 56.51	\$ 58.14
Sr. Administrative Asst.	\$ 38.46	\$ 39.58	\$ 40.73	\$ 41.91	\$ 43.12
Administrative Asst.	\$ 16.65	\$ 17.13	\$ 17.63	\$ 18.14	\$ 18.67

### HOURLY LABOR RATES - SoBran Site

Labor Category On Customer Site	13 Sept 2010 through 12 Sept 2011	13 Sept 2011 through 12 Sept 2012	13 Sept 2012 through 12 Sept 2013	13 Sept 2013 through 12 Sept 2014	13 Sept 2014 through 12 Sept 2015
Senior Mgr	\$ 113.89	\$ 117.19	\$ 120.59	\$ 124.09	\$ 127.69
Manager	\$ 88.45	\$ 91.02	\$ 93.66	\$ 96.37	\$ 99.17
Sr Eng/Scientist Level II	\$ 94.91	\$ 97.67	\$ 100.50	\$ 103.41	\$ 106.41
Engineer/Scientist	\$ 79.11	\$ 81.40	\$ 83.76	\$ 86.19	\$ 88.69
Jr Eng/Scientist Level IV	\$ 64.73	\$ 66.61	\$ 68.54	\$ 70.53	\$ 72.58
Senior Analyst Level III	\$ 62.44	\$ 64.25	\$ 66.11	\$ 68.03	\$ 70.00
Analyst	\$ 52.88	\$ 54.41	\$ 55.99	\$ 57.62	\$ 59.29
Senior Technician	\$ 77.54	\$ 79.78	\$ 82.10	\$ 84.48	\$ 86.93
Technician	\$ 58.94	\$ 60.65	\$ 62.41	\$ 64.22	\$ 66.08
Sr. Administrative Asst.	\$ 44.19	\$ 45.47	\$ 46.79	\$ 48.14	\$ 49.54
Administrative Asst.	\$ 18.92	\$ 19.47	\$ 20.04	\$ 20.62	\$ 21.22