GENERAL SERVICES ADMINISTRATION SCHEDULE FOR

Advertising Services 541-1
Environmental Consulting Services 899-1
Geographic Information System (GIS) Services 899-7
Integrated Consulting Services 874-1
Ancillary Supplies and/or Services 100-03
Contractor - Chesapeake Environmental Communications
101 North 5th St., Suite A
Richmond, VA 23219

Small Business Status
Virginia certified Small, Women-owned, and Minority-owned Business (SWaM)
State of Virginia SWaM certified
Federal EDWOSB

DUNS/CAGE Code
DUNS: 809043271
CAGE Code: 62R66

NAICS Codes
541620 - Environmental Consulting Services

GSA Contract
Contact Number: 47QRAA18D005E
Contract Period: February 23, 2018 - February 22, 2023

Federal Supply Schedule Industrial Group
00CORP

Point of Contact for Contract Administration
Paula Jasinski
President
101 North 5th St., Suite A
Richmond, VA 23219
804.824.3945
Paula@chesapeakedata.com
www.chesapeakedata.com
| 1a | Special Item Number (SIN): 
541-1, 541-1RC (Recovery) - Advertising Services; 
899-1, 899-1RC (Recovery) - Environmental Consulting Services; 
899-7, 899-7RC (Recovery) - Geographic Information System (GIS) Services; 
874-1, 874-1RC (Recovery) - Integrated Consulting Services; 
100-03, 100-03RC (Recovery) - Ancillary Supplies and/or Services |
<p>| 1b | Identification of the lowest priced model number and lowest unit price for that model for each special item number (SIN) awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer should show the range of the lowest price and cite the areas to which the prices apply. |
| 1c | If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item. |
| 2 | Maximum Order: $1,000,000 |
| 3 | Minimum Order: $100 |
| 4 | Geographic Coverage: Domestic and Overseas |
| 5 | Points of Production: Same as contractor’s address |
| 6 | Discount from list prices or statement of net price: 0% |
| 7 | Quantity Discounts: N/A |
| 8 | Prompt Payment Terms: Net 30 days |
| 9a | Government Purchase Cards are Accepted Below the Micropurchase Threshold: Yes |
| 9b | Government Purchase Cards are Accepted Above the Micropurchase Threshold: will accept over $3,000 |
| 10 | Foreign Items: N/A |
| 11a | Time of Delivery: Specified in the Task Order. |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>11b</td>
<td>Expedited Delivery. The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor</td>
</tr>
<tr>
<td>11c</td>
<td>Overnight and 2nd Day Delivery. The Contractor will indicate whether overnight and 2nd day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2nd day delivery: Contact Contractor</td>
</tr>
<tr>
<td>11d</td>
<td>Urgent Requirements. The Contractor will note in its price list that “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to affect a faster delivery: Contact Contractor</td>
</tr>
<tr>
<td>12</td>
<td>F.O.B. Point(s): Destination</td>
</tr>
<tr>
<td>13a</td>
<td>Ordering Address: Paula Jasinski, President Chesapeake Environmental Communications 101 North 5th St., Suite A Richmond, VA 23219 804.824.3945 <a href="mailto:paula@chesapeakedata.com">paula@chesapeakedata.com</a></td>
</tr>
<tr>
<td>13b</td>
<td>Ordering Procedures: For suppliers 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).</td>
</tr>
<tr>
<td>14</td>
<td>Payment Address: Chesapeake Environmental Communications 101 North 5th St., Suite A Richmond, VA 23219</td>
</tr>
<tr>
<td>15</td>
<td>Warranty Provision: Contractor’s standard commercial warranty.</td>
</tr>
<tr>
<td>16</td>
<td>Export Packaging Charges: N/A</td>
</tr>
<tr>
<td>17</td>
<td>Terms and Conditions of Government Purchase Card Acceptance (any thresholds above the micropurchase level): Contact Contractor</td>
</tr>
<tr>
<td>18</td>
<td>Terms and Conditions of Rental, Maintenance, and Repair: N/A</td>
</tr>
<tr>
<td>19</td>
<td>Terms and Conditions of Installation: N/A</td>
</tr>
<tr>
<td>20a</td>
<td>Terms and Conditions of Repair Parts Indicating Date of Parts Price Lists and any Discounts from Price List: N/A</td>
</tr>
<tr>
<td>20b</td>
<td>Terms and Conditions for Any Other Services (if applicable): N/A</td>
</tr>
<tr>
<td>21</td>
<td>List of Service and Distribution Points (if applicable): N/A</td>
</tr>
<tr>
<td>22</td>
<td>List of Participating Dealers: N/A</td>
</tr>
<tr>
<td></td>
<td>23</td>
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<tr>
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</tr>
<tr>
<td>24a</td>
<td>Environmental Attributes, e.g., Recycled Content, Energy Efficiency, and/or Reduced Pollutants: N/A</td>
</tr>
<tr>
<td>24b</td>
<td>Special Attributes such as Environmental Attributes, (e.g., Recycled Content, Energy Efficiency, and/or Such Pollutants): N/A</td>
</tr>
</tbody>
</table>
COMPANY BACKGROUND

