GENERAL SERVICES ADMINISTRATION
Federal Supply Service
Authorized Federal Supply Schedule Price List

SPECIAL ITEM NUMBER 518210C - CLOUD AND CLOUD-RELATED IT PROFESSIONAL SERVICES
SPECIAL ITEM NUMBER 541614CF - COMPREHENSIVE FURNITURE MANAGEMENT SERVICES
SPECIAL ITEM NUMBER 561210FS - FACILITIES SUPPORT SERVICES

Eighth Day Design Inc
7653 Leesburg Pike
Falls Church, VA 22043
(P) 703-562-3636 (F) 703-562-3637
www.eighthday.com
Contract Administrator: Carol J Muszynski, carol@eighthday.com

Schedule Title: Multiple Award Schedule
Federal Supply Group: Information Technology, Furniture and Furnishings, and Facilities Services

Contract Number: 47QTA21D00FR
Period Covered by Contract: 09/30/21 – 09/29/26
Business Size: Woman-Owned Small Business

Pricelist current through Modification #001, dated 09/30/21.

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

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

1. **Awarded Special Item Number(s):**

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<th>SIN</th>
<th>Description</th>
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<td>518210C</td>
<td>Cloud and Cloud-Related IT Professional Services</td>
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<tr>
<td>541614CF</td>
<td>Comprehensive Furniture Management Services</td>
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<td>561210FS</td>
<td>Facilities Support Services</td>
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<td>Order-Level Materials</td>
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1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract: See page 4.

1c. Descriptions of all corresponding commercial job titles with experience, functional responsibility and education are provided beginning on page 5.

2. **Maximum Order:**
   - For SIN 518210C - $500,000
   - For SIN 541614CF - $250,000
   - For SIN 561210FS - $1,000,000
   - For SIN OLM - $250,000

3. **Minimum Order:** $100

4. **Geographic Coverage:** Worldwide

5. **Point of Production:** N/A

6. **Prices Shown Herein are Net** (discount deducted)

7. **Quantity Discount:** None

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

9. **Foreign Items:** None

10. **Time of Delivery:** Eighth Day Design Inc shall deliver or perform services in accordance with the terms negotiated in an agency’s order.

10b. **Expedited Delivery:** Consult with Contractor

10c. **Overnight/2-Day Delivery:** Consult with Contractor

10d. **Urgent Requirements:** Consult with Contractor

11. **FOB Point:** Destination
12a. Ordering Address: Eighth Day Design Inc
ATTN: Carol J Muszynski
7653 Leesburg Pike
Falls Church, VA 22043
(P) 703-712-8307 (F) 703-562-3637
carol@eighthday.com

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

13. Payment Address: Eighth Day Design Inc
ATTN: Carol J Muszynski
7653 Leesburg Pike
Falls Church, VA 22043
(P) 703-712-8307 (F) 703-562-3637
carol@eighthday.com

14. Warranty Provisions: Not applicable

15. Export Packing charges: Not applicable

16. Terms and conditions of rental, maintenance, and repair: Not applicable

17. Terms and conditions of installation: Not applicable

18a. Terms and conditions of repair parts: Not applicable

18b. Terms and conditions for any other services: Not applicable

19. List of service and distribution points: Not applicable

20. List of participating dealers: Not applicable

21. Preventive maintenance: Not applicable

22a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: Not applicable

22b. Eighth Day Design Inc for Section 508 compliance information. The EIT standards can be found at: http://www.section508.gov

23. Unique Entity Identifier (UEI) Number: 622070464

24. Eighth Day Design Inc is registered in the System for Award Management (SAM) database.
# GSA HOURLY RATES
## SIN 518210C, 541614CF, and 561210FS

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</table>
Labor Category Descriptions

SIN 518210C

Cloud CAD Operator I

**Functional Responsibilities:** The Computer-Aided Design (CAD) Operator I role on Integrated Workplace Management System (IWMS) projects is to provide accurate CAD drawings and data to be included in the Cloud IWMS solution. The CAD Operator may work closely with the client staff to understand the client's spaces, as well as validate data related to the floor plans. They will also perform some data validation. The CAD Operator is responsible for connecting the pertinent CAD files to the Cloud based SaaS IWMS software by utilizing web services to connect to the files in the cloud environment.

