GENERAL SERVICES ADMINISTRATION

Federal Supply Service

Authorized Federal Supply Schedule Pricelist
On-line access to contract ordering information, terms and condition, 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 http://www.gsaadvantage.gov.

Schedule: Multiple Award Schedule

Federal Supply Group: Professional Services

Contract Number: 47QRAA22D008B

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

Contract Period: April 14, 2022 to April 13, 2027

Contractor Name: Ross & Associates Environmental Consulting, Ltd., dba Ross Strategic Contractor

Address: 1325 4th Ave, Suite 1600, Seattle, WA 98101

Contractor Telephone: (206) 447-1805

Contractor Fax: (206) 447-0956

Contractor Website: www.rossstrategic.com

Contractor Point of Contact:
Mr. Dan Pletsch, GSA FSS Contract Administrator and Authorized Negotiator dpletsch@rossstrategic.com (email)

Business Size: Small Business

Price List: The Price List is current as of modification PO-0001 effective 4/14/2022
Customer Information

1a. **Awarded Special Item Numbers (SINs):**
- SIN 541370GIS – Geographic Information Systems (GIS) Services
- SIN 541611 – Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
- SIN 541620 – Environmental Consulting Services
- OLM – Order-Level Materials

SINs 541370GIS, 541611, and 541620 are priced at the hourly rates identified in 1c. OLMs are priced at the Order Level. SINs descriptions can be found in the Section *Who We Are* under the heading **Special Item Numbers (SINs) Available.**

1b. **Lowest Price Model Number and Lowest Unit Price:** Not applicable

1c. **Labor Categories and Rates:**

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4/14/2022 to 4/13/2023</td>
<td>4/14/2023 to 4/13/2024</td>
<td>4/14/2024 to 4/13/2025</td>
<td>4/14/2025 to 4/13/2026</td>
<td>4/14/2026 to 4/13/2027</td>
</tr>
<tr>
<td>Executive Advisor</td>
<td>$266.78</td>
<td>$274.62</td>
<td>$282.69</td>
<td>$291.00</td>
<td>$299.56</td>
</tr>
<tr>
<td>Principal</td>
<td>$233.87</td>
<td>$240.75</td>
<td>$247.83</td>
<td>$255.12</td>
<td>$262.62</td>
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<tr>
<td>Senior Strategic Advisor</td>
<td>$170.43</td>
<td>$175.44</td>
<td>$180.60</td>
<td>$185.91</td>
<td>$191.38</td>
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<tr>
<td>Senior Technical Advisor</td>
<td>$180.50</td>
<td>$185.81</td>
<td>$191.27</td>
<td>$196.89</td>
<td>$202.68</td>
</tr>
<tr>
<td>Senior Associate</td>
<td>$160.96</td>
<td>$165.69</td>
<td>$170.56</td>
<td>$175.57</td>
<td>$180.73</td>
</tr>
<tr>
<td>Senior Analyst</td>
<td>$120.23</td>
<td>$123.76</td>
<td>$127.40</td>
<td>$131.15</td>
<td>$135.01</td>
</tr>
<tr>
<td>Technical Advisor</td>
<td>$106.87</td>
<td>$110.01</td>
<td>$113.24</td>
<td>$116.57</td>
<td>$120.00</td>
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<tr>
<td>Associate</td>
<td>$103.97</td>
<td>$107.03</td>
<td>$110.18</td>
<td>$113.42</td>
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</tr>
<tr>
<td>Analyst</td>
<td>$100.07</td>
<td>$103.01</td>
<td>$106.04</td>
<td>$109.16</td>
<td>$112.37</td>
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<tr>
<td>Consultant</td>
<td>$92.95</td>
<td>$95.68</td>
<td>$98.49</td>
<td>$101.39</td>
<td>$104.37</td>
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<tr>
<td>Junior Analyst</td>
<td>$85.95</td>
<td>$88.48</td>
<td>$91.08</td>
<td>$93.76</td>
<td>$96.52</td>
</tr>
<tr>
<td>Junior Advisor</td>
<td>$85.05</td>
<td>$87.55</td>
<td>$90.12</td>
<td>$92.77</td>
<td>$95.50</td>
</tr>
<tr>
<td>Research Associate</td>
<td>$85.98</td>
<td>$88.51</td>
<td>$91.11</td>
<td>$93.79</td>
<td>$96.55</td>
</tr>
<tr>
<td>Graphics Designer</td>
<td>$111.49</td>
<td>$114.77</td>
<td>$118.14</td>
<td>$121.61</td>
<td>$125.19</td>
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<tr>
<td>Document Writer</td>
<td>$105.89</td>
<td>$109.00</td>
<td>$112.20</td>
<td>$115.50</td>
<td>$118.90</td>
</tr>
<tr>
<td>Clerical **</td>
<td>$96.79</td>
<td>$99.64</td>
<td>$102.57</td>
<td>$105.59</td>
<td>$108.69</td>
</tr>
</tbody>
</table>