**CEC is a multi-faceted consulting firm that can help your organization meet project goals from inception to completion.**

- We provide environmental project management and support services to help your organization meet its goals and help communicate results.
- Our subject matter expertise supports effective science communication to connect with your audiences and deliver effective results.
- Our expertise in thoughtful and strategic stakeholder engagement brings traditional and non-traditional audiences together to develop robust solutions on key environmental issues.
- Our GIS products provide powerful analytical and visualization tools that help unlock the stories hidden within large, complex data sets.
- We develop effective communication plans, compelling stories, creative graphics, science communication products, social media content, and other advertising & outreach services to increase your reach and audience engagement.

Chesapeake Environmental Communications (CEC) is a woman-owned small business (WOSB) with over 20 years corporate experience providing management and strategy consulting; science communication; advertising; environmental program and project management; environmental regulation development; climate change adaptation and resiliency planning and implementation; and Geographic Information Systems (GIS) services in support of environmental programs.

The CEC team is both creative and strategic. Our staff, trusted subject matter expert (SME) consultants, and subcontractors work to develop and deliver a full range of science communication products and services. Our experience in the field is extensive – over twenty years performing policy development, targeted communications, evaluation, data analysis, and research. CEC recognizes the nexus between political, economic, human health, and environmental issues. We work around the globe assessing the relationships between these sectors and providing recommended solutions.

**CEC at a Glance**

- Federally recognized Economically Disadvantaged Woman Owned Small Business (EDWOSB)
- Principles are trained scientists who can communicated with general audiences
- Environmental Focus Areas:
  - Conservation
  - Regulation
  - Communication
Our President, Paula Jasinski, develops GIS systems for fisheries, forest, and sea level rise management; advises state, local, and federal agencies on policy and communication strategies for a variety of environmental issues including fisheries, climate change, and coastal zone planning; develops stakeholder engagement programs and products; and develops heritage and eco-tourism programs. Over her more than 20 year-long career, Ms. Jasinski worked for non-profits, universities and finally the federal government before founding CEC in 2007. She has won numerous awards and recognitions for her professional contributions.

CEC’s Vice President, Dave Jasinski, develops custom GIS tools, develops webs tools to make environmental data accessible to broad audiences, performs rigorous statistical analyses for a variety of coastal and marine data sets; and designs creative science communications products for print and digital media. Mr. Jasinski worked for non-profits, state governments, and universities prior to co-founding CEC.

Together, they focus their energies and resources on turning data into information that can be understood and made actionable.
CEC provides advertising services to promote public awareness of an agency’s mission and initiatives, enable public understanding of complex technical and social issues, disseminate information to industry and consumer advocacy groups and engage in recruitment campaigns.

- **Advertising objective determination** - CEC has experience identifying objectives and developing strategies to conduct advertising and engagement campaigns to provide outstanding methods of public education.
  - Stakeholder engagement
  - Stakeholder interviews
  - Audience persona development
  - Target market identification

- **Message decision/creation** - CEC can help with message development from brand strategy, voice development, and content strategy to achieve advertising objectives.
  - Brand strategy
  - Brand evaluation and review
  - Voice and tone strategy
  - Communication plans
  - Content strategy development
  - Collateral development: print and digital content, graphics, video, brochures, print and web copy.

- **Activities related to advertising services** - CEC can fully support advertising and marketing campaigns with a range of associated services.
  - Copy writing/editing
  - Page layout and design
  - Graphic design
  - Social media campaign development and support
  - Photography
  - Video production services
  - Environmental education tools and products including print and digital media and interactive ePubs.
The Nature Conservancy

*Communicating the Ecological Impacts of Aquaculture*

The Nature Conservancy (TNC) contracted CEC to communicate the ecological and sociological impacts of oyster aquaculture in Chesapeake Bay in a broad sense and, specifically, the findings of an investigation into the ecological impacts of oyster aquaculture at four locations in the Virginia portion of Chesapeake Bay.

