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 GSA Advantage® is: GSAAdvantage.gov.

Multiple Award Schedule

**FSC Group(s)**
Professional Services
Facilities
Scientific Management and Solutions
Miscellaneous

**Contract number:** 47QRAA21D0015

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov.

**Contract period:** December 10, 2020 through December 9, 2025
**Price list current as of Modification #:** PA-0005  **Effective:** August 8, 2022

Flatwater, Incorporated
818 ST. Augustines Drive
Winnebago, NE 68071-5167
Phone: 866-224-7208
Fax: 402-878-2771
Website: https://www.flatwater-group.com/

**Contract Administration:** Janet Vanderneck
Phone: 402-614-4334 Ext: 3124
Email: ivanderneck@flatwatercompanies.com

**Business size:** Small, 8(A) Program Participant, Small Disadvantaged Business
Customer Information

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

<table>
<thead>
<tr>
<th>SIN</th>
<th>SIN Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>541690E</td>
<td>Energy Services</td>
</tr>
<tr>
<td>541990TAD</td>
<td>Technical/Application Development Support (TADS)</td>
</tr>
<tr>
<td>611430</td>
<td>Professional and Management Development Training</td>
</tr>
<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>OLM</td>
<td>Order-Level Materials (OLMs)</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. **Please refer to Page 18, Labor Category Rates**

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. **Please refer to Page #5, Labor Category Descriptions**

2. Maximum order:

<table>
<thead>
<tr>
<th>SINs</th>
<th>Maximum Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>541690E</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>541990TAD</td>
<td>$300,000</td>
</tr>
<tr>
<td>611430</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>541611</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>OLM</td>
<td>$250,000</td>
</tr>
</tbody>
</table>

*Ordering activities may request a price reduction at any time before placing an order, establishing a BPA, or in conjunction with the annual BPA review. However, the ordering activity shall seek a price reduction when the order or BPA exceeds the simplified acquisition threshold. Schedule contractors are not required to pass on to all schedule users a price reduction extended only to an individual ordering activity for a specific order or BPA.

3. Minimum order: $100.00

4. Geographic coverage (delivery area): Domestic Only; 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.

5. Point(s) of production (city, county, and State or foreign country):
   Flatwater, Incorporated
   818 ST. Augustines Drive
   Winnebago, NE 68071-5167

   Flatwater, Incorporated
   1404 Fort Crook Rd South
   Bellevue, NE, 68005

6. Discount from list prices or statement of net price: Government Net Prices (discounts already deducted)
7. **Quantity discounts**: None

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

9. **Foreign items**: Not Applicable

10a. **Time of delivery**: Contact Contractor or To Be Determined at the Task Order level

10b. **Expedited Delivery**: Contact Contractor or To Be Determined at the Task Order level

10c. **Overnight and 2-day delivery**: Contact Contractor or To Be Determined at the Task Order level

10d. **Urgent Requirements**: Contact Contractor or To Be Determined at the Task Order level

11. **F.O.B. point(s)**: Destination

12a. **Ordering address**: Flatwater, Incorporated
          Attn: Janet Vanderneck
          1404 Fort Crook Rd South
          Bellevue, NE, 68005
          402-614-4334 Ext: 3124
          jvanderneck@flatwatercompanies.com

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

13. **Payment address**: Flatwater, Incorporated
          Attn: Janet Vanderneck
          1404 Fort Crook Rd South
          Bellevue, NE, 68005
          402-614-4334 Ext: 3124
          jvanderneck@flatwatercompanies.com

14. **Warranty provision**: Standard Commercial Warranty Terms & Conditions

15. **Export packing charges, if applicable**: Not Applicable

16. **Terms and conditions of rental, maintenance, and repair (if applicable)**: Not Applicable

17. **Terms and conditions of installation (if applicable)**: Not Applicable

18a. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable)**: Not Applicable

18b. **Terms and conditions for any other services (if applicable)**: Not Applicable

19. **List of service and distribution points (if applicable)**: Not Applicable

20. **List of participating dealers (if applicable)**: Not Applicable
21. Preventive maintenance (if applicable): Not Applicable

22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): Not Applicable

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: Not Applicable

23. Unique Entity Identifier (UEI) number: JVYBBL7E18L7

24. Notification regarding registration in System for Award Management (SAM) Database: Flatwater, Inc. is registered and active in SAM.
## Overview of Schedule Offerings

<table>
<thead>
<tr>
<th>SIN</th>
<th>SIN Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>541690E</td>
<td><strong>Energy Services</strong> -- Includes services related to energy management to include renewable energy studies and projects, energy services related training, resource efficiency management (REM) services, water conservation, building commissioning, re-commissioning and retro-commissioning, energy audits, energy consumption metering services, testing and evaluation of networked energy management systems, energy security, LEED, Green Globes, Energy Star, Energy Savings Performance Contracts (ESPC), Power Purchase Agreements, consulting on carbon emissions trading programs, renewable energy credits/certificates, greenhouse gas measurement and management, high performance sustainable buildings and sustainable design principles, resilience of Federal infrastructure and operations, energy services consulting etc.</td>
</tr>
<tr>
<td>541990TAD</td>
<td><strong>Technical/Application Development Support (TADS)</strong> -- Includes technical or application development support, such as systems integration and application development.</td>
</tr>
<tr>
<td>611430</td>
<td><strong>Professional and Management Development Training</strong> -- Services include offering an array of short duration courses and seminars for management and professional development. Training for career development may be provided directly to individuals or through employers’ training programs, and courses may be customized or modified to meet the special needs of customers. Instruction may be provided in diverse settings, such as the establishment’s or agency’s training facilities, and through diverse means, such as correspondence, television, the internet, or other electronic and distance-learning methods. The training provided may include the use of simulators and simulation methods.</td>
</tr>
<tr>
<td>541611</td>
<td><strong>Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services</strong> -- Provide operating advice and assistance on administrative and management issues. Examples include: strategic and organizational planning, business process improvement, acquisition and grants management support, facilitation, surveys, assessment and improvement of financial management systems, financial reporting and analysis, due diligence in validating an agency’s portfolio of assets and related support services, strategic financial planning, financial policy formulation and development, special cost studies, actuarial services, economic and regulatory analysis, benchmarking and program metrics, and business program and project management.</td>
</tr>
<tr>
<td>OLM</td>
<td><strong>Order-Level Materials (OLM)</strong> -- Supplies and/or services acquired in direct support of an individual task or delivery order placed against a Schedule contract or BPA. OLM pricing is not established at the Schedule contract or BPA level, but at the order level. Since OLMs are identified and acquired at the order level, the ordering contracting officer (OCO) is responsible for making a fair and reasonable price determination for all OLMs. OLMs are procured under a special ordering procedure that simplifies the process for acquiring supplies and services necessary to support individual task or delivery orders placed against a Schedule contract or BPA. Using this new procedure, ancillary supplies and services not known at the time of the Schedule award may be included and priced at the order level. NOTE: When used in conjunction with a Cooperative Purchasing eligible SIN, this SIN is Cooperative Purchasing Eligible.</td>
</tr>
</tbody>
</table>
LABOR CATEGORY DESCRIPTIONS

ELECTRICAL ENGINEER

General Experience and Functional Responsibility: Designs, develops, and tests all aspects of electrical components, equipment, and machinery, for programs supporting traditional and renewable energy development, program management services, technical/application development support and/or professional/management development training. May use computer-assisted engineering and design software and equipment to perform assignments. Applies principles and techniques of electrical engineering to accomplish goals. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Evaluates the feasibility of planned projects from multiple views – financial feasibility, technical viability, operational viability, and practicality. Relies on instructions and pre-established guidelines to perform the functions of the job.

Preferred Knowledge/Skills

- Broad technical knowledge of renewable energy technologies and applications including photovoltaics, concentrating solar thermal, wind, geothermal, liquid fuels (ethanol, biodiesel, bio-oil), power production (combustion, gasification, pyrolysis, fuel cells, micro-turbine), facility heating, biomass resource harvesting and processing, and co-generation.

Minimum Education and Experience Requirements: Bachelor’s degree in electrical engineering and a minimum of 2 years of relevant experience within the scope of the contract.