Other Direct Costs (ODCs) including travel, telephone, web and teleconferencing costs, materials and supplies, website and domain development and maintenance costs, graphics, and postage. All ODCs are charged directly to clients as Non-Schedule items. Ross does not charge General & Administrative cost or fee on ODCs.
Labor Category descriptions can be found in the Section *Who We Are* under the heading **Labor Categories Descriptions**.

2. **Maximum Order Limitation**: $1,000,000

3. **Minimum Order**: $100

4. **Geographic Coverage (Delivery Area)**: Domestic Only

5. **Point(s) of Production**: Not applicable

6. **Discount from List Prices or Statement of Net Price**: Not applicable

7. **Quantity Discounts**: Not applicable

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**: None

10a. **Time of Delivery**: As stated on Agency issued task orders

10b. **Expedited Delivery**: Contact Contractor

10c. **Overnight and 2-day Delivery**: Contact Contractor

10d. **Urgent Requirements**: Contact Contractor

11. **FOB Point(s)**: Destination

12a. **Ordering Address**:
Mr. Dan Pletsch  
Ross & Associates Environmental Consulting, Ltd., dba Ross Strategic  
1325 4th Ave, Suite 1600  
Seattle, WA 98101

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**:
Ross & Associates Environmental Consulting, Ltd., dba Ross Strategic 1325 4th Ave, Suite 1600  
Seattle, WA 98101

14. **Warranty Provision**: None offered

15. **Export Packaging Charges**: 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):**

   • Main office is located in a LEED-certified building.
   • For office space renovations, the firm has used recycled or rapidly renewable materials for flooring, wall board, millwork, and carpet in addition to using low volatile organic compound (VOC) paint and energy-efficient lighting.
   • The firm uses 100% post-consumer and recycled office paper supplies.
   • Maintain an office-wide recycling and composting program to minimize the firm’s waste stream.
   • Implemented paperless office processes including invoicing, reporting, and payroll.
   • Made significant IT upgrades to save power including, smart power strips, LCD monitors, and power management software.
   • To reduce air pollutants, staff receive monthly public transportation passes as part of their benefits package. Over 90% of staff commuting trips are by public transportation, walking, or bicycling.
   • Purchase carbon offsets on an annual basis.

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:** C6RZS24B1YG4

24. **Notification regarding registration in System for Award Management (SAM) database:** Ross & Associates Environmental Consulting, Ltd., dba Ross Strategic, is a registered contractor in the System for Award Management (SAM) at: https://www.sam.gov.
Who We Are

Company Overview:
Ross & Associates Environmental Consulting, Ltd. (doing business as Ross Strategic) is a small group of highly motivated professionals committed to tackling environmental, public health, transportation, energy, and natural resource challenges. In operation for over 30 years, we have a reputation for responsive, insightful, and well-crafted advice that exceeds our clients’ expectations, bringing them back again and again. We look forward to the opportunity to do the same for your organization.

What We Offer Our Clients:
Ross specializes in helping clients to comprehend the full depth of the issues they face and to function effectively. The strengths of the firm are focused upon assisting environmental, energy, natural resources, and public health organizations to improve their policies and programs and address emerging issues, think strategically, establish sound policies, and develop solutions to complex problems.

Ross Strategic offers: collaborative process design and implementation, facilitation, meeting management, stakeholder analysis and issues assessments, knowledge and information management, policy analysis and research, program evaluation, and strategic planning. Our clients – public institutions, private business, not-for-profit organizations, and foundations – turn to us for our ability to use ideas and information to shape strategy, design programs and policies, and evaluate performance.