**Science Communication** - To increase public understanding of TNC’s mission, CEC developed a series of videos to communicate about the role of aquaculture in coastal restoration. Our work specifically focused on Chesapeake Bay aquaculture and academic research to document connections between the filtration capacity of oysters and water quality in several areas around the lower Bay. CEC has presented project findings through a combination of website development; infographics; custom animations; underwater video clips; scripted and filmed interviews with oyster growers, TNC staff, academics and community members; drone footage; and high-resolution photography. Videos are developed per technical and branding specifications provided by TNC to support their overall mission.

**Message Decision / Media Selection** - CEC developed info-graphics detailing the process, potential environmental impacts, and economics of shellfish aquaculture in Chesapeake Bay. CEC works with the project team (TNC, VIMS, & CEC) to create info-graphic key points.

**Coordination / Media Services** - CEC assists TNC staff with project coordination and maintains communication with a team of participating aquaculture growers. CEC developed a project management portal for project information to facilitate sharing among team members. CEC also provided the project team with a comprehensive review of Virginia’s aquaculture industry associations, key individuals, and priority issues.

*Interactive graphic CEC developed to illustrate the various oyster aquaculture techniques used by growers and scientific equipment used during the project.*

*Part of a web page CEC developed to communicate about the project and its findings.*
The University of Maryland
Chesapeake Bay National Estuarine Research Reserves: An Integrated System of Sentinel Sites to Understand Baywide Climate Impacts for Stakeholders

The University of Maryland (UMD) contracted CEC to develop an eBook chapter, develop two separate websites for different audiences, develop social media graphics, and coordinate four collaborative workshops for a two-year project investigating climate change impacts in the Chesapeake Bay region. This project was funded through a grant from National Oceanic and Atmospheric Administration (NOAA)’s Cooperative Institute for the North Atlantic Region (CINAR) office.

**Science Communication** - CEC developed a range of communications products that translated a complex climate analysis into formats that are understandable and relatable by an audience ranging from the interested public to middle and high school students. These products included websites, interactive graphics, conceptual diagrams, custom charts and maps, and an interactive eBook chapter.

**Coordination** - CEC coordinated four collaborative workshops between project analysts and stakeholders to ensure that the products delivered met stakeholder needs and were completely transferable at project end.

Communications products CEC developed for this project included (clock-wise from top left) a chapter in an interactive textbook, social media graphics, a fact sheet, and a website describing the project and its findings.
CEC provides consulting services to assist an agency in meeting its goals in reaching consensus around potentially challenging environmental issues among diverse stakeholder groups. We specialize in the following:

- **Strategic Planning** - We help organizations and projects identify and pursue their mission and goals. Our strategic planning process typically includes stakeholder interviews, surveys, reviews of existing organizational documents, engagement workshops, and an analysis of Strengths, Weaknesses, Opportunities, and Threats (SWOT) to develop robust plans.
- **Strategic Consulting** - We provide research, analysis, evaluation, and documentation services to support organization and project missions.
- **Facilitation** - We organize, support, and facilitate workshops to maintain clear focus and reach your organizational objectives.
- **Communication** – We specialize in science and policy communication. Science must be made accessible and understandable to be applicable. Our team combines subject matter expertise with creative graphic designers, interface developers, strategic content writers, and more to ensure your messages are clear and distributed to your target audiences.
Commonwealth of Virginia Department of Environmental Quality
Facilitation of Collaborative Fisheries Planning for Virginia’s Offshore Wind Energy Area (VWEA)

CEC performed integrated program support to allow the Virginia Department of Environmental Quality and the Bureau of Ocean Energy Management to meet their mission requirements. Through consulting, project management, meeting coordination and facilitation, and stakeholder and communication management, CEC worked with commercial and recreational fishermen, coastal managers at state and federal levels, and academic researchers. The results included an integrated and collaborative research synthesis, data management and analysis, Geographic Information Systems (GIS) data development; and a document design and layout.

**Strategic Consulting** - CEC developed a detailed workplan for the project to identify needed membership and interim products. Our team reviewed existing research through extensive literature reviews and personal interviews, evaluated existing data and relationships, organized and facilitated an interagency collaborative team for 18 months, wrote and designed project reports, and comprehensive plans to address agency level goals and objectives.