MECHANICAL ENGINEER

General Experience and Functional Responsibility: Responsible for researching, planning, designing and developing new applications for electro-mechanical equipment and systems, for programs supporting traditional and renewable energy development, program management services, technical/application development support and/or professional/management development training. Reviews contractor's standards, specifications, and other documentation to determine mechanical engineering requirements. Design or reviews simple mechanical, hydraulic, pneumatic, ventilation and/or instrumentation systems using analytical and investigative methods and techniques to ensure systems meet required specifications. Gathers and correlates basic data and performs routine engineering research and development assignments involving calculations and relatively simple tests in order to develop new applications or upgrade existing hardware. Guides and assists technicians in fabrication and installation of simple mechanical and related equipment and routine systems in order to ensure conformance of product and systems with engineering design and customer specifications. May evaluate field installations and recommend design modifications to eliminate malfunctions or improve equipment or system function. May review and correct drawings to ensure that products are in accordance with proper engineering techniques and specifications.

Preferred Knowledge/Skills

- Technical knowledge of renewable energy technologies and applications including photovoltaics, concentrating solar thermal, wind, geothermal, liquid fuels (ethanol, biodiesel, bio-oil), power production (combustion, gasification, pyrolysis, fuel cells, micro-turbine), facility heating, biomass resource harvesting and processing, and co-generation.

Minimum Education and Experience Requirements: Bachelor’s degree in Mechanical Engineering and a minimum of 2 years of relevant experience within the scope of the contract.

MECHANICAL ENGINEER II

General Experience and Functional Responsibility: Provides direct support to Government regarding mechanical engineering issues related to the development of renewable energy resources and furnishes guidance in the conservation and development of these resources for programs supporting traditional and renewable energy development, program management services, technical/application development support and/or professional/management development training. Leads engineering project teams to provide solutions and recommendations related to traditional and renewable engineering projects. Provides technical advice and support to the Government for traditional and renewable energy development programs. Evaluates the feasibility of planned projects from multiple views – financial feasibility, technical viability, operational viability, and practicality.

Preferred Knowledge/Skills

- Technical knowledge of renewable energy technologies and applications including photovoltaics, concentrating solar thermal, wind, geothermal, liquid fuels (ethanol, biodiesel, bio-oil), power production (combustion, gasification, pyrolysis, fuel cells, micro-turbine), facility heating, biomass resource harvesting and processing, and co-generation.
Minimum Education and Experience Requirements: Bachelor’s degree in Mechanical Engineering and a minimum of 5 years of relevant experience within the scope of the contract.

MECHANICAL ENGINEER III

General Experience and Functional Responsibility: Oversees broad support to Government regarding mechanical engineering issues related to the development of renewable energy resources and furnishes guidance in the conservation and development of these resources for programs supporting traditional and renewable energy development, program management services, technical/application development support and/or professional/management development training. Directs overall engineering program in support of customer requirements. Develops policies and guidance, manages engineering resources, prioritizes requirements, and makes recommendations on strategic direction based on broad customer requirements. Provides technical advice and support to the Government for traditional and renewable energy development programs. Evaluates the feasibility of planned projects from multiple views – financial feasibility, technical viability, operational viability, and practicality.

Preferred Knowledge/Skills

- Extensive technical knowledge of renewable energy technologies and applications including photovoltaics, concentrating solar thermal, wind, geothermal, liquid fuels (ethanol, biodiesel, bio-oil), power production (combustion, gasification, pyrolysis, fuel cells, micro-turbine), facility heating, biomass resource harvesting and processing, and co-generation.

Minimum Education and Experience Requirements: Master’s degree in Mechanical Engineering and a minimum of 10 years of relevant experience within the scope of the contract.

CIVIL ENGINEER

General Experience and Functional Responsibility: Plans, design, and/or direct civil engineering projects, for programs supporting traditional and renewable energy development, program management services, technical/application development support and/or professional/management development training. Provides resources and schedules in response to specified completion dates and technical applications. Prepares proposals and cost estimates. Evaluates project schedules and completion. On a limited basis, applies basic principles, theories, and concepts to job assignments. Work, closely managed, involves limited problem-solving, following standardized practices and procedures.

Preferred Knowledge/Skills

- Technical knowledge of renewable energy technologies and applications including photovoltaics, concentrating solar thermal, wind, geothermal, liquid fuels (ethanol, biodiesel, bio-oil), power production (combustion, gasification, pyrolysis, fuel cells, micro-turbine), facility heating, biomass resource harvesting and processing, and co-generation.

Minimum Education and Experience Requirements: Bachelor’s degree in Civil Engineering and a minimum of 2 years of relevant experience within the scope of the contract.

CIVIL ENGINEER II

General Experience and Functional Responsibility: Provides direct support to Government regarding civil engineering issues related to the development of renewable energy resources and furnishes guidance in the conservation and development of these resources. Leads engineering project teams to provide solutions and recommendations related to traditional and renewable engineering projects for programs supporting traditional and renewable energy development, program management services, technical/application development support and/or professional/management development training. Provides technical advice and support to the Government for traditional and renewable energy development programs. Evaluates the feasibility of planned projects from multiple views – financial feasibility, technical viability, operational viability, and practicality.

Preferred Knowledge/Skills

- Extensive technical knowledge of renewable energy technologies and applications including photovoltaics, concentrating solar thermal, wind, geothermal, liquid fuels (ethanol, biodiesel, bio-oil), power production (combustion, gasification, pyrolysis, fuel cells, micro-turbine), facility heating, biomass resource harvesting and processing, and co-generation.

Minimum Education and Experience Requirements: Bachelor’s degree in Civil Engineering and a minimum of 5 years of relevant experience within the scope of the contract.
CIVIL ENGINEER III

**General Experience and Functional Responsibility:** Oversees broad support to Government regarding civil engineering issues related to the development of renewable energy resources and furnishes guidance in the conservation and development of these resources. Directs overall engineering program in support of customer requirements. Develops policies and guidance, manages engineering resources, prioritizes requirements, and makes recommendations on strategic direction based on broad customer requirements. Provides technical advice and support to the Government for traditional and renewable energy development programs supporting traditional and renewable energy development, program management services, technical/application development support and/or professional/management development training. Evaluates the feasibility of planned projects from multiple views – financial feasibility, technical viability, operational viability, and practicality.

**Preferred Knowledge/Skills**
- Broad technical knowledge of renewable energy technologies and applications including photovoltaics, concentrating solar thermal, wind, geothermal, liquid fuels (ethanol, biodiesel, bio-oil), power production (combustion, gasification, pyrolysis, fuel cells, micro-turbine), facility heating, biomass resource harvesting and processing, and co-generation.

**Minimum Education and Experience Requirements:** Master’s degree in Civil Engineering and a minimum of 10 years of relevant experience within the scope of the contract.

CHEMICAL ENGINEER

**General Experience and Functional Responsibility:** Designs equipment and processes related to the manufacture and/or use of chemicals and related products (such as plastics, fuels, synthetic materials, cleaning agents, etc.), for programs supporting traditional and renewable energy development, program management services, technical/application development support and/or professional/management development training. Conducts research to improve operational efficiency and effectiveness, implementing improvements to chemical processes and controls. Fully applies basic principles, theories, and concepts to job assignments. Exhibits technical and operational proficiency solving problems of moderate complexity. Evaluates the feasibility of planned projects from multiple views – financial feasibility, technical viability, operational viability, and practicality. Contributes to completion of projects and programs in area of expertise. May interface with internal and/or external customers and provide guidance to non-exempts.

**Preferred Knowledge/Skills**
- Broad technical knowledge of renewable energy technologies and applications including photovoltaics, concentrating solar thermal, wind, geothermal, liquid fuels (ethanol, biodiesel, bio-oil), power production (combustion, gasification, pyrolysis, fuel cells, micro-turbine), facility heating, biomass resource harvesting and processing, and co-generation.
- The Government will provide specific knowledge and skills required on an as-needed basis to ensure the Contractor can successfully fill positions in this labor category.

**Minimum Education and Experience Requirements:** Bachelor’s degree in Chemical Engineering and a minimum of 2 years of relevant experience within the scope of the contract.

ENVIRONMENTAL ENGINEER

**General Experience and Functional Responsibility:** Manage engineering and design tasks related to the development of renewable energy resources and furnishes guidance in the conservation and development of these resources. Provides technical advice and support to the Government for traditional and renewable energy development programs. Evaluates the feasibility of planned projects from multiple views – financial feasibility, technical viability, operational viability, and practicality.