Ross is an expert at providing coordination, facilitation, decision-making, research, and outreach / communication support services to organizations for programmatic management and collaborative efforts. With respect to stakeholder engagement, our services include:

- identifying and defining the overall process/or and programmatic goals
- identifying and recruiting work group and meeting participants
- coordinating logistics
- drafting and refining charters, guidelines, ground rules, and agendas
- convening and facilitating large and small group webinars, conference calls, and in-person meetings
- providing and/or engaging technical content expertise
- using problem solving techniques to resolve disputes, disagreements and divergent views
- identifying and managing access to reference materials
- developing or summarizing policies, studies, analyses, reports, and white papers
- identifying and addressing emerging issues and needs
- evaluating performance towards meeting programmatic goals
- providing documentation of discussion, activities, recommendations, and implementation efforts for planning and for the permanent record
- communicating about, presenting, and promoting the work to and between affected parties and interested audiences

To learn more about our work and to see examples of our projects visit http://www.rossstrategic.com/services.php.
Special Item Numbers (SINs) Available:

SIN 541370GIS – Geographic Information Systems (GIS) Services
Ross provides services that include support of environmental programs. Services include, but are not limited to:
- creation/enforcement of environmental legislation
- environmental impact analyses
- environmental regulatory compliance
- habitat conservation plans and modeling
- natural resource planning
- watershed characterization for mitigation planning

SIN 541611 – Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
Ross provides consulting services in support of agencies' mission oriented business functions including management, organizational, and business improvement efforts. Services covered include, but are not limited to:
- management and/or strategy consulting, including research, evaluations, analyses, reports, business policy and regulation development assistance, strategy formulation, and executive coaching
- survey administration, data validation and analysis, reporting, and stakeholder briefing
- advisory and assistance services as defined in accordance with FAR 37.203, including engaging stakeholders and experts
- facilitation and related decision support services

Ross also provides support of agencies' mission oriented business projects or programs and achieving mission performance goals. Services covered include but are not limited to:
- all phases of program or project management, from planning to closeout
- operational/administrative business support services in order to carry out program objectives

SIN 541620 – Environmental Consulting Services
Ross provides consulting services that include the development, planning, facilitation, coordination, and documentation of and/or for environmental initiatives. Types of initiatives include:
- environmental program management
- environmental regulations and policy development
- economic, technical, and risk analyses in support of environmental needs
- development of plans to meet environmental regulations
- environmental management systems (EMS)
- endangered species, wetlands, watersheds, and other natural resource management plans, studies, and consultations
- vulnerability assessments
- compliance and beyond compliance management planning
- pollution prevention
- permitting

OLM and OLMRC – Order-Level Materials
Order-Level Materials (OLMs) are supplies and/or services acquired in direct support of an individual task or delivery order placed against a Federal Supply Schedule (FSS) contract or FSS blanket purchase agreement (BPA). OLMs are not defined, priced, or awarded at the FSS contract level. They are unknown before a task or delivery order is placed against the FSS contract or FSS BPA. OLMs are only authorized for inclusion at the order level under a Time-and-Materials (T&M) or Labor-Hour (LH) Contract Line Item Number (CLIN) and are subject to a Not To Exceed (NTE) ceiling price. OLMs include direct materials, subcontracts for supplies and incidental services for which there is not a labor category
specified in the FSS contract, other direct costs, and indirect costs. OLMs are purchased under the authority of the FSS Program and are not “open market items.”

Items awarded under ancillary supplies/services or other direct cost (ODC) SINs are not OLMs. These items are defined, priced, and awarded at the FSS contract level, whereas OLMs are unknown before an order is placed. Ancillary supplies/services and ODC SINs are for use under all order type CLINs (Fixed Price (FP), T&M, and LH), whereas the Order-Level Materials SIN is only authorized for use under T&M and LH order CLINs.

The Order-Level Materials SIN is only authorized for use in direct support of another awarded SIN. Price analysis for OLMs is not conducted when awarding the FSS contract or FSS BPA; therefore, GSAR 538.270 and 538.271 do not apply to OLMs.

OLMs are defined and priced at the ordering activity level in accordance with GSAR clause 552.238-82 Special Ordering Procedures for the Acquisition of Order-Level Materials. Prices for items provided under the Order-Level Materials SIN must be inclusive of the Industrial Funding Fee (IFF). The cumulative value of OLMs in an individual task or delivery order cannot exceed 33.33% of the total value of the order.