**Facilitation** - CEC organized a series of stakeholder engagement meetings with commercial and recreational fishermen throughout the project area of Maryland, Virginia, and North Carolina. This included direct contact with fishermen, fishing associations, academia, nonprofit organizations, local and state government agencies, and more. We developed and carried out surveys of fishermen to identify their specific concerns and understand potential impacts from offshore wind energy development on fisheries and their activities. Our team provided facilitation and related decision support services through workshops, data collection, and meeting facilitation. Our facilitation approach allowed all participants to express their opinions freely and while maintaining schedules and meeting objectives. CEC assigned multiple staff members to allow focus on meeting facilitation and while capturing detailed notes and handling associated logistics (e.g., A/V set up, uploading presentations, refreshments, etc.)

**Stakeholder Engagement** - CEC developed and conducted stakeholder briefings before, during and after the workshops and meetings. CEC ran a 90-day public review process of the final document, in addition to a 60-day internal review process. The final document was provided to the Virginia Department of Environmental Quality; Virginia Department of Mines, Minerals, and Energy; Virginia Marine Resources Commission; Dominion Energy; and the federal Bureau of Ocean Energy Management, as well as being available online and in print.

CEC developed a summary document describing the copse of the effort and the stakeholders involved.
Delmarva Land and Litter Challenge
Strategic Organizational and Stakeholder Engagement Support for the Delmarva Land and Litter Challenge

Since 2015, The Campbell Foundation has contracted CEC to provide strategic organizational and stakeholder engagement support to the Delmarva Land and Litter Challenge (DLLC), a consensus building process that includes representatives from large and small agrobusiness, the poultry industry, environmental, regulatory, and private sectors. CEC supports this group of diverse stakeholders to develop common sense and consensus-supported solutions to the problem.

**Strategic Planning** - CEC was contracted to take a comprehensive approach to a strategic analysis for the DLLC. Our team began with a review of the group’s mission and vision statements, along with organizational documents and structure. Through our involvement the group has increased in membership and begun an ambitious product development and outreach phase. In 2018, CEC is developing a strategic plan for the group to ensure a process and structure for the group to meet its stated 2025 goals. Our involvement in this arena also includes identifying strategic opportunities for the DLLC to engage with academia, public and industry stakeholders and policy makers.

**Communications Support** - CEC provides strategic communications support to DLLC. This role includes conceptualizing, designing, writing and coordinating reviews of print and online materials (e.g., fact sheets, reports, website, presentations, press releases, etc.). Our team identifies the suite of needed communications and outreach products for both internal and external communications. Our team has developed multiple communication products for the DLLC, including developing and maintaining their website, developing infographics that depict the poultry industry and its connections to environmental health, and creating fact sheets and press releases. In addition to communication product development, we also provide administrative support to the group to ensure meeting organization, facilitation, note taking, file management, and ongoing communication between meetings.

In addition to Strategic Planning and Steering Committee support, CEC is also managing communications and outreach support, developing and maintaining the DLLC website, social media, and print media development.
CEC provides a range of expert management and support services for environmental programs. Our team has experience in working to independently manage projects as well as working collaboratively with agency staff to complement their internal capabilities.

Our services include but are not limited to:

- Connecting stakeholders to your programs through strategic communication products and plans;
- Leading environmental impact assessments;
- Developing literature summaries and publicly accessible summary reports;
- Providing climate change adaptation and resiliency planning and implementation support, including but not limited to, identifying climate risks and impacts;
- Leading climate change science, impacts, and resiliency communications and training;
- Creating stakeholder engagement tools and processes;
- Developing creative and effective environmental education products and programs;
- Managing public review processes.
CEC is developing a web based data portal that will allow non-traditional monitoring organizations to upload data for ultimate use by EPA for environmental assessment. The portal will have a public facing interactive data mapping, graphing, and download area (image on left) and a password protected data upload and data and user management area (image on right).
Also see Representative Past Performance from SIN 541-1 (above)
CEC has two decades of expertise in developing and maintaining large spatial databases. While we rely on the clients’ specific goals to define each project, our overarching goals are to create data interactivity and visualization products that allow your target audience to comprehend and investigate the complex stories and relationships within.