**Preferred Knowledge/Skills**
- Broad technical knowledge of renewable energy technologies and applications including photovoltaics, concentrating solar thermal, wind, geothermal, liquid fuels (ethanol, biodiesel, bio-oil), power production (combustion, gasification, pyrolysis, fuel cells, micro-turbine), facility heating, biomass resource harvesting and processing, and co-generation.
- The Government will provide specific knowledge and skills required on an as-needed basis to ensure the Contractor can successfully fill positions in this labor category.

**Minimum Education and Experience Requirements:** Bachelor’s degree in Environmental Engineering and a minimum of 2 years of relevant experience within the scope of the contract.
PETROLEUM ENGINEER – GEOTHERMAL

General Experience and Functional Responsibility: Executes assigned tasks and contributes expertise to Government customers regarding petroleum engineering issues related to the development of renewable and conventional energy resources and furnishes guidance in the conservation and development of these resources. Provides technical advice and support to the Government for traditional and renewable energy development programs. Evaluates the feasibility of planned projects from multiple views – financial feasibility, technical viability, operational viability, and practicality.

Preferred Knowledge/Skills

• Broad technical knowledge of renewable energy technologies and applications including photovoltaics, concentrating solar thermal, wind, geothermal, liquid fuels (ethanol, biodiesel, bio-oil), power production (combustion, gasification, pyrolysis, fuel cells, micro-turbine), facility heating, biomass resource harvesting and processing, and co-generation.

Minimum Education and Experience Requirements: Bachelor’s degree in Petroleum Engineering and a minimum of 2 years of relevant experience within the scope of the contract.

ECONOMIST

General Experience and Functional Responsibility: Provides support to Government regarding mineral and energy performance of economic analysis, or the assessment of the results of economic analysis performed by others regarding issues related to the development of renewable energy resources and furnishes guidance in the conservation and development of these resources. Provides technical advice and support to the Government for traditional and renewable energy development programs. Evaluates the financial feasibility of planned projects and advises on project components that most affect the project bottom line.

Preferred Knowledge/Skills

• Ability to prepare economic analyses on renewable energy resources lease agreements.
• Ability to effectively provide financial analysis guidance and consultation to the Government in matters related to renewable energy resources development and leasing strategy, including lease agreement negotiations.

Minimum Education and Experience Requirements: Bachelor’s degree in Economics and a minimum of 2 years of relevant experience within the scope of the contract.

NATURAL RESOURCE SPECIALIST

General Experience and Functional Responsibility: Provides support to Government regarding natural resource issues related to the development of renewable energy resources and furnishes guidance in the conservation and development of these resources. Provides technical advice and support to the Government for traditional and renewable energy development programs. Evaluates the environmental impact of planned projects, and advises on project environmental review components, timelines, and mitigation measures.

Preferred Knowledge/Skills

• Ability to analyze renewable energy projects and determine the environmental impact of the projects in the various development scenarios.
• Ability to propose mitigation measures to minimize project impacts.
• Knowledge in the environmental permitting and regulations that govern energy and/or mineral projects.

Minimum Education and Experience Requirements: Bachelor’s degree in a Natural Resource related field and a minimum of 2 years of relevant experience within the scope of the contract.

PROGRAM ANALYST I

General Experience and Functional Responsibility: Conducts research on assigned tasks, analyzes data, identifies trends, and prepares reports, for programs supporting traditional and renewable energy development, program management services, technical/application development support and/or professional/management development training. Analyzes programs, policies, procedures, and systems to support overall program optimization and execution. Provides input to new or revised policies and procedures. Assists program managers with the development of budgets and schedules as well as tracking metrics. Alerts program management to impacts related to costs, schedules, and performance. Identifies and resolves issues and problems. Prepares and presents reports and recommendations.

Preferred Knowledge/Skills

• Basic ability to analyze existing government programs, understand objectives and determine land use impacts, as well as propose measures to most effectively utilize the land based on best practices and goals.
• Effective communication skills.

Minimum Education and Experience Requirements: Bachelor’s degree in a related field with no minimum years of relevant experience.

PROGRAM ANALYST II

General Experience and Functional Responsibility: Independently conducts research, analyzing data, identifying trends, and preparing reports for programs supporting traditional and renewable energy development, program management services, technical/application development support and/or professional/management development training. Determines program requirements and makes recommendations. Analyzes programs, policies, procedures, and systems and makes recommendations to optimize these. Drafts new or revised policies and procedures. Coordinates and assists program managers with the development of budgets and schedules as well as tracking metrics. Assesses and advises on potential issues related to costs, schedules, and performance. Advises program managers about planning, testing, and implementing new programs or systems. Identifies and resolves issues and problems. Plans, analyzes, and evaluates effectiveness of operations and programs. Prepares and presents reports and recommendations.

Preferred Knowledge/Skills

• Ability to independently analyze assigned programs and determine land use impacts, as well as propose measures to most effectively utilize the land based on best practices and goals.
• Highly effective communication skills.
• Good critical thinking and problem-solving skills.
• Strong project management skills.

Minimum Education and Experience Requirements: Bachelor’s degree in a related field and a minimum of 5 years of relevant experience within the scope of the contract.

PROGRAM ANALYST III

General Experience and Functional Responsibility: Supervises, oversees, and conducts research, analyzing data, identifying trends, and preparing reports for programs supporting traditional and renewable energy development, program management services, technical/application development support and/or professional/management development training. Determines program requirements and makes recommendations. Develops broad guidance for the analysis of programs, policies, procedures, and systems and makes recommendations to optimize these. Provides advice, insight, and expertise to program managers with the development of budgets and schedules as well as tracking metrics. Assesses and advises on potential issues related to costs, schedules, and performance. Identifies and resolves issues and problems. Plans, analyzes, and evaluates effectiveness of operations and programs. Prepares and presents reports and recommendations.

Preferred Knowledge/Skills

• Ability to independently analyze assigned programs and determine land use impacts, as well as propose measures to most effectively utilize the land based on best practices and goals.
• Highly effective communication skills.
• Good critical thinking and problem-solving skills.
• Strong project management skills.

Minimum Education and Experience Requirements: Master’s degree in a related field and a minimum of 10 years of relevant experience within the scope of the contract.

PETROLEUM GEOPHYSICIST - INTERPRETATION

General Experience and Functional Responsibility: Interpret seismic data to identify reflectors representing rocks that can produce oil or gas and produce maps of prospective areas. Perform interpretations of seismic data, including resource-specific, structural, and/or various isopach maps, cross-sections, and production maps. Provide interpretation data and reports to assist in customer planning of lease sales and in negotiations with industry, as well as assisting in the development of their petroleum resources. Construct geologic structure and stratigraphic maps for petroleum and mineral exploration. Construct maps of field and reservoir data, such as production information by formation. Interprets geologic and mineral resource data using computer software and prepares oil, gas, or mineral resource reports. Perform assessment studies and construct reports of oil and natural gas existing on designated lands. Convert results from laboratory analysis of rock samples obtained in field work into a digital database suitable for interpretation and mapping by. Model seismic data to simulate geologic conditions which trap oil and gas. For structural traps, model the seismic response to different types of structural geometries and faulting that trap oil and gas and for stratigraphic traps, model the seismic response to simulate rock property changes, such as changes in lithology and porosity that trap oil and gas. Conduct integrated seismic evaluation and interpretation studies on existing oil and gas fields, identifying and delineating further development
opportunities; identify areas where the acquisition of additional seismic or the re-processing of seismic would help to reduce uncertainties in field development. Generate geophysical displays and other display materials—DVDs, CDs, posters, videos, etc.—for industry trade shows. Responsible for formulating and recommending plans for development of oil, gas, coal, and other mineral deposits. Plans, organizes, and develops marketing and promotional programs to inform industry of the mineral potential on specified lands. Marketing in this context includes forums, symposiums; technical discussions associated with major petroleum or minerals professional meetings. Supports energy and mineral resource database applications by including results of energy and mineral assessment studies. Makes trips to the field to collect data such as rock samples, analyzing the outcrop and correlation to geologic maps. Assess and determine the need for purchasing commercially available seismic and well log data for use in mapping. Initiates the formal requisition process and writes justifications that follow federal procurement guidelines to procure the data.