**Labor Categories Descriptions:** The labor category descriptions are listed below for all awarded labor categories:

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Degree</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Advisor</td>
<td>Bachelors</td>
<td>15</td>
</tr>
<tr>
<td>Principal</td>
<td>Bachelors</td>
<td>15</td>
</tr>
<tr>
<td>Senior Strategic Advisor</td>
<td>Bachelors</td>
<td>12</td>
</tr>
<tr>
<td>Senior Technical Advisor</td>
<td>Bachelors</td>
<td>12</td>
</tr>
</tbody>
</table>

- **Executive Advisor**
  - Plans, conducts, and supervises projects of major significance. Provides specialized technical expertise, advice, coaching, and counsel to other professionals, including program executives and managers, and is nationally recognized as an expert in their field. Operates with complete latitude for unreviewed action.

- **Principal**
  - Plans, conducts, and supervises projects of major significance, necessitating advanced knowledge of environmental issues, organizational structures, and facilitation/mediation techniques. Requires the ability to originate and apply new and unique methods and procedures. Supplies technical and strategic advice and counsel to other professionals. Operates with complete latitude for unreviewed action.

- **Senior Strategic Advisor**
  - Plans, conducts, supervises, and provides strategic advice on projects of major significance, necessitating advanced knowledge of environmental issues, organizational structures, and facilitation/mediation techniques. Requires the ability to originate and apply new and unique methods and procedures, while understanding the complex context of the issues. Operates with wide latitude for unreviewed action. Knowledge base is primarily developed through long-term, high level work experience.

- **Senior Technical Advisor**
  - Designs, leads, supervises, and provides strategic advice on the technical aspects of projects of major significance, necessitating advanced knowledge of technology, environmental policy issues, organizational structures, and facilitation/mediation techniques.
<table>
<thead>
<tr>
<th>Position</th>
<th>Education</th>
<th>Experience</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Senior Associate</strong></td>
<td>Bachelors</td>
<td>10</td>
<td>Requires the ability to originate and apply new and unique methods and procedures, while understanding the complex context of the issues. Operates with wide latitude for unreviewed action.</td>
</tr>
<tr>
<td><strong>Senior Analyst</strong></td>
<td>Bachelors</td>
<td>10</td>
<td>Designs, leads, and supervises projects which require advanced research, analysis, and evaluation. Requires the ability to originate and apply new and unique methods and procedures, while understanding the complex context of the issues. Manages project teams comprised of more junior level staff. Manages and maintains communications with client project officer. Operates with latitude for unreviewed action.</td>
</tr>
<tr>
<td><strong>Technical Advisor</strong></td>
<td>Bachelors</td>
<td>6</td>
<td>Under the direction of more senior level staff, designs, leads, and supervises less complex projects. Supervises more junior level staff or performs routine project management duties relating to the project budget or client communication. Requires knowledge of environmental issues, organizational structures, and facilitation/mediation techniques. Operates with some latitude for unreviewed action or decision.</td>
</tr>
<tr>
<td><strong>Associate</strong></td>
<td>Bachelors</td>
<td>6</td>
<td>Under the direction of more senior level staff, performs non-routine and complex technical assignments on projects of major significance. Designs, leads, and supervises less complex projects. Supervises more junior level staff or perform routine project management duties relating to the project budget or client communication. Requires knowledge of environmental issues, organizational structures, and facilitation/mediation techniques. Operates with some latitude for unreviewed action or decision.</td>
</tr>
<tr>
<td><strong>Analyst</strong></td>
<td>Bachelors</td>
<td>6</td>
<td>Under the direction of more senior level staff, designs, leads, and supervises less complex projects. Operational decisions may be made subject to guidance and consultation with supervisor. Requires knowledge of environmental issues, organizational structures, and facilitation/mediation techniques. Operates with some latitude for unreviewed action or decision.</td>
</tr>
<tr>
<td><strong>Consultant</strong></td>
<td>Bachelors</td>
<td>4</td>
<td>Under the direction of more senior level staff, manages general and client communications, collects and manages information, develops products used in facilitation, policy development, organization or systems development, and/or program and process evaluation. Work assignments are varied and require some originality and ingenuity. Requires knowledge of environmental issues, organizational structures, and facilitation/mediation techniques. Operates with some latitude for unreviewed action or decision.</td>
</tr>
<tr>
<td>Role</td>
<td>Education</td>
<td>Experience</td>
<td>Duties Description</td>
</tr>
<tr>
<td>---------------------------</td>
<td>-----------</td>
<td>------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Junior Analyst</strong></td>
<td>Bachelors</td>
<td>3</td>
<td>Under the direction of more senior level staff, conducts basic research and analysis on assignments on smaller or more minor projects. Work assignments are varied and require some originality and ingenuity. Requires basic knowledge of environmental issues, organizational structures, and facilitation/mediation techniques. Operates with some latitude for unreviewed action or decision.</td>
</tr>
<tr>
<td><strong>Junior Advisor</strong></td>
<td>Bachelors</td>
<td>0</td>
<td>Under the direction of more senior level staff, performs routine technical assignments on smaller or more minor projects. Requires basic knowledge of environmental issues, organizational structures, and facilitation/mediation techniques. Operates with little latitude for unreviewed action or decision.</td>
</tr>
<tr>
<td><strong>Research Associate</strong></td>
<td>Bachelors</td>
<td>0</td>
<td>Under the direction of more senior level staff, performs routine or standard assignments on smaller or more minor projects. Researches and collects information that helps further define or illuminate particular issues. Requires basic knowledge of environmental issues, organizational structures, and facilitation/mediation techniques. Operates with little latitude for unreviewed action or decision.</td>
</tr>
<tr>
<td><strong>Graphics Designer</strong></td>
<td>Bachelors</td>
<td>3</td>
<td>Duties to be performed by these professionals include translating technical narrative publications to a graphic or web design format. Demonstrates ability to work with the writing/editorial staff to ensure that the style and design of documents enhance readability, and present balance of narrative and graphic information, offer suggestions for transforming narrative information to graphics.</td>
</tr>
<tr>
<td><strong>Document Writer</strong></td>
<td>Bachelors</td>
<td>3</td>
<td>Duties to be performed by these professionals include writing, reviewing, and editing technical of publications, translating technical language to “plain English”, as well as ensuring consistency in presentation and use of graphics in documents. Demonstrates ability to work with the design staff to ensure that the style and design of documents enhance readability, and present balance of narrative and graphic information, and offers suggestions for transforming narrative information to graphics.</td>
</tr>
<tr>
<td><strong>Clerical</strong></td>
<td>High School</td>
<td>0</td>
<td>Performs routine administrative functions for the business, including preparing, transcribing, transferring, systematizing, and preserving written communications and record; gathering and distributing information; operating office machines; operating telephone systems; scheduling; and arranging travel and conference logistics.</td>
</tr>
</tbody>
</table>