Our experience includes:

- Managing large volumes of spatial data.
- Statistical analysis of spatial and non-spatial data to ascertain trends and relationships.
- Designing and developing database connected interactive web mapping and graphing applications.
- Developing and distributing custom ESRI Story Maps- interactive and shareable mapping ‘stories’.
- Designing products that support our client’s mission and vision.
The Nature Conservancy
Habitat Suitability Mapping in the Choptank

CEC provided GIS Services in support of environmental programs. The Nature Conservancy (TNC), and National Oceanic and Atmospheric Administration (NOAA) contracted CEC to work with them to Habitat Suitability Index models for five species of anadromous fish in the Choptank River, a sub-estuary of Chesapeake Bay.

CEC identified and obtained multiple spatial datasets for the Choptank River to define important habitat at various life stages for several important anadromous fish species. CEC helped TNC and NOAA:

- Develop a spatial database (30m grid) for the Choptank River containing relevant input data for a fisheries Habitat Suitability Index (HSI);
- Develop an HSI for key species (striped bass, American shad, alewife/blueback herring, yellow perch) in the Choptank River, delivered as 30m grid database. This HSI will apply to existing FWS models, and enhance them, where possible, using additional habitat data and validation with existing fisheries data.
- Develop a report assessing the qualitative connection between high value fish habitat and upland sources/restoration opportunities.
- Develop several ESRI Story Maps detailing each of the HSI models and potential linkages with upland activities.

As part of this effort, we developed an ESRI Storymap for each of the five species analyzed. Images from the Striped Bass Storymap are shown.
CEC services contracted from the offerings in this GSA catalog can be delivered on a firm fixed price (FFP) task/delivery order basis. The total price will be determined at the time of the order and will be based on the prices listed in the Table 1 –Labor Category and Hourly Rate below.

If the agency Contracting Officer chooses to purchase from the SINs listed on a labor hour (LH) time and materials (T&M) basis, the resultant task/delivery order shall specify the Not-to-Exceed price, the Labor Categories proposed, and any Other Direct Costs (ODCs). Travel related costs will not be marked up. The rates listed in Table 1 –Labor Category and Hourly Rates will apply to SIN 899-1.

### Table 1 - Labor Category & Hourly Rate (All SINs)

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<tr>
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<tbody>
<tr>
<td>SME Program Manager</td>
<td>$217.86</td>
<td>$222.00</td>
<td>$226.22</td>
<td>$230.52</td>
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<td>SME</td>
<td>$149.62</td>
<td>$152.46</td>
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<td>Senior Analyst</td>
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<td>Analyst</td>
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<td>Junior Analyst</td>
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<td>Technician</td>
<td>$44.89</td>
<td>$45.74</td>
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<td>Program Assistant</td>
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<td>$22.70</td>
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<td>Strategic Communication Plan Review</td>
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<td>Communication Plan Implementation</td>
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<td>$3405.05</td>
<td>$3469.75</td>
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### Table 2 - SCA Labor Categories