Preferred Knowledge/Skills

- Basic knowledge of petroleum geology and oil and gas deposits.
- Understanding of resource and reserve estimation methods for oil and natural gas deposits.
- Ability to integrate geologic and geophysical data in areas of undrilled or undeveloped locations, to produce high-quality oil and gas prospects or plays.
- Ability to evaluate oil and gas fields for the purpose of field management and development, by performing geology and reservoir modeling.
- Ability to evaluate oil and gas proposals and agreements for merit, technical feasibility, and relevance to program goals to the royalty owner.
- Ability to apply effective negotiation techniques, e.g., win-win negotiations, interest-based bargaining, or alternative dispute resolution to settle controversial issues or arrive at compromise solutions with persons who have different viewpoints, goals, or objectives.
- Ability to prepare documents or correspondence involving technical information presenting issues, findings of fact, and recommendations, adapting writing to the audience’s level of knowledge, including publication of articles in professional, industry, or government journals.
- Knowledge of conventional and horizontal drilling methods; knowledge of conventional and hydraulic fracturing completion methods
- Familiar with well log analysis programs

Minimum Education and Experience Requirements: Bachelor’s degree in petroleum geology and a minimum of 5 years of relevant experience within the scope of the contract.

PETROLEUM GEOPHYSICIST – DATA PROCESSING

General Experience and Functional Responsibility: Transfer seismic field data from field tapes onto hard disk drive. Use data processing software to process seismic data from its raw field state through to a final processed result suitable for mapping and interpretation. Perform the data processing of a variety of seismic data sets, including 2D and 3D data surveys, located in different geologic environments and petroleum producing provinces. Generate synthetic seismogram from well data to identify the location of geologic formations. Perform or assist in the design, planning, and execution of geophysical investigations such as data collection, data archiving and management, data processing, interpretation, and reporting. Provide day-to-day management of the libraries and databases of geophysical (seismic, aeromagnetic, gravity), geological (structure and stratigraphic maps, cross-sections, tops from well logs), and engineering data (petrophysical data from the analysis of well logs and cores). Develop and implement a quality assurance program for the processing of seismic data which will include policy recommendations, standards, guidelines, acceptance measures, test procedures and performance criteria. Analyze seismic attribute information from the models to aid interpretation or support proposals for further studies. Plans, designs, and conducts geophysical field exploration studies using state-of-the-art field techniques to find solutions to difficult subsurface geologic problems.

Preferred Knowledge/Skills

- Basic knowledge of petroleum geology and oil and gas deposits.
- The applicant must be able to process 2D and 3D seismic data sets, located in different geologic environments and petroleum producing provinces.
- Basic knowledge of theories, principles, practices and techniques of geophysics and geology, especially with regards to understanding the standard concepts, practices, and procedures of seismic data collection, processing, analysis, and interpretation
- Thorough theoretical and applied understanding and knowledge of both 2D and 3D seismic data processing.
- Fluent in all the steps involved in processing seismic data.
• Ability to process seismic data using commercial service companies
• Knowledge of contracting processes and procedures.

**Minimum Education and Experience Requirements:** Bachelor’s degree in geophysics or related fields including mathematics, engineering, and geology and a minimum of 5 years of relevant experience within the scope of the contract.

**PETROLEUM ENGINEER I**

**General Experience and Functional Responsibility:** Supports generation of well decline forecasts, future production forecasts, remaining reserve analysis, stimulation recommendations, well work-over supervision, pipeline design analysis, facility design, and assistance on potential field expansion. Supports generation of economic evaluations and sensitivity analyses concerning oil and gas operations; provide potential income forecasts and negotiating information. Provides oil, gas, and mineral training and education as directed. Performs well log analysis on wells to evaluate possible bypassed production and to research potential additional production capabilities. Performs reservoir simulations and characterizations to maximize oil and gas production. Applies petroleum engineering principles to the production of coal bed methane wells, shallow low-pressure wells, tight gas wells, resource plays, and unconventional wells. Applies technical expertise as directed in support federal agencies and commercial contractors on project issues, processes, or methods.

**Preferred Knowledge/Skills**

- Basic knowledge of petroleum engineering and oil and gas deposits.
- Understanding of resource and reserve estimation methods for oil and natural gas deposits.
- Basic functional knowledge of conventional and horizontal drilling methods.
- Basic functional knowledge of conventional and hydraulic fracturing completion methods.
- Familiar with well log analysis programs.
- Experience with economic analysis of oil and gas deposits, decline curve analysis, Ultimate Estimate of recovery discounted cash flow, rate of return, present value,
- Familiarity with at least one commercial software program used for reserve estimation.

**Minimum Education and Experience Requirements:** Bachelor’s degree in petroleum engineering and a minimum of 2 years of relevant experience within the scope of the contract.

**PETROLEUM GEOLOGIST I**

**General Experience and Functional Responsibility:** Perform geologic interpretation and mapping, including resource-specific, structural, and/or various isopach maps, cross-sections, and production maps. Modeling and depiction of geologic structures and stratigraphic maps for petroleum and mineral exploration. Designs maps of field and reservoir data, such as production information by formation. Interpret geologic and mineral resource data using computer software and prepares oil, gas, or mineral resource reports. Perform collection of rock samples from cuttings or cores; create descriptions of rock samples, results of laboratory analysis. Perform assessment reports of oil and natural gas existing on specified lands. Convert results from field work (measurements of stratigraphic sections and outcrop descriptions which were entered digitally into data loggers and GPS units) into map form. Convert results from laboratory analysis of rock samples obtained in field work into a digital database suitable for interpretation and mapping by geologic staff. Convert data collected in the field into an integrated Geographic Information Systems (GIS) format for mapping. Research literature of published geologic reference materials for conversion into digital format. Generate geologic displays and other display materials—DVDs, CDs, posters, videos, etc.—for industry trade shows. Generate digital presentations for meetings with government or industry, e.g., PowerPoint. Responsible for formulating and recommending plans for development of oil, gas, coal, and other mineral deposits. Plans, organizes, and develops marketing and promotional programs to inform industry of the mineral potential on designated lands. Marketing in this context includes forums, symposiums; technical discussions associated with major petroleum or minerals professional meetings. Uses energy and mineral resource database applications in support of energy and mineral assessment studies. Makes trips to the field to collect data such as rock samples, analyzing the outcrop and correlation to geologic maps.

**Preferred Knowledge/Skills**

- Basic knowledge of petroleum geology and oil and gas deposits.
- Understanding of resource and reserve estimation methods for oil and natural gas deposits.
- Ability to integrate geologic and geophysical data in areas of undrilled or undeveloped locations, to produce high-quality oil and gas prospects or plays.
- Ability to evaluate oil and gas fields for the purpose of field management and development, by performing geology and reservoir modeling, for oil and gas fields located in Rocky Mountain and Mid-Continent basins.)
• Ability to evaluate oil and gas proposals and agreements for merit, technical feasibility, and relevance to program goals to the royalty owner.

• Ability to apply effective negotiation techniques, e.g., win-win negotiations, interest-based bargaining, or alternative dispute resolution to settle controversial issues or arrive at compromise solutions with persons who have different viewpoints, goals, or objectives.

• Ability to prepare documents or correspondence involving technical information presenting issues, findings of fact, and recommendations, adapting writing to the audience's level of knowledge, including publication of articles in professional, industry, or government journals.

• Knowledge of conventional and horizontal drilling methods.

• Knowledge of conventional and hydraulic fracturing completion methods

• Familiar with well log analysis programs

**Minimum Education and Experience Requirements:** Bachelor’s degree in petroleum geology and a minimum of 2 years of relevant experience within the scope of the contract.

**GIS SOFTWARE DEVELOPER**

**General Experience and Functional Responsibility:** Design, develop and maintain various forms and map-based software applications using Oracle/.NET developer tools, including Microsoft Visual Studio and ESRI ArcGIS/ArcObjects libraries. Develop software tools and applications to meet customer requirements. Develop and maintain the Oracle and spatial databases. Evaluate, prepare source data, and integrate data into various applications. Gather, document, and assist client in defining application requirements and designs. Design and develop application installation methods, procedures, and software. Install applications as required on customer requirements and systems. Work with application users in understanding usage of applications. May assist in populating reservations sites databases.

