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

Multiple Award Schedule (MAS)
Federal Supply Group: Professional Services  Classes: R499, F999
Contract Number: 47QRAA20D002W
For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov
Contract Period: 12/10/2019 – 12/09/2024
Price list current as of Modification #PS-0007 effective February 28, 2022

Contractor: SC&A, Inc.
2200 Wilson Blvd., Suite 300
Arlington, VA 22201

Business Size: Small Business

Telephone: 703-893-6600
Extension:
FAX Number: 703-821-8236
Web Site: www.scainc.com
E-mail: lloomis@scainc.com
Contract Administration: Laurie Loomis-de-Mancebo

**CUSTOMER INFORMATION:**

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:

<table>
<thead>
<tr>
<th>SIN</th>
<th>SIN Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>541611</td>
<td>Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services</td>
</tr>
<tr>
<td>541620</td>
<td>Environmental Consulting Services</td>
</tr>
<tr>
<td>611430</td>
<td>Professional and Management Development Training</td>
</tr>
<tr>
<td>OLM</td>
<td>Order Level Materials</td>
</tr>
</tbody>
</table>

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number 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.  N/A
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. See pages 3 through 9.

2. Maximum Order: $1,000,000.00

3. Minimum Order: $100.00

4. Geographic Coverage (delivery Area): Domestic and Overseas

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: Government net prices (discounts already deducted).

7. Quantity discounts: None

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

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

10a. Time of Delivery (Contractor insert number of days): Specified on the Task Order

10b. 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

10c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor

10d. Urgent Requirements. The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: Contact Contractor

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

12a. Ordering Address(es): Same as Contractor

12b. Ordering procedures: For supplies and services, the ordering procedures and information on Blanket Purchase Agreements (BPAs) are found in Federal Acquisition Regulation (FAR) 8.405-3.

13. Payment address(es): Same as company address

14. Warranty provision: Contractor’s standard commercial warranty

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

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

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

18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A

18b. Terms and conditions for any other services (if applicable): N/A

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

20. List of participating dealers (if applicable): N/A
21. Preventive maintenance (if applicable): N/A

22a. Special attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: N/A

22b. 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. Unique Entity Identifier Number: 071167910

26. Notification regarding registration in System for Award Management (SAM) database: SC&A is registered and active in SAM.

Final Pricing: The rates shown below include the Industrial Funding Fee (IFF) of 0.75%

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<tr>
<th>SIN</th>
<th>Labor Category</th>
<th>Yr1 12/10/19</th>
<th>Yr2 12/10/20</th>
<th>Yr3 12/10/21</th>
<th>Yr4 12/10/22</th>
<th>Yr5 12/10/23</th>
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<td>$349.23</td>
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<td>$99.78</td>
<td>$101.88</td>
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<td>$99.68</td>
<td>$101.78</td>
<td>$103.91</td>
<td>$106.10</td>
</tr>
</tbody>
</table>

SCA Matrix

The Service Contract Labor Standards (SCLS), 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).
## LABOR CATEGORY DESCRIPTIONS

The following descriptions apply to all SINs.

For all labor categories, additional experience/education can be substituted for degrees, and vice versa, as follows:

- Bachelor’s degree equivalent – any combination of full-time college study and additional years of experience totaling four years
- Master’s degree equivalent – Bachelor’s degree or Bachelor’s degree equivalent plus any combination of additional experience or additional graduate level study totaling two years
- One year of full-time college study is equal to one year of experience
- Bachelor’s degree is equal to 4 years of experience
- Master’s degree is equal to 2 years of experience
- PhD degree is equal to 2 years of experience

**Senior Consultant**

**Minimum General Experience:** Twenty-six or more years of experience in consulting with expertise in the areas of business management, environmental management, occupational health and safety, and/or facilitation.

**Functional Responsibility:** Responsibilities include performing specialized subject matter analysis, review, brainstorming, and implementation. Operates with wide latitude for independent action.

**Required Education:** Master’s Degree

**Project Director**

**Minimum General Experience:** Twelve or more years of experience in the management of programs/projects. Experience with programs/projects in contract value of more than $1 million and a successful track record in financial management, staffing, client relations, and quality assurance.

**Functional Responsibility:** Responsibilities include serving as either the direct or alternate client contact and overseeing all technical work, costs and administration, schedules, and QA/QC, to ensure that all objectives are achieved.

**Required Education:** Master’s Degree

**Project Manager**

**Minimum General Experience:** Ten or more years of experience in the management of projects. Successful track record in financial management, staffing, client relations, and quality assurance.
**Functional Responsibility:** Responsibilities include serving as either the direct or alternate client contact. Works under the supervision of the Project Director and/or Senior technical staff to implement all technical work, costs and administration, schedules, and QA/QC, to ensure that all objectives are achieved.

**Required Education:** Master’s Degree

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**Task Manager**

**Minimum General Experience:** Six or more years of technical experience, including three or more years of experience in the management of tasks. Successful track record in management and quality assurance.

**Functional Responsibility:** Under the supervision of the Project Director, Project Manager and/or Senior technical staff, responsibilities include implementing all technical work, costs and administration, schedules, and QA/QC, to ensure that all objectives of a task are achieved.