**Education and Experience Substitutions:**
Consistent with Ross Strategic hiring practices, experience can be substituted for education and education for experience.

The table below provides Ross Strategic’s education/experience substitution guidelines. Experience, education, and description of duties for the service categories in the schedule are provided as a guideline to the typical background for staff to be provided under individual task orders. Ross Strategic will review each task order opportunity to determine the best candidate available.
### Degree Related Work Related Degree and Experience Substitution

<table>
<thead>
<tr>
<th>Degree</th>
<th>Related Work</th>
<th>Related Degree and Experience Substitution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate's</td>
<td>2 years’ work experience may be substituted for an Associate's Degree</td>
<td>2 years’ work experience may be substituted for an Associate's Degree</td>
</tr>
<tr>
<td>Bachelor's</td>
<td>4 years’ work experience may be substituted for a Bachelor's Degree</td>
<td>Associate's Degree plus 2 years work experience may be substituted for a Bachelor's Degree</td>
</tr>
</tbody>
</table>

**Clients:**
U.S. Environmental Protection Agency - National and Regional Offices
U.S. Department of Energy
Centers for Disease Control and Prevention
National Oceanic and Atmospheric Administration, National Marine Fisheries Service
State and Local Governmental Agencies
Associations and Federations
Foundations and Non-Profit Agencies
Private Industry

**Ordering:**
Contract Administrator: Dan Pletsch, Contact Manager (206) 447-1805

**Service Contract Labor Standards (SCLS) Effected Labor Category:**
Awarded rate meets or exceeds the minimum wage rate as identified in Wage Determination 2015-5535, Revision 15, dated 10/20/2021, currently incorporated into Multiple Award Schedule for the SCLS non-exempt labor categories identified in the matrix below.

<table>
<thead>
<tr>
<th>SCLS Eligible Labor Category</th>
<th>SCLS Equivalent Code Title</th>
<th>Wage Determination No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clerical</td>
<td>01013 – Accounting Clerk III</td>
<td>2015-5535</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).