**Preferred Knowledge/Skills**

• Software development and coding methods using Microsoft Visual Studio (VS) VB.Net.

• ESRI GIS-related software and ArcObjects libraries, and methods used by the underlying GIS and engineering-related functions.

• Skill with SQL, relational databases, RDBMS (Oracle, SQL Server, etc.).

• Facility with Microsoft Office, particularly Word and Excel software.

• Good organizational, writing, and oral communication skills.

**Minimum Education and Experience Requirements:** Bachelor’s degree in a software development or Information Technology related degree and a minimum of 4 years of direct programming experience with applicable software tools and languages.

**GIS TECHNICIAN**

**General Experience and Functional Responsibility:** Compile, input, and edit GIS data for development of datasets in support of customer requirements. Development of ESRI ArcGIS tools via ModelBuilder and/or scripting. Work with customers to define and document requirements for the various datasets. Development and maintenance of metadata and related standards.

**Preferred Knowledge/Skills**

• Knowledge and use of GIS-related software, particularly ESRI’s ArcGIS.

• Skill in ArcGIS ModelBuilder and/or script development.

• Knowledge of various GIS data types and familiarity with methods to process various vector and raster datasets.

• Experience in use and application of imagery products.

• Facility with Microsoft Office, particularly Word and Excel, and presentation software.

• Good organizational and oral communication skills.

**Minimum Education and Experience Requirements:** Bachelor’s degree in Geography, Natural Resources, Earth Sciences, Geology, or similar field and a minimum of 2 years of related GIS experience within the scope of the contract.
GIS MAP TECHNICIAN

General Experience and Functional Responsibility: Compile, input, and edit GIS data for development of specialized energy/mineral related. Compile, input, and edit GIS data for development of other specialized energy/mineral related maps in support of project requirements. Work with client to define and document requirements for the various data used on the constructed maps and design of the maps. Cataloging of the map documents. Provide data input and maintenance for databases as required. Provide digital or hard copy requests for GIS data as directed.

Preferred Knowledge/Skills

• Knowledge and use of GIS-related software, particularly ESRI’s ArcGIS.
• Ability to learn other GIS-related software.
• Knowledge of various GIS data types.
• Facility with Microsoft Office, particularly Word and Excel, and presentation software.
• Good organizational and oral communication skills.

Minimum Education and Experience Requirements: Bachelor’s degree in Geography or Natural Resources disciplines and a minimum of 3 years of related GIS experience within the scope of the contract.

GIS DATA TECHNICIAN

General Experience and Functional Responsibility: Compile, input, track, and edit data for inclusion into customer GIS systems. Provide data input and maintenance for databases as required using various software tools. Generation of data updates for the customer database. Interaction with the various personnel at customer sites to support implementation, maintenance, and use of GIS tools. Perform tests of various application tools, as required. Compile data records (hardcopy and digital) into records-keeping structures which conform to Federal records rules.

Preferred Knowledge/Skills

• Basic knowledge of interaction with form-based software applications.
• Depending upon the need, certain additional experiential knowledge may be required, including:
• Skill in Realty/Title data processing, or,
• Skill in Land Survey data processing and land description error resolution, or,
• Skill in a certain specialized subset of energy/mineral related tabular data processing (e.g., oil and gas wells or leasing).
• Facility with Microsoft Office, particularly Word and Excel, and presentation software.
• Good organizational and oral communication skills.
• Exposure to the use of a GIS application and its data desired.

Minimum Education and Experience Requirements: Bachelor’s degree and a minimum of 1 year of direct work experience in data gathering, entry, and editing, including digital data and hardcopy records.

GIS TRAINER

General Experience and Functional Responsibility: Conduct the research necessary to develop and revise GIS system training courses and prepare appropriate training catalogs. Develop all instructor materials (course outline, background material, and training aids). Develop all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Train personnel by conducting formal classroom courses, workshops, seminars, and/or computer-based/computer-aided training. Travel to various customer locations as required. Demonstrate GIS applications in various presentation contexts as needed.

Preferred Knowledge/Skills

• Basic knowledge of course development and training methods, user interaction.
• Knowledge and use of GIS-related software, particularly ESRI’s ArcGIS.
• Facility with Microsoft Office, particularly Word and Excel, and presentation software.
• Good organizational, writing, and oral communication skills.

Minimum Education and Experience Requirements: Bachelor’s degree in a discipline related to software training and support, curriculum development and documentation and a minimum of 3 years of relevant experience within the scope of the contract.
**Marketing I**

**General Experience and Functional Responsibility:** Determine the business/marketing demand for products and services. Work with assigned customers and develop strategies for marketing to these customers. Monitor trends for commodities markets, pricing, and communicate to federal agency customers where new markets are emerging. Support assigned projects related to design and end-products for marketing and promotional material. Provide marketing materials suitable for publishing on the agency web sites.

**Minimum Education and Experience Requirements:** Bachelor’s degree in marketing or business administration and a minimum of 2 years of relevant experience within the scope of the contract.

**MARKETING II**

**General Experience and Functional Responsibility:** Determine the business/marketing demand for products and services. Identify potential customers and develop strategies for marketing to these customers. Monitor trends for commodities markets, pricing, and communicate to federal agency customers where new markets are emerging. Creates initial designs and end-products for marketing and promotional material. Provide marketing materials suitable for publishing on the agency web sites.

**Minimum Education and Experience Requirements:** Bachelor’s degree in marketing or business administration and a minimum of 5 years of relevant experience within the scope of the contract.

**MARKETING III**

**General Experience and Functional Responsibility:** Determine the business/marketing demand for products and services. Develop and implement strategic marketing campaigns, develop budgets, timelines, and objectives based on customer goals. Oversee multiple marketing efforts and diverse requirements to meet customer needs. Advise on marketing strategy, policy, and resource allocation. Creates initial designs and end-products for marketing and promotional material. Provide marketing materials suitable for publishing on the agency web sites.

**Minimum Education and Experience Requirements:** Master’s degree in marketing or business administration and a minimum of 10 years of relevant experience within the scope of the contract.

**PROJECT MANAGER**

**General Experience and Functional Responsibility:** Provides overall responsibility for the performance of work and has authority to execute tasks, direct work, and use assigned resources in support of customer requirements for programs supporting traditional and renewable energy development, program management services, technical/application development support and/or professional/management development training. Acts as first point of contact for any issues or discrepancies arising from within the various divisions before the problem escalates to higher authorities. Responsible for accomplishment of required deliverables, management of cost over the project lifecycle, and adherence to project schedules. Identifies project risks, implements mitigation. Develops project plans, communication plans, and work breakdown structures as needed to meet project goals.

**Minimum Education and Experience Requirements:** Bachelor’s degree and a minimum of 3 years of relevant experience within the scope of the contract.

**MANAGEMENT ANALYST I**

**General Experience and Functional Responsibility:** Provide support, as directed, to implement more efficient or streamlined operations through examination of current procedures. Collect and organize information related to organizational problems or the procedure to be improved. Examine financial and other data, including revenue, expenditure, and employment reports. Interview personnel and conduct on-site observations to determine the methods, equipment, and personnel that will be needed. Recommend and support solutions or alternative practices. Gather business or financial data. Analyze data gathered and develop solutions or alternative methods of proceeding. Recommend new systems, procedures, or organizational changes. Effectively communicate with personnel concerned to ensure successful functioning of newly implemented systems or procedures.

**Preferred Knowledge/Skills**
- Basic knowledge of Economic Development and/or Financial Analysis.
- Familiarity with standard office suite software and tools (e.g. MS Word, Excel).

**Minimum Education and Experience Requirements:** Bachelor’s degree in Business Administration, Finance, or related field and a minimum of 3 years of relevant experience within the scope of the contract.
MANAGEMENT ANALYST II
General Experience and Functional Responsibility: Advise management regarding more efficient or streamlined operations through examination of current procedures. Apply industry-standard procedures and concepts in pursuit of improved organizational processes and streamlined operations. Implement models and frameworks used to collect and analyze data, including revenue, expenditure, and resource reports. Recommend and support solutions or alternative practices. Recommend new systems, procedures, or organizational changes. Effectively communicate with personnel concerned to ensure successful functioning of newly implemented systems or procedures.