**Minimum/General Experience:** 1 year
**Minimum Education:** High School

Cloud CAD Operator II

**Functional Responsibilities:** The CAD Operator II role on IWMS projects is to provide accurate CAD drawings and data to be included in the IWMS solution. This level of CAD Operator may work with multiple CAD programs (AutoCAD/Revit); have knowledge of multiple space measurement standards; and be able to consult with the client staff to help them understand the correct decisions to make when setting up standards. The CAD Operator is responsible for connecting the pertinent CAD files to the Cloud based SaaS IWMS software by utilizing web services to connect to the files in the cloud environment.

**Minimum/General Experience:** 2 years
**Minimum Education:** Associate’s

Cloud IWMS Administrator I

**Functional Responsibilities:** The Cloud IWMS Administrator I role is to assist the IWMS Expert in the implementation and configuration of the IWMS solution. This role may understand certain aspects of the administration of the solution, but will not be able to perform all of the duties of the Cloud IWMS Administrator II role.

**Minimum/General Experience:** 2 years
**Minimum Education:** Bachelor’s

Cloud IWMS Administrator II

**Functional Responsibilities:** The Cloud IWMS Administrator II role is to assist the IWMS Expert in the implementation and configuration of the IWMS solution. This role will understand the connections between the CAD files and the database and be able to troubleshoot this feature. This role will be able to configure and maintain more features and functions than the Cloud IWMS Administrator I role and may oversee more junior staff during the project.

**Minimum/General Experience:** 5 years
**Minimum Education:** Bachelor’s
**Cloud IWMS Administrator III**

**Functional Responsibilities:** The Cloud IWMS Administrator III role is to assist the IWMS Expert in the implementation and configuration of the IWMS solution. This role will understand how to perform full configurations of all features and functions of the software, as well as be able to build reports and train client staff on the use of the system. This role will understand the connections between the CAD files and the database and be able to troubleshoot this feature. The role will also oversee more junior staff during the project.

**Minimum/General Experience:** 8 years  
**Minimum Education:** Bachelor’s

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**Cloud IWMS Expert I**

**Functional Responsibilities:** The Cloud IWMS Expert I role is typically the senior technical lead role during the implementation and configuration of the IWMS solution. This role understands the front end and the backend (Web and Structured Query Language (SQL) Database) portion of the solution as well as the reporting engine used, security requirements (Single Sign-On (SSO), Security Assertion Mark-up Language (SAML)), and Internet Protocols (IPs). This role will also be able to build data integrations between systems. This role will consult with the client on best practices related to the data in the system. This person will oversee more junior staff during the project.

**Minimum/General Experience:** 10 years  
**Minimum Education:** Bachelor’s

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**Cloud IWMS Expert II**

**Functional Responsibilities:** The Cloud IWMS Expert II role is typically the senior technical lead role during the implementation and configuration of the IWMS solution. This role understands the front end and the backend (Web and SQL Database) portion of the solution as well as the reporting engine used, security requirements (SSO, SAML), and IPs. This role will also be able to build data integrations between systems. This role will consult with the client on best practices related to the data in the system. This person will oversee more junior staff during the project.

**Minimum/General Experience:** 15 years  
**Minimum Education:** Bachelor’s

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**Cloud IWMS Power User**

**Functional Responsibilities:** The Cloud IWMS Power User is experienced in the usage of the system but may not be experienced with implementation or configuration. They will be able to provide the client limited training on the front end experience of the solution.

**Minimum/General Experience:** 1 year  
**Minimum Education:** Bachelor’s

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**Cloud IWMS Principal**

**Functional Responsibilities:** The functional responsibility of the Cloud IWMS Principal role will be to maintain the relationship between the client and the company. This will include regular meetings, progress reports, and communication to ensure that the companies responsibilities are being met per the contract. The Cloud IWMS Principal will advise the client on new technologies and reporting that is
available across various IWMS Cloud solutions in order that the clients overall goals and objectives are being met.

**Minimum/General Experience:** 15 years  
**Minimum Education:** Bachelor’s

**Cloud IWMS Project Manager**  
*Functional Responsibilities:* The Cloud IWMS Project Manager (PM) role is the direct client contact point during the project. This role provides project schedules, updates, best practice suggestions, billing and contract updates, schedules meetings, and oversees the overall success of the project. This role also consults with the client to make suggestions on future use of the system and can perform full system demonstrations and training. This role may also oversee more junior staff during the project.

**Minimum/General Experience:** 5 years  
**Minimum Education:** Bachelor’s

**On-Site FT Cloud IWMS Administrator I**  
*Functional Responsibilities:* The On-Site FT Cloud IWMS Administrator role is to assist the Cloud IWMS Expert in the implementation and configuration of the IWMS solution on a routine basis for a particular client's system. This role may also provide the training to the client to facilitate the maintenance of the client's IWMS after the implementation phase. This role works closely with the client PM to understand the needs of the client staff and provide suggestions for future growth. This position sits works at client site FT and uses all client equip. This position also follows the client Holiday schedule.

