GENERAL SERVICES ADMINISTRATION

Federal Supply Service

Authorized Federal Supply Schedule Price List

Federal Supply Group: Professional Services
Price list is current as of Modification #PS-812 effective February 7, 2020.

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage!®, a menu-driven database system. The INTERNET address for GSA Advantage!™ is: http://www.GSAAdvantage.gov.

Multiple Award Schedule

Contract Number: 47QRAA19D007P
Business Size: Small Business
Contract Period: May 3, 2019 to May 2, 2024

SpecPro Management Services, LLC
1826 N Loop 1604 W., Suite 336B
San Antonio, TX 78248
(210) 424-2110 Office
(210) 245-2081 Fax
Specpromgtsvcs.com
Contractor Point of Contact
Regina Monroe – Regina.Monroe@specpromgtsvcs.com
CUSTOMER INFORMATION:

1. Table of Awarded Special Item Number(s):

   Logistics:
   541611 – Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services

   Environmental:
   541620 - Environmental Consulting Services

   Other:
   OLM – Order Level Materials

2. Maximum Order: $1,000,000.00

3. Minimum Order: $100.00

4. Geographic Coverage (delivery Area): Worldwide

5. Point(s) of production (city, county, and state or foreign country): Same as company address

6. Discount from list prices or statement of net price: Prices shown are NET Prices; Basic Discounts have been deducted

7. Quantity discounts: None

8. Prompt payment terms: Net 30 days
   a. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9. a. Notification that Government purchase cards are accepted up to the micro-purchase threshold: Yes
   b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: Yes

10. Foreign items (list items by country of origin): None

11. a. Time of Delivery: Specified on the Task Order
    b. Expedited Delivery: Contact Contractor
    c. Overnight and 2-day delivery: Contact Contractor
    d. Urgent Requirements: Contact Contractor

12. F.O.B Points(s): Destination

13. a. Ordering Address(es): Same as Contractor
b. **Ordering procedures**: For supplies and services, the ordering procedures, and information on Blanket Purchase Agreements (BPA’s), are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. **Payment address(es)**: SpecPro Management Services, LLC  
7067 Old Madison Pike, Suite 170  
Huntsville, AL 35806

15. **Warranty provision**: Contractor’s standard commercial warranty.

16. **Export Packing Charges (if applicable)**: N/A

17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level)**: Contact Contractor

18. **Terms and conditions of rental, maintenance, and repair (if applicable)**: N/A

19. **Terms and conditions of installation (if applicable)**: N/A

20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable)**: N/A
   
a. **Terms and conditions for any other services (if applicable)**: N/A

21. **List of service and distribution points (if applicable)**: N/A

22. **List of participating dealers (if applicable)**: N/A

23. **Preventive maintenance (if applicable)**: N/A

24.  
a. **Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants**: N/A
   
b. **If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor’s website or other location.) The EIT standards can be found at**:  
   www.Section508.gov/ N/A

25. **Data Universal Numbering System (DUNS) number**: 079599565

26. **Notification regarding registration in System for Award Management (SAM) database**: Registered
## PRICELIST

<table>
<thead>
<tr>
<th>SIN(s)</th>
<th>GSA Labor Category Title</th>
<th>Gov’t Site</th>
<th>Gov’t Site</th>
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<td>$127.94</td>
<td>$130.75</td>
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### SCA Positions

<table>
<thead>
<tr>
<th>SIN(s)</th>
<th>GSA Labor Category Title</th>
<th>Contractor Site</th>
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<tbody>
<tr>
<td>541611</td>
<td>Administrative Assistant I</td>
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<tr>
<th>SIN(s)</th>
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<tbody>
<tr>
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<td>$102.25</td>
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<tbody>
<tr>
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<td>$62.16</td>
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<td>$80.69</td>
<td>$82.46</td>
<td>$84.27</td>
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</tbody>
</table>
The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (**) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).

<table>
<thead>
<tr>
<th>SCA Eligible Contract Labor Category</th>
<th>SCA Equivalent Code Title</th>
<th>WD Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Assistant I</td>
<td>01020 – Administrative Assistant</td>
<td>15-5254 (Rev.-5)</td>
</tr>
<tr>
<td>Administrative Assistant II</td>
<td>01020 – Administrative Assistant</td>
<td>15-5254 (Rev.-5)</td>
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<tr>
<td>Administrative Assistant III</td>
<td>01020 – Administrative Assistant</td>
<td>15-5254 (Rev.-5)</td>
</tr>
<tr>
<td>Contract Closeout Specialist</td>
<td>01020 – Administrative Assistant</td>
<td>15-5254 (Rev.-5)</td>
</tr>
<tr>
<td>Records Management Specialist</td>
<td>01010 – Document Preparation Clerk</td>
<td>15-5254 (Rev.-5)</td>
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<tr>
<td>Environmental Technician II</td>
<td>30090 - Environmental Technician</td>
<td>15-5254 (Rev.-5)</td>
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<tr>
<td>Environmental Technician III</td>
<td>30090 - Environmental Technician</td>
<td>15-5254 (Rev.-5)</td>
</tr>
</tbody>
</table>