Preferred Knowledge/Skills
- In depth knowledge of Economic Development and/or Financial Analysis.
- Familiarity with standard office suite software and tools (e.g. MS Word, Excel).
- Experience with management and analysis of financial data.
- The ability to analyze and apply economic and financial principles to aid in overall management decisions, resource allocation, project approvals, and program changes.

Minimum Education and Experience Requirements: Bachelor’s degree in Business Administration, Finance, or related field and a minimum of 5 years of relevant experience within the scope of the contract.

MANAGEMENT ANALYST III
General Experience and Functional Responsibility: Direct and oversee analysis, recommendation, and implementation of more efficient or streamlined operations through examination of current procedures. Collect and organize information related to organizational problems or the procedure to be improved. Examine financial and other data, including revenue, expenditure, and employment reports. Interview personnel and conduct on-site observations to determine the methods, equipment, and personnel that will be needed. Create, recommend, and implement support solutions or alternative practices based on broad policy and strategic objectives. Analyze data gathered and develop solutions or alternative methods of proceeding. Recommend policy, develop guidance, and advise on new systems, procedures, or organizational changes. Effectively communicate with personnel concerned to ensure successful functioning of newly implemented systems or procedures.

Preferred Knowledge/Skills
- Broad and in-depth knowledge of Economic Development and/or Financial Analysis.
- Extensive experience with management and analysis of financial data.
- Extensive experience in the analysis of economic development and/or financial management

Minimum Education and Experience Requirements: Master’s degree in Business Administration, Finance, or related field and a minimum of 10 years of relevant experience within the scope of the contract.

ADMINISTRATIVE SPECIALIST**

Minimum Education and Experience Requirements: Bachelor’s degree in business administration and a minimum of 2 years of relevant experience within the scope of the contract.

FINANCIAL MANAGER I
General Experience and Functional Responsibility: Perform budgeting documentation, resource assessment, and financial reporting. Provide financial reports and interpret financial information to government and program/project staff and leadership. Recommend further courses of action based on organizational goals and resources. Collect, interpret, and review financial information. Produce financial reports related to budgets, account payables, account receivables, expenses etc. Analyze costs, pricing, variable contributions, results, and actual program performance compared to the business plans. Assist in preparation of budgets.
Minimum Education and Experience Requirements: Bachelor’s degree in finance or business and a minimum of 3 years of relevant experience within the scope of the contract.

FINANCIAL MANAGER II
General Experience and Functional Responsibility: Perform budgeting documentation, resource assessment, and financial reporting. Supports preparation of reports, budgets, and project schedules. Provide financial reports and interpret financial information to managerial staff while recommending further courses of action. Reports to management and stakeholders, providing advice how the customer, program, or project financial decisions might be impacted. Analyze costs, pricing, variable contributions, results, and actual program performance compared to the business plans. Prepare budgets and forecasts to support decision making and planning processes.

Minimum Education and Experience Requirements: Bachelor’s degree in finance or business and a minimum of 5 years of relevant experience within the scope of the contract.

FINANCIAL MANAGER III
General Experience and Functional Responsibility: Oversee and direct all aspects of budgeting, resource assessment, and financial reporting. Supports preparation of reports, budgets, and project schedules. Oversee full range of organizational financial operations. Drive the financial planning through analysis of related performance and risks. Manage and provide ongoing training to finance and accounting personnel. Conduct financial assessments and generate reports to be submitted to the senior management team. Oversee establishment of budgets in accordance with customer or agency requirements. Develop annual financial plans and projections. Conduct analysis of financial risks and benefits on business initiatives. Ensure adherence to financial laws, policies, guidelines, and customer agency directives.

Minimum Education and Experience Requirements: Master’s degree in finance or business and a minimum of 10 years of relevant experience within the scope of the contract.

RECORDS MANAGER
General Experience and Functional Responsibility: Responsible for implementation and oversight of storage, backup, maintenance, reproduction, and disposition of organizational records. Designs and implements systems and processes to protect and secure critical records and information. Conducts inventory and management of general, office and personnel records based on federal records management guidelines. Performed scanning of hardcopy records, documents, illustrations, etc. to digital formats. Knowledgeable in federal records practices and procedures. Performs complex evaluations of existing procedures, processes, techniques, and/or systems related to office management problems or contractual issues, which would require a report and recommend solutions.

Minimum Education and Experience Requirements: Bachelor’s degree in related field and a minimum of 2 years of relevant experience within the scope of the contract.

EDITOR / PUBLIC RELATIONS
General Experience and Functional Responsibility: Coordinate online or print publishing cycle and manage content areas. Set publication standards and establish goals and expectations for creation and publication of related content. Suggest stories and generate headline ideas in alignment with customer preferences and organizational mission. Compose, in a clear and concise language, procedure manuals and related technical publications (bulletins, articles, display materials, marketing) concerned with customer goals and objectives. Meet deadlines and budget requirements. Proofread, edit, and improve stories or pieces. Publish these items into both print and for the web.

Minimum Education and Experience Requirements: Bachelor’s degree in journalism or business administration and a minimum of 5 years of relevant experience within the scope of the contract.

REGULATORY AND LEGAL SUPPORT SPECIALISTS
General Experience and Functional Responsibility: Provide the knowledge for customer programs to meet the regulatory requirements associated with the planning and execution of projects. Understand and apply the required compliance with all local, state, and federal rules and regulations. Provide active participation with planning processes, including permitting activities and remedial activities, ensuring that deadlines are met, and accurate information is disseminated all stakeholder agencies and partners. Maintain an understanding of federal, state, and local regulatory rules and regulations as applicable to specific projects, programs, or agencies. Serves as liaison between government agencies and commercial contractors on compliance issues, processes, or methods.

Minimum Education and Experience Requirements: Bachelor’s degree in Legal Studies and a minimum of 5 years of relevant experience within the scope of the contract.
**LOAN SPECIALIST – REPORTING OFFICER**

**General Experience and Functional Responsibility:** Assemble and report nationwide financial data. Generate reports and calculations for federal agencies. Prepare and submit reports necessary to comply with the Government Performance and Results Act (GPRA). Prepare reports required by the customer or other regulatory agency. Prepare reports and data needed for internal control review and researching and assembling data needed for other reports as requested. Extract information on the repayment status of direct, guaranteed, and insured loans, premium payments, guarantee and insurance claim payments, debt recoveries, and interest subsidy payments. Generate quarterly reports to Treasury that show performance in collecting debts owed to the Federal government under current and former program authorities.

**Preferred Knowledge/Skills**

- Knowledge of and experience gathering and evaluating a business’ technical and financial data.
- Knowledge of rules governing records and information technology owned and used by the Federal government.
- Knowledge of a broad range of Federal laws and programs applicable to federal loan programs.
- Ability to learn mass communications tools and techniques that allow effective dissemination of information.
- Demonstrated skill in gathering and analyzing factual data and drawing logical conclusions to furnish guidance for future actions.

**Minimum Education and Experience Requirements:** Bachelor’s degree in Business Administration, Finance, or related fields and a minimum of 7 years of relevant experience within the scope of the contract.

**SYSTEMS ADMINISTRATOR**

**General Experience and Functional Responsibility:** Research and review customer software and hardware needs and compatibility. Maintain up to date knowledge of federal IT system requirements and procedures. Analyzes internal or external customer needs and determines equipment and software requirements for solutions to problems by means of automated systems; develops customized solutions to customer/user problems. Perform backup or recovery of data and systems as prescribed by Customer’s IT standards. Maintain systems based on government standards. Provide technical input for the procurement of software or hardware. Provide support and management of network, including network attached storage devices.