<table>
<thead>
<tr>
<th>Labor Category Non Exempt</th>
<th>SCA Labor Category and Occupational Code</th>
<th>SCA Wage Determination Number</th>
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</thead>
<tbody>
<tr>
<td>Technician</td>
<td>Environmental Technician - 30090</td>
<td>2015-4331 (Rev 2), Area: Virginia Counties of Essex, King and Queen, Lancaster, Middlesex, Northumberland, Richmond, Westmoreland, VA</td>
</tr>
</tbody>
</table>
The SCA is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated SCA labor categories are based on the US Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.
<table>
<thead>
<tr>
<th>Labor Category (SCA Code)</th>
<th>Qualifications</th>
<th>Experience</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject Matter Expert (SME) / Program Manager</td>
<td>Masters degree, or equivalent work experience, in functionally related area and a functional expert in assigned SIN area</td>
<td>Minimum 20 years work experience with a minimum of ten managing large programs and/or initiatives similar to scope SIN area assigned</td>
<td>Serve as a SIN area SME Program Manager; manage program or large initiatives; responsible for technically sound, expert level advice and services. Consult, facilitate, present and lead; and mentor and develop program and project teams. Subject/Program areas of expertise can include: technical writing, research scientist, data analysis, organizational effectiveness, contracts, software engineering, GIS, ecology, programming, web development, advertising, science communication, modeling, as well as others.</td>
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<tr>
<td>SME</td>
<td>Masters degree, or equivalent work experience, in functionally related area and a functional expert in assigned SIN area</td>
<td>Minimum 15 years work experience with a minimum of ten managing large programs and/or initiatives similar to scope of SIN area assigned</td>
<td>Serve as a SIN area SME; manage projects or initiatives; responsible for technically sound, expert level advice and services. Consult, facilitate, present, and lead; and mentor and develop functional expertise for organizational and project teams. Subject areas of expertise can include: technical writing, research scientist, data analysis, organizational effectiveness, contracts, software engineering, GIS, ecology, programming, web development, advertising, science communication, modeling, as well as others.</td>
</tr>
<tr>
<td>Senior Analyst</td>
<td>Masters degree, or equivalent work experience, in functionally related area and a functional expert in assigned SIN area</td>
<td>Minimum nine years work experience with a minimum of ten managing large programs and/or initiatives similar to scope of SIN area assigned</td>
<td>Serve as a SIN area SME; manage projects or initiatives; responsible for technically sound and compliant services and products. Consult, facilitate, present, and lead; mentor and develop project teams. Lead research projects; analyze/manage data; manage programming; lead impact evaluations; perform market analysis; translate research into requirements and/or design test procedures. Management areas can include: technical writing, research scientist, data analysis, organizational effectiveness, contracts, software engineering, GIS, ecology, programming, web development, science communication, modeling, as well as others. For SIN 899-7, manage data collection, GIS analysis, programming, and customization. For SIN 541-1, manage graphic design, video editing, social media campaign development.</td>
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<tr>
<td>Analyst</td>
<td>BA or BS or equivalent work experience in related area and developing expertise in assigned SIN area</td>
<td>Minimum seven years work experience demonstrating increasing responsibility for management of more complex programs and/or initiatives similar to scope of SIN area assigned</td>
<td>Manage SIN area projects or initiatives with SME/Senior Analyst oversight; lead and/or contribute to research and facilitation projects; analyze/manage data; program as directed; lead impact evaluations; perform market analysis; translate research into requirements and/or design test procedures. For SIN 899-7, provide data collection, GIS analysis, programming, and customization. For SIN 541-1, graphic design, video editing, social media campaign development. Example types of projects can include: technical writing, research scientist, data analysis, organizational effectiveness, contracts, software engineering, GIS, ecology, programming, web development, science communication, modeling, as well as others.</td>
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<tr>
<td>Job Title</td>
<td>Education and Experience Requirements</td>
<td>Responsibilities</td>
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<tr>
<td>Junior Analyst</td>
<td>BA or BS or equivalent work experience in related area and developing expertise in assigned SIN area</td>
<td>Manage SIN area projects or initiatives with Senior level oversight; contribute to research and facilitation projects; analyze/manage data; program as directed; perform market analysis; recommend research into requirements and/or perform test procedures. Example types of projects can include: technical writing, research scientist, data analysis, organizational effectiveness, contracts, software engineering, GIS, ecology, programming, web development, science communication, modeling, as well as others.</td>
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<tr>
<td>Technician (30090)</td>
<td>BA or BS or equivalent work experience in related area and developing relevant experience in assigned SIN area</td>
<td>Participate and support Analyst and Senior Analysts with all assigned research, evaluation, programming, data management, and communication strategies. Example types of projects can include: technical writing, research scientist, data analysis, organizational effectiveness, contracts, software engineering, GIS, ecology, programming, web development, science communication, modeling, as well as others.</td>
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<tr>
<td>Program Assistant (13061)</td>
<td>High School Diploma. Work experience in related area and developing relevant experience in assigned SIN area</td>
<td>Participate and support project team with all assigned research, evaluation, programming, data management, and communication strategies.</td>
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</tbody>
</table>
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: www.GSAAdvantage.gov

For Orders Under $2,500
Agencies must prepare a Statement of Work and can place their order directly with a preferred contractor, like Chesapeake Environmental Communications, Inc.

For Orders $2,500 and Greater

**Step 1:**
Agency prepares performance based Statement of Work (SOW).

**Step 2:**
Contracting Officer sends RFQ to at least 3 scheduled contractors.

**Step 3:**
Agency evaluates proposals and selects the “best value” contractor.

To Place an Order with Chesapeake Environmental Communications, Inc.
You can place an order by calling or emailing CEC’s GSA Contract Administrator/President, Paula Jasinski.
Phone: 804.824.3945
Email: paula@chesapeakedata.com
OR orders can be placed electronically by visiting GSA Advantage!