**Required Education:** Bachelor’s Degree

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**Engineer**

**Minimum General Experience:** No minimum experience is required.

**Functional Responsibility:** Designs and implements systems which meet business and customer needs. Leads and participates in engineering planning, performance management, capacity planning, testing and validation. Responsibilities include providing dedicated engineering support, data collection and assessment, and performing systems analysis and design. May supply technical advice or counsel to other professionals.

**Required Education:** Bachelor’s Degree in engineering or related discipline

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**Mid-Level Engineer**

**Minimum General Experience:** Six or more years of experience within a specific technical field. This experience includes development of criteria; mastery of standard principles, theories and techniques; evaluating data; and drafting and editing technical studies, analyses, and reports.

**Functional Responsibility:** Applies specialization to provide technical leadership in engineering support and participate in technical studies, reports, and major system implementations. Responsibilities include planning and conducting small to medium sized projects and tasks. May supply technical advice or counsel to other professionals. May supervise junior-level staff.

**Required Education:** Bachelor’s Degree in engineering or related discipline

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**Senior Engineer**

**Minimum General Experience:** Ten or more years of experience within a specific technical field. This experience includes development of criteria; mastery of standard principles, theories and techniques; evaluating data; and drafting and editing technical studies, analyses, and reports.

**Functional Responsibility:** Under the supervision of a Project Director, Project Manager and/or senior technical staff, responsibilities include planning and conducting projects and tasks. May supervise junior-level staff and coordinate the activities of specific engineering projects. May supply technical advice or counsel to other professionals.

**Required Education:** Master’s Degree in engineering or related discipline

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**Principal Engineer 1**

**Minimum General Experience:** Fifteen or more years of experience in a specific technical field. This experience includes development of criteria; mastery of standard principles, theories
and techniques; evaluating data; and drafting and editing technical studies, analyses, and reports.

**Functional Responsibility:** Responsibilities include planning, conducting, and supervising projects, necessitating advanced knowledge and the ability to originate and apply new and unique methods and procedures. Supplies technical advice and counsel to other professionals.

**Required Education:** Master’s Degree in engineering or related discipline

**Principal Engineer 2**

**Minimum General Experience:** Eighteen or more years of experience in a specific technical field. This experience includes development of criteria; mastery of standard principles, theories and techniques; evaluating data; and drafting and editing technical studies, analyses, and reports.

**Functional Responsibility:** Responsibilities include planning, conducting, and supervising large projects, necessitating advanced knowledge and the ability to originate and apply new and unique methods and procedures. Supplies technical advice and counsel to other professionals.

**Required Education:** Master’s Degree in engineering or related discipline

**Principal Engineer 3**

**Minimum General Experience:** Twenty-two or more years of experience within a specific technical field. This experience includes development of criteria; mastery of standard principles, theories and techniques; evaluating data; and drafting and editing technical studies, analyses, and reports.

**Functional Responsibility:** Responsibilities include planning, conducting, and supervising projects of major significance, necessitating advanced knowledge and the ability to originate and apply new and unique methods and procedures. Supplies technical advice and counsel to other professionals.

**Required Education:** Master’s Degree in engineering or related discipline

**Jr. Field Tech/Researcher**

**Minimum General Experience:** No minimum experience is required.

**Functional Responsibility:** Under close supervision of senior or mid-level staff, responsibilities include gathering and correlating basic data and performing research and routine analyses. May also include or installing, setting up, and operating equipment.

**Required Education:** High School Diploma

**Field Tech/Researcher**

**Minimum General Experience:** Four years of experience through on the job training, experience gained through the educational program, or other training that will allow this person to perform assigned job duties.

**Functional Responsibility:** Under supervision of senior or mid-level staff, responsibilities include gathering and correlating basic data and performing research and routine analyses. May also include or installing, setting up, and operating equipment. May supervise junior staff.

**Required Education:** High School Diploma

**Sr. Field Tech/Researcher**

**Minimum General Experience:** Nine or more years of experience in field or related technical services.
**Functional Responsibility**: Responsibilities include performing tasks to ensure that an assignment is performed according to plan and that plan updates are made or communicated as necessary and managing and tracking schedules and costs so that assignments are completed on-time and within budget. May supervise mid-level or junior staff.

**Required Education**: High School Diploma

**Scientist/Analyst 1**

**Minimum General Experience**: No minimum experience is required.

**Functional Responsibility**: Perform laboratory and field tests to monitor and investigate various sources that impact the environment, human health, and safety. Responsibilities include providing dedicated scientific analysis and support on projects. May supply scientific advice or counsel to other professionals.

**Required Education**: Bachelor’s Degree

**Scientist/Analyst 2**

**Minimum General Experience**: Four or more years of experience in environmental regulations and policy issues, economics, compliance regulations and auditing, waste management, and/or hazardous materials.

**Functional Responsibility**: Responsibilities include providing dedicated scientific analysis and support on projects, including nuclear and radiation sciences, and planning and conducting small to medium sized projects and tasks. May supply scientific advice or counsel to other professionals. May supervise junior-level staff.