**Minimum Education and Experience Requirements:** Bachelor’s degree in computer sciences or related fields and a minimum of 5 years of relevant experience within the scope of the contract.
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>541690E; 541611; 541990TAD</td>
<td>ADMINISTRATIVE SPECIALIST**</td>
<td>$47.44</td>
<td>$48.48</td>
<td>$49.55</td>
<td>$50.64</td>
<td>$51.75</td>
</tr>
<tr>
<td>541690E; 541990TAD</td>
<td>CHEMICAL ENGINEER</td>
<td>$65.69</td>
<td>$67.14</td>
<td>$68.61</td>
<td>$70.12</td>
<td>$71.67</td>
</tr>
<tr>
<td>541690E; 541990TAD</td>
<td>CIVIL ENGINEER I</td>
<td>$63.40</td>
<td>$64.79</td>
<td>$66.22</td>
<td>$67.67</td>
<td>$69.16</td>
</tr>
<tr>
<td>541690E; 541990TAD</td>
<td>CIVIL ENGINEER II</td>
<td>$74.89</td>
<td>$76.54</td>
<td>$78.22</td>
<td>$79.94</td>
<td>$81.70</td>
</tr>
<tr>
<td>541690E; 541990TAD</td>
<td>CIVIL ENGINEER III</td>
<td>$89.20</td>
<td>$91.17</td>
<td>$93.17</td>
<td>$95.22</td>
<td>$97.32</td>
</tr>
<tr>
<td>541690E; 541611</td>
<td>ECONOMIST</td>
<td>$68.51</td>
<td>$70.01</td>
<td>$71.55</td>
<td>$73.13</td>
<td>$74.74</td>
</tr>
<tr>
<td>541690E; 541611; 541990TAD</td>
<td>EDITOR / PUBLIC RELATIONS</td>
<td>$82.10</td>
<td>$83.91</td>
<td>$85.75</td>
<td>$87.64</td>
<td>$89.57</td>
</tr>
<tr>
<td>541690E; 541990TAD</td>
<td>ELECTRICAL ENGINEER</td>
<td>$62.84</td>
<td>$64.22</td>
<td>$65.64</td>
<td>$67.08</td>
<td>$68.56</td>
</tr>
<tr>
<td>541690E; 541990TAD</td>
<td>ENVIRONMENTAL ENGINEER</td>
<td>$62.79</td>
<td>$64.17</td>
<td>$65.58</td>
<td>$67.03</td>
<td>$68.50</td>
</tr>
<tr>
<td>541690E; 541611; 541990TAD</td>
<td>FINANCIAL MANAGER I</td>
<td>$91.23</td>
<td>$93.24</td>
<td>$95.29</td>
<td>$97.39</td>
<td>$99.53</td>
</tr>
<tr>
<td>541690E; 541611</td>
<td>FINANCIAL MANAGER II</td>
<td>$103.84</td>
<td>$106.12</td>
<td>$108.46</td>
<td>$110.84</td>
<td>$113.28</td>
</tr>
<tr>
<td>541690E; 541611</td>
<td>FINANCIAL MANAGER III</td>
<td>$120.50</td>
<td>$123.15</td>
<td>$125.86</td>
<td>$128.63</td>
<td>$131.46</td>
</tr>
<tr>
<td>541690E; 541990TAD</td>
<td>GIS DATA TECHNICIAN</td>
<td>$59.90</td>
<td>$61.22</td>
<td>$62.56</td>
<td>$63.94</td>
<td>$65.35</td>
</tr>
<tr>
<td>541690E; 541990TAD</td>
<td>GIS MAP TECHNICIAN</td>
<td>$72.87</td>
<td>$74.47</td>
<td>$76.11</td>
<td>$77.78</td>
<td>$79.49</td>
</tr>
<tr>
<td>541690E; 541990TAD</td>
<td>GIS SOFTWARE DEVELOPER</td>
<td>$107.59</td>
<td>$109.95</td>
<td>$112.37</td>
<td>$114.84</td>
<td>$117.37</td>
</tr>
<tr>
<td>541690E; 541990TAD</td>
<td>GIS TECHNICIAN</td>
<td>$71.79</td>
<td>$73.37</td>
<td>$74.98</td>
<td>$76.63</td>
<td>$78.32</td>
</tr>
<tr>
<td>611430; 541690E; 541990TAD</td>
<td>GIS TRAINER</td>
<td>$104.40</td>
<td>$106.69</td>
<td>$109.04</td>
<td>$111.44</td>
<td>$113.89</td>
</tr>
<tr>
<td>541690E; 541611; 541990TAD</td>
<td>LOAN SPECIALIST – REPORTING OFFICER</td>
<td>$111.02</td>
<td>$113.47</td>
<td>$115.96</td>
<td>$118.51</td>
<td>$121.12</td>
</tr>
<tr>
<td>541690E; 541611; 541990TAD</td>
<td>MANAGEMENT ANALYST I</td>
<td>$71.79</td>
<td>$73.37</td>
<td>$74.98</td>
<td>$76.63</td>
<td>$78.32</td>
</tr>
<tr>
<td>541690E; 541611</td>
<td>MANAGEMENT ANALYST II</td>
<td>$86.62</td>
<td>$88.53</td>
<td>$90.47</td>
<td>$92.46</td>
<td>$94.50</td>
</tr>
<tr>
<td>541690E; 541611</td>
<td>MANAGEMENT ANALYST III</td>
<td>$104.42</td>
<td>$106.72</td>
<td>$109.07</td>
<td>$111.46</td>
<td>$113.92</td>
</tr>
<tr>
<td>541690E; 541611</td>
<td>MARKETING I</td>
<td>$71.79</td>
<td>$73.37</td>
<td>$74.98</td>
<td>$76.63</td>
<td>$78.32</td>
</tr>
<tr>
<td>541690E; 541611</td>
<td>MARKETING II</td>
<td>$85.09</td>
<td>$86.96</td>
<td>$88.87</td>
<td>$90.83</td>
<td>$92.83</td>
</tr>
<tr>
<td>541690E; 541611</td>
<td>MARKETING III</td>
<td>$101.80</td>
<td>$104.04</td>
<td>$106.33</td>
<td>$108.67</td>
<td>$111.06</td>
</tr>
<tr>
<td>541690E; 541990TAD</td>
<td>MECHANICAL ENGINEER I</td>
<td>$75.34</td>
<td>$76.99</td>
<td>$78.69</td>
<td>$80.42</td>
<td>$82.19</td>
</tr>
<tr>
<td>541690E; 541990TAD</td>
<td>MECHANICAL ENGINEER II</td>
<td>$88.63</td>
<td>$90.58</td>
<td>$92.57</td>
<td>$94.61</td>
<td>$96.69</td>
</tr>
<tr>
<td>541690E; 541990TAD</td>
<td>MECHANICAL ENGINEER III</td>
<td>$105.67</td>
<td>$108.00</td>
<td>$110.37</td>
<td>$112.80</td>
<td>$115.28</td>
</tr>
<tr>
<td>541690E; 541611</td>
<td>NATURAL RESOURCE SPECIALIST</td>
<td>$62.00</td>
<td>$63.36</td>
<td>$64.76</td>
<td>$66.18</td>
<td>$67.64</td>
</tr>
<tr>
<td>541690E; 541990TAD</td>
<td>PETROLEUM ENGINEER (GEOTHERMAL)</td>
<td>$78.90</td>
<td>$80.64</td>
<td>$82.41</td>
<td>$84.22</td>
<td>$86.08</td>
</tr>
<tr>
<td>541690E; 541990TAD</td>
<td>PETROLEUM ENGINEER I</td>
<td>$72.57</td>
<td>$74.16</td>
<td>$75.80</td>
<td>$77.46</td>
<td>$79.17</td>
</tr>
<tr>
<td>541690E; 541990TAD</td>
<td>PETROLEUM GEOLOGIST I</td>
<td>$71.79</td>
<td>$73.37</td>
<td>$74.98</td>
<td>$76.63</td>
<td>$78.32</td>
</tr>
<tr>
<td>541690E; 541990TAD</td>
<td>PETROLEUM GEOPHYSICIST – DATA</td>
<td>$76.76</td>
<td>$78.44</td>
<td>$80.17</td>
<td>$81.93</td>
<td>$83.74</td>
</tr>
<tr>
<td>541690E; 541990TAD</td>
<td>PETROLEUM GEOPHYSICIST -</td>
<td>$124.11</td>
<td>$126.84</td>
<td>$129.63</td>
<td>$132.48</td>
<td>$135.40</td>
</tr>
<tr>
<td>541690E; 541611</td>
<td>PROGRAM ANALYST I</td>
<td>$73.95</td>
<td>$75.58</td>
<td>$77.24</td>
<td>$78.94</td>
<td>$80.68</td>
</tr>
<tr>
<td>541690E; 541611</td>
<td>PROGRAM ANALYST II</td>
<td>$89.68</td>
<td>$91.66</td>
<td>$93.67</td>
<td>$95.73</td>
<td>$97.84</td>
</tr>
<tr>
<td>541690E; 541611</td>
<td>PROGRAM ANALYST III</td>
<td>$101.13</td>
<td>$103.35</td>
<td>$105.63</td>
<td>$107.95</td>
<td>$110.33</td>
</tr>
<tr>
<td>541690E; 541611; 541990TAD</td>
<td>PROJECT MANAGER</td>
<td>$92.40</td>
<td>$94.43</td>
<td>$96.51</td>
<td>$98.63</td>
<td>$101.80</td>
</tr>
<tr>
<td>541690E; 541611; 541990TAD</td>
<td>RECORDS MANAGER</td>
<td>$60.13</td>
<td>$61.45</td>
<td>$62.80</td>
<td>$64.19</td>
<td>$65.60</td>
</tr>
<tr>
<td>541690E; 541611; 541990TAD</td>
<td>REGULATORY AND LEGAL SUPPORT</td>
<td>$86.69</td>
<td>$88.60</td>
<td>$90.55</td>
<td>$92.54</td>
<td>$94.57</td>
</tr>
<tr>
<td>541690E; 541611; 541990TAD</td>
<td>SYSTEMS ADMINISTRATOR</td>
<td>$78.62</td>
<td>$80.35</td>
<td>$82.12</td>
<td>$83.92</td>
<td>$85.77</td>
</tr>
</tbody>
</table>
Service Contract Labor Standards (SCLS)