**LABOR CATEGORY DESCRIPTIONS**

**SIN 541611 Labor Categories**

**Project Lead**

**Duties:**
The Project Lead will provide management support in addition to performing contract support functions. They are responsible for the management of the contract staff, and all applicable work to be performed on the contract. They will act as a single point of contact for the CO and the COR.

**Requirements:**
Minimum of 10 years’ experience (Graduate Level Degree can be substituted for 2 years’ experience).

**Education:**
Bachelor’s Degree in Finance, Business, or other related discipline.

**Senior Contract Specialist I**

**Duties:**
The Senior Contract Specialist I serves as procurement and/or grant expert responsible for developing procurement strategies and policies, managing contracting actions and challenges, and providing technical coordination and advice on activities related to acquisition professional development and training program. The will have a high level of government contracting knowledge, including experience with contract writing and financial management systems to facilitate researching/analyzing contract and financial data.

The duties may include, but not be limited to:
- Planning, developing, and establishing the contractual strategy for the overall acquisition program to implement a training program
- Serving as a contracting expert responsible for complex procurements, exercising authority for managing contractual actions and monitoring contractor performance
- Overseeing and participating in the development of contracting policies and Standard Operating Procedures (SOPs) for procurement processes and training initiatives
- Directing the full range of contract administration actions
- Leading teams in pre- and post-award cost analyses and technical evaluations of contractor capabilities and performance
- Monitoring contractors' work for compliance with time, quality, and cost specifications

**Requirements:**
Minimum of four years' experience in contracting or a related position, and one year specialized experience in planning, developing, and implementing high-impact acquisition strategies (Graduate Level Degree can be substituted for 2 years’ experience).

**Education:**
Bachelor’s degree.

**Senior Contract Specialist II**

**Duties:**
The Senior Contract Specialist II serves as procurement and/or grant expert responsible for developing procurement strategies and policies, managing contracting actions and challenges, and providing technical coordination and advice on activities related to acquisition professional development and training program. The person will have a high level of government contracting knowledge, including experience with contract writing and financial management systems to facilitate researching/analyzing contract and financial data.

The duties may include, but not be limited to:
- Planning, developing, and establishing the contractual strategy for the overall acquisition program to implement a training program
- Serving as a contracting expert responsible for complex procurements, exercising authority for managing contractual actions and monitoring contractor performance
- Overseeing and participating in the development of contracting policies and Standard Operating Procedures (SOPs) for procurement processes and training initiatives
- Directing the full range of contract administration actions
- Leading teams in pre- and post-award cost analyses and technical evaluations of contractor capabilities and performance
- Monitoring contractors' work for compliance with time, quality, and cost specifications

**Requirements:**
Minimum of eight years’ experience (Graduate Level Degree can be substituted for 2 years’ experience). Federal Acquisition Certification in Contracting Level III or Defense Acquisition Workforce Improvement Act (DAWIA) is desired.

**Education:**
Bachelor’s Degree in Finance, Business, or other related discipline.

**Administrative Assistant I**

**Duties:**
The Administrative Assistant I provides administrative support to the planning, implementation, and evaluation/oversight of contracting activities.
The duties supporting the customer shall include, but are not limited to:

- Handling administrative needs of the office
- Assisting in the development of documents and procedures
- Performing advanced word processing and desktop publishing to include complex presentations, reports, spreadsheets and graphs
- Researching, compiling, summarizing, and analyzing information to assess regulatory compliance
- Gathering information to prepare reports and formulating correspondence and responses to various inquiries from internal and external customers
- Take meeting minutes and summarize for distribution to stakeholders
- Calendar management

Requirements
Minimum of two years’ experience (Associate’s Degree can be substituted for 2 years’ experience).

Education:
High School Diploma or equivalent.

Senior Administrative Assistant II

Duties:
The Administrative Assistant II provides administrative support to the planning, implementation, and evaluation/oversight of contracting activities.