**Required Education**: Bachelor’s Degree

**Scientist/Analyst 3**

**Minimum General Experience**: Seven or more years of experience in environmental regulations and policy issues, economics, compliance regulations and auditing, waste management, and/or hazardous materials.

**Functional Responsibility**: Responsibilities including planning and conducting projects and tasks. May supply scientific advice or counsel to other professionals. May supervise junior-level staff.

**Required Education**: Bachelor’s Degree

**Senior Scientist/Analyst 1**

**Minimum General Experience**: Ten or more years of experience in environmental regulations and policy issues, economics, compliance regulations and auditing, waste management, and/or hazardous materials.

**Functional Responsibility**: Responsibilities include planning, conducting, and supervising projects, necessitating advanced knowledge and the ability to originate and apply new and unique methods and procedures. Supplies technical or regulatory/policy/economic advice and counsel to other professionals.

**Required Education**: Master’s Degree

**Senior Scientist/Analyst 2**

**Minimum General Experience**: Twelve or more years of experience in environmental regulations and policy issues, economics, compliance regulations and auditing, waste management, and/or hazardous materials.

**Functional Responsibility**: Responsibilities include planning, conducting, and supervising large projects, necessitating advanced knowledge and the ability to originate and apply new and
unique methods and procedures. Supplies technical or regulatory/policy/economic advice and counsel to other professionals.

Required Education: Master’s Degree

Senior Scientist/Analyst 3

Minimum General Experience: Twenty or more years of experience in environmental regulations and policy issues, economics, compliance regulations and auditing, waste management, and/or hazardous materials

Functional Responsibility: Responsibilities include planning, conducting, and supervising major projects, necessitating advanced knowledge and the ability to originate and apply new and unique methods and procedures. Supplies technical or regulatory/policy/economic advice and counsel to other professionals.

Required Education: Master’s Degree

Subject Matter Expert 1

Minimum General Experience: Twelve or more years of experience in a particular subject area(s). Expertise in the subject area(s).

Functional Responsibility: Responsibilities include performing specialized subject matter analysis, review, brainstorming, and implementation. Operates with wide latitude for independent action.

Required Education: Master’s Degree

Subject Matter Expert 2

Minimum General Experience: Eighteen or more years of experience in a particular subject area(s). Recognition in the subject area(s).

Functional Responsibility: Responsibilities include performing specialized subject matter analysis, review, brainstorming, and implementation. Operates with wide latitude for independent action.

Required Education: Master’s Degree

Subject Matter Expert 3

Minimum General Experience: Twenty or more years of experience in a particular subject area(s). National recognition in the subject area(s).

Functional Responsibility: Responsibilities include performing specialized subject matter analysis, review, brainstorming, and implementation. Operates with wide latitude for independent action.

Required Education: Master’s Degree

Jr. Writer/Editor

Minimum General Experience: No minimum experience is required.

Functional Responsibility: Under close supervision of senior or mid-level staff; responsibilities include writing analytical, interpretive, and outreach copy on a variety of technical subjects; editing technical materials, such as reports, analyses, guidance, and other similar documents for content, style, and usage; and assisting with layout of materials.

Required Education: Bachelor’s Degree
Writer/Editor

**Minimum General Experience**: Five years of experience preparing technical reports, articles, brochures, procedures documentation, and other documents.

**Functional Responsibility**: Responsibilities include writing analytical, interpretive, and outreach copy on a variety of technical subjects; editing and producing technical materials, such as reports, analyses, guidance, and other similar documents for content, style, and usage; and assisting with layout of materials. Work independently or lead teams preparing and maintaining a clear and understandable set of highly complex systems and operations documentation, procedures and methods.

**Required Education**: Bachelor’s Degree

Sr. Writer/Editor

**Minimum General Experience**: Ten years of experience preparing technical reports, articles, brochures, procedures documentation, and other documents.

**Functional Responsibility**: Responsibilities include writing analytical, interpretive, and outreach copy on a variety of technical subjects; editing and producing technical materials, such as reports, analyses, guidance, and other similar documents for content, style, and usage; and assisting with layout of materials. Provide expert oversight of technical writing and editing to all phases of acquisition and technical documentation for the program, project, or contract.

**Required Education**: Bachelor’s Degree

Junior Admin Staff

**Minimum General Experience**: No minimum experience is required.

**Functional Responsibility**: Under close supervision, responsibilities include supporting contract administrators, office managers, accounting managers, and technical staff.

**Required Education**: High School Diploma

Admin Staff

**Minimum General Experience**: Four or more years of general experience in providing administrative and ad-hoc support to technical staff.

**Functional Responsibility**: Responsibilities include supporting contract administrators, office managers, accounting managers, and technical staff. Operates with some independent action.

**Required Education**: High School Diploma

Senior Admin Staff

**Minimum General Experience**: Eight or more years of experience of administrative related experience, including 5 years of contract-related experience.

**Functional Responsibility**: Responsibilities include administering and negotiating contracts, preparing and/or reviewing cost estimates, interfacing with client contract administrators, and serving as in-house contractual consultant and/or managing company operations and facilities. Operates with latitude for independent action.

**Required Education**: Bachelor’s Degree