<table>
<thead>
<tr>
<th>SCLS Eligible Contract Labor</th>
<th>SCLS Equivalent Code Title</th>
<th>WD Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADMINISTRATIVE SPECIALIST**</td>
<td>01020 - Administrative Assistant</td>
<td>2015-5361</td>
</tr>
</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>Labor Category</th>
<th>Min Edu</th>
<th>Min Exp</th>
<th>PhD</th>
<th>Masters</th>
<th>Bachelors</th>
<th>Associate</th>
<th>High School</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADMINISTRATIVE SPECIALIST**</td>
<td>Bachelors</td>
<td>2</td>
<td>N/A</td>
<td>0</td>
<td>Bachelors</td>
<td>4</td>
<td>6</td>
</tr>
<tr>
<td>CHEMICAL ENGINEER</td>
<td>Bachelors</td>
<td>2</td>
<td>N/A</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>CIVIL ENGINEER I</td>
<td>Bachelors</td>
<td>2</td>
<td>N/A</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>CIVIL ENGINEER II</td>
<td>Bachelors</td>
<td>5</td>
<td>1</td>
<td>3</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>CIVIL ENGINEER III</td>
<td>Masters</td>
<td>10</td>
<td>8</td>
<td>12</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>ECONOMIST</td>
<td>Bachelors</td>
<td>2</td>
<td>N/A</td>
<td>0</td>
<td>4</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>EDITOR / PUBLIC RELATIONS</td>
<td>Bachelors</td>
<td>5</td>
<td>1</td>
<td>3</td>
<td>7</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>ELECTRICAL ENGINEER</td>
<td>Bachelors</td>
<td>2</td>
<td>N/A</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>ENVIRONMENTAL ENGINEER</td>
<td>Bachelors</td>
<td>2</td>
<td>N/A</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>FINANCIAL MANAGER I</td>
<td>Bachelors</td>
<td>3</td>
<td>N/A</td>
<td>1</td>
<td>5</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>FINANCIAL MANAGER II</td>
<td>Bachelors</td>
<td>5</td>
<td>1</td>
<td>3</td>
<td>7</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>FINANCIAL MANAGER III</td>
<td>Masters</td>
<td>10</td>
<td>8</td>
<td>12</td>
<td>14</td>
<td>16</td>
<td></td>
</tr>
<tr>
<td>GIS DATA TECHNICIAN</td>
<td>Bachelors</td>
<td>1</td>
<td>N/A</td>
<td>0</td>
<td>3</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>GIS MAP TECHNICIAN</td>
<td>Bachelors</td>
<td>3</td>
<td>N/A</td>
<td>1</td>
<td>5</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>GIS SOFTWARE DEVELOPER</td>
<td>Bachelors</td>
<td>4</td>
<td>0</td>
<td>2</td>
<td>6</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>GIS TECHNICIAN</td>
<td>Bachelors</td>
<td>2</td>
<td>N/A</td>
<td>0</td>
<td>4</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>GIS TRAINER</td>
<td>Bachelors</td>
<td>3</td>
<td>N/A</td>
<td>1</td>
<td>5</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>LOAN SPECIALIST – REPORTING OFFICER</td>
<td>Bachelors</td>
<td>7</td>
<td>3</td>
<td>5</td>
<td>9</td>
<td>11</td>
<td></td>
</tr>
<tr>
<td>MANAGEMENT ANALYST I</td>
<td>Bachelors</td>
<td>3</td>
<td>N/A</td>
<td>1</td>
<td>5</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>MANAGEMENT ANALYST II</td>
<td>Bachelors</td>
<td>5</td>
<td>1</td>
<td>3</td>
<td>7</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>MANAGEMENT ANALYST III</td>
<td>Masters</td>
<td>10</td>
<td>8</td>
<td>12</td>
<td>14</td>
<td>16</td>
<td></td>
</tr>
<tr>
<td>MARKETING I</td>
<td>Bachelors</td>
<td>2</td>
<td>N/A</td>
<td>0</td>
<td>4</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>MARKETING II</td>
<td>Bachelors</td>
<td>5</td>
<td>1</td>
<td>3</td>
<td>7</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>MARKETING III</td>
<td>Masters</td>
<td>10</td>
<td>8</td>
<td>12</td>
<td>14</td>
<td>16</td>
<td></td>
</tr>
<tr>
<td>MECHANICAL ENGINEER I</td>
<td>Bachelors</td>
<td>2</td>
<td>N/A</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>MECHANICAL ENGINEER II</td>
<td>Bachelors</td>
<td>5</td>
<td>1</td>
<td>3</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>MECHANICAL ENGINEER III</td>
<td>Masters</td>
<td>10</td>
<td>8</td>
<td>12</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>NATURAL RESOURCE SPECIALIST</td>
<td>Bachelors</td>
<td>2</td>
<td>N/A</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>PETROLEUM ENGINEER (GEOTHERMAL)</td>
<td>Bachelors</td>
<td>2</td>
<td>N/A</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>PETROLEUM ENGINEER I</td>
<td>Bachelors</td>
<td>2</td>
<td>N/A</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>PETROLEUM GEOLOGIST I</td>
<td>Bachelors</td>
<td>2</td>
<td>N/A</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>PETROLEUM GEOPHYSICIST – DATA PROCESSING</td>
<td>Bachelors</td>
<td>5</td>
<td>1</td>
<td>3</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>PETROLEUM GEOPHYSICIST - INTERPRETATION</td>
<td>Bachelors</td>
<td>5</td>
<td>1</td>
<td>3</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>PROGRAM ANALYST I</td>
<td>Bachelors</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>2</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>PROGRAM ANALYST II</td>
<td>Bachelors</td>
<td>5</td>
<td>1</td>
<td>3</td>
<td>7</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>PROGRAM ANALYST III</td>
<td>Masters</td>
<td>10</td>
<td>8</td>
<td>12</td>
<td>14</td>
<td>16</td>
<td></td>
</tr>
<tr>
<td>PROJECT MANAGER</td>
<td>Bachelors</td>
<td>3</td>
<td>N/A</td>
<td>1</td>
<td>5</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>RECORDS MANAGER</td>
<td>Bachelors</td>
<td>2</td>
<td>N/A</td>
<td>0</td>
<td>4</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>REGULATORY AND LEGAL SUPPORT SPECIALIST</td>
<td>Bachelors</td>
<td>5</td>
<td>1</td>
<td>3</td>
<td>7</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>SYSTEMS ADMINISTRATOR</td>
<td>Bachelors</td>
<td>5</td>
<td>1</td>
<td>3</td>
<td>7</td>
<td>9</td>
<td></td>
</tr>
</tbody>
</table>