The duties supporting the customer may include, but are not limited to:

- Handling administrative needs of the office
- Assisting in the development of documents and procedures
- Performing advanced word processing and desktop publishing to include complex presentations, reports, spreadsheets and graphs
- Researching, compiling, summarizing, and analyzing information to assess regulatory compliance
- Gathering information to prepare reports and formulating correspondence and responses to various inquiries from internal and external customers
- Take meeting minutes and summarize for distribution to stakeholders
- Calendar management

Requirements
Minimum of four years’ experience (Associate’s Degree and be substituted for 2 years’ experience and a Bachelor’s Degree can be substituted for 4 years’ experience).

Education:
High School Diploma or equivalent.

Administrative Assistant III

Duties:
The Administrative Assistant III provides administrative support to the planning, implementation, and evaluation/oversight of contracting activities.

The duties supporting the customer may include, but are not limited to:
• Assessing administrative needs of the office
• Assisting in the development of documents and procedures
• Performing advanced word processing and desktop publishing to include complex presentations, reports, spreadsheets and graphs
• Researching, compiling, summarizing, and analyzing information to assess regulatory compliance
• Gathering information to prepare reports and formulating correspondence and responses to various inquiries from internal and external customers
• Data collection and management
• Managing meeting arrangements
• Take meeting minutes and summarize for distribution to stakeholders
• Executive calendar management and administration

Requirements
Minimum of six years’ experience (Associate’s Degree and be substituted for 2 years’ experience and a Bachelor’s Degree can be substituted for 4 years’ experience).

Education:
High School Diploma or equivalent.

Program Support Specialist

Duties:
The Program Support Specialist provides administrative support in the planning, implementation and evaluation/oversight of contracting activities.

The duties may include, but not be limited to:
• Data collection and management
• Calendar Management and Administration
• Managing meeting arrangements
• Assisting in the creation and preparation of presentations
• Coordinating the timely preparation of meeting notes
• Preparing, tracking and reviewing correspondence
• Conducting various research projects as assigned dealing with various office and agency issues

Requirements
Minimum of one years’ experience.

Education:
Bachelor’s degree.

Contract Closeout Specialist

Duties:
The Contract Closeout specialist provides support ensuring contracts are closed out properly.

The duties may include, but not be limited to:
• Coordinating with the closeout contractor and file room to obtain the new closeout memoranda
• Entering closeout actions to be processed into inventory
Moving actions from inventory to processed as actions are completed
Initiating and processing closeout actions
Overseeing the retention process
Assisting with customer service questions
Performing other duties associated with closeout, including file room culling coordination and ordering of records retention boxes

Requirements
Minimum of two years’ experience (Bachelor’s Degree can be substituted for 2 years’ experience).

Education:
High School Diploma or equivalent.

Records Management Specialist

Duties:
The Records Management Specialist serves as a file clerk in the records room, and provides administrative support to operating units.

The duties may include, but not be limited to:
- Data collection and management
- Preparing, tracking and reviewing correspondence
- Implementation of bar coding or other technologies subject to the availability of funds and/or as specified in each task order issued
- Organizing paper or electronic files
- Tracking all files electronically and maintaining physical order and accountability
- Document indexing, scanning, labeling, and organizing of files for tracking and retrieval purposes

Requirements:
Minimum of two years’ experience (Bachelor’s Degree can be substituted for 2 years’ experience).

Education:
High School Diploma or equivalent.

Procurement Analyst

Duties:
The Procurement Analyst provides technical coordination and contract support related to acquisition process.

The duties may include, but not be limited to:
- Performing training or procurement related functions
- Planning, developing, and establishing the contractual strategy for the overall acquisition program
- Serving as a Contract Officer responsible for complex procurements, exercising complete authority for managing all contractual actions and monitoring contractor performance
- Planning and managing major, multi-phase projects
- Reviewing and evaluating procurement-related curricula, and troubleshooting problems and issues

Requirements:
Minimum of five years’ experience (Graduate Level Degree can be substituted for 2 years’ experience).
Education:
Bachelor’s degree.

SIN 541620 Labor Categories

**Program Manager**

Duties:
The Program Manager organizes, coordinates and manages large or complex program/technical support operations involving multiple projects and/or task orders and/or personnel at diverse locations. The Program Manager is responsible for overall project planning, execution and performance and participates with government personnel in enterprise-wide horizontal integration planning and implementation. The Program Manager recommends and directs personnel actions, schedules and allocates work, develops and enforces work and quality standards, and provides advice, guidance and training to subordinates. The Program Manager is responsible for the overall, day-to-day management of a specific task order or group of task orders affecting the same or related/interdependent systems. The Program Manager provides business, technical and personnel management to subordinate groups of technical and administrative personnel across multiple disciplines such as engineering, application program and systems development. The Program Manager schedules and assigns work to subordinates and subcontractors and monitors progress and resolves discrepancies to ensure compliance with work/quality standards and contract/task order requirements. The Program Manager ensures that the technical solutions and schedules in the task order(s) are implemented within estimated timeframes and budget constraints. The Program Manager reports orally and in writing to the Director/Contractor Management and government representatives. In the absence of a Director, the Program Manager may also serve as the Contractor’s authorized interface with the Government Contracting Officer, the Contracting Officer’s Representative/Technical Representative (COR/COTR), government management personnel and agency representatives and is authorized to negotiate and make decisions binding on the Contractor.

Serves as the contractor’s day to day manager, and is authorized to interface with the Government Contracting Officer, Contracting Officer’s Representative, government management personnel and customer agency representatives for purposes of scope clarification. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, and goals of the organization to subordinates.

Requirements:
Minimum of ten years’ experience with 7 years in a management role. Must be able to effectively employ contemporary project management tools (Graduate Level Degree can be substituted for 2 years’ experience).

Education:
Bachelor’s Degree in Engineering, Business, or other related scientific/technical discipline.

**Project Manager, Senior**

Duties:
Provides management and technical direction to project staff. Exercises independent judgment as well as a high level of analytical skills for solving complex technical and management problems. Plans, budgets, directs, and manages the technical and administrative activities of assigned projects to ensure that the goals and objectives of project are completed within time and budget. Provides client, along with other stakeholders, with project status reports.

Requirements
Minimum of 7 years’ experience with 5 years of management experience. Experience should include work planning, control of budget, schedule management, contract and sub-contract management, and personnel management and supervision.
Education:
Bachelor’s Degree in Engineering, Business, or other related scientific/technical discipline.

Chemist, Staff

Duties:
Knowledge of EPA methods of analysis, able to determine appropriate analyses to be performed, and identifying QA/QC limits to ensure the validity of results. Assist in the review of analytical data to ensure proper QA/QC methods are utilized and within acceptable limits to ensure data validity. Can perform complex statistical procedures on environmental data.

Requirements
Minimum of 5 years’ experience (Graduate Level Degree can be substituted for 2 years’ experience).

Education:
Bachelor’s Degree in Chemistry or other related scientific/technical discipline.

Chemist, Junior

Duties:
Knowledge of EPA methods of analysis, able to determine appropriate analyses to be performed, and identifying QA/QC limits to ensure the validity of results. Assist in the review of analytical data to ensure proper QA/QC methods are utilized and within acceptable limits to ensure data validity. Assists with complex statistical procedures on environmental data.

Requirements:
Minimum of 3 years’ experience (Graduate Level Degree can be substituted for 2 years’ experience).

Education:
Bachelor’s Degree in Chemistry, or other related scientific/technical discipline.

Environmental Specialist, Senior

Duties:
Duties include advising, administering, supervising, and performing research or other professional and scientific work in the fields of natural and physical science. Responsibilities include serving as a liaison between the client and regulatory agencies. Must have extensive knowledge of environmental laws and regulations including CERCLA, RCRA, and other applicable DoD guidelines.

Requirements
Minimum of 8 years’ experience (Graduate Level Degree can be substituted for 2 years’ experience).

Education:
Bachelor’s Degree in Engineering, Environmental Science, Geology, or other related scientific discipline.

Environmental Specialist, Staff

Duties:
Duties include performing research, professional, and scientific work in any of the fields of natural or physical science. Must have working knowledge of environmental laws and regulations including CERCLA, RCRA, and other applicable DoD guidelines.
Requirements
Minimum of 4 years’ experience (Graduate Level Degree can be substituted for 2 years’ experience).

Education:
Bachelor’s Degree in Engineering, Environmental Science, Geology, or other related scientific discipline.

Environmental Tech II

Duties:
Conduct tests and field investigations to obtain data for use by environmental, engineering, and scientific personnel in determining contamination source and methods for controlling and removing pollutants. Duties include: the collection of samples from environmental sources to assess pollution problems; preparing samples for the laboratory; and recording and entering data.

Requirements
Minimum of 2 years’ experience.

Education:
High School Diploma plus training from an accredited trade school, vocational school, or military.

Environmental Tech III

Duties:
Conduct tests and field investigations to obtain data for use by environmental, engineering, and scientific personnel in determining contamination source, and methods for controlling and removing pollutants. Duties include: collecting samples from environmental sources to assess pollution problems; preparing samples for the laboratory; recording data and preparing summaries; maintaining test equipment; and supervising subordinate environmental technicians.

Requirements
Minimum of 8 years’ experience.

Education:
High School Diploma with 30 semester hours of formal course work (or equivalent) to include technical training in trade school, vocational school, military, or college.