**Minimum/General Experience:** 2 years  
**Minimum Education:** Bachelor’s

**On-Site FT -Cloud IWMS Expert I**  
*Functional Responsibilities:* The Cloud IWMS Expert I role is typically the senior technical lead role during the implementation and configuration of the IWMS solution. This role understands the front end and the backend (Web and SQL Database) portion of the solution as well as the reporting engine used, Security requirements (SSO and SAML), and IP protocols. This role will also be able to build data integrations between systems. This role will consult with the client on best practices related to the data in the system. This person will oversee more junior staff during the project. This position sits works at client site FT and uses all client equipment. This position also follows the client Holiday schedule.

**Minimum/General Experience:** 10 years  
**Minimum Education:** Bachelor’s
**CAD/CAFM Specialist**

**Functional Responsibilities:** The CAD/CAFM Specialist will maintain an accurate drawing database for the Cloud solution. The Specialist will create and maintain drawings that accurately reflect the furniture, furnishings, and assets in the space. They may perform floor walks of the facility to update the CAD plans and provide updates to the database after a move project is complete.

**Minimum/General Experience:** 3 years

**Minimum Education:** Bachelor's

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**CAFM Administrator I**

**Functional Responsibilities:** The CAFM Administrator I role is to assist the CAFM Expert in the implementation and configuration of the Cloud solution. The Administrator may also provide the training that is purchased and will help to maintain the client’s IWMS after the implementation phase.

**Minimum/General Experience:** 2 years

**Minimum Education:** Bachelor’s

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**CAFM Expert I**

**Functional Responsibilities:** The CAFM Expert is the technical lead during the implementation and configuration of the CAFM solution. This person will work with the client to consult on best practices for a successful implementation to meet the needs of the facilities team to maintain documentation of the facilities assets and furniture.

**Minimum/General Experience:** 10 years

**Minimum Education:** Bachelor’s

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**Designer I**

**Functional Responsibilities:** Designer I will support the design team with project documentation. They will order samples of all materials and products being considered, create 2D and 3D drawings, and assemble materials on finish boards. They will perform floor walks to verify assets. They will assist in punch list documentation and produce a package of all documents for Operations and Maintenance (O&M) binders at project completion.

**Minimum/General Experience:** 1 year

**Minimum Education:** Bachelor’s

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**Designer II**

**Functional Responsibilities:** Designer II will help develop the design concept, make specific selections of materials and furnishings, and produce a complete set of drawings and/or specifications. They will lead showroom tours and facilitate review of actual furniture samples to aid in selection of specific furnishings. They will assist in submittal review and attend on-site meetings during construction to ensure the furniture package is ordered as specified. The Designer will review the final installation of furniture on-site and develop punch lists to ensure the furniture is installed as specified.

**Minimum/General Experience:** 5 years

**Minimum Education:** Bachelor’s
**Designer III**

**Functional Responsibilities:** Designer III is responsible for the overseeing the technical aspects of the project. They will establish the overall design concept and direct the technical details of the drawings and furniture specifications. They will provide design direction to the project team, and they will provide Quality Control (QC) review of drawings and specifications during design and submittals during furniture purchasing.

**Minimum/General Experience:** 8 years  
**Minimum Education:** Bachelor’s

**Principal**

**Functional Responsibilities:** The Principal ensures that the overall goals of the project are being met and maintains open lines of communication with the client. The principal reviews overall progress and performance of the team, and ensures that the responsibilities and deliverables as stated in the contract are being met. This person will also manage the financial aspects of the project including billing review.

**Minimum/General Experience:** 20 years  
**Minimum Education:** Bachelor’s

**Project Manager I**

**Functional Responsibilities:** PM I is the single point of contact for the client and will relay all project requirements to the design team and any project consultants. They will establish the overall project schedule, lead regular meetings, create budgets, update progress reports, and ensure clear communication with all members of the team and client.

**Minimum/General Experience:** 10 years  
**Minimum Education:** Bachelor’s
**Facilities CAD/CAFM Specialist**

**Functional Responsibilities:** The Facilities CAD/CAFM Specialist will maintain an accurate drawing database for the Cloud solution. The Specialist will create new drawings for strategic planning and move projects. They may perform floor walks of the facility to update the CAD plans and provide updates to the database after a move project is complete.

**Minimum/General Experience:** 3 years  
**Minimum Education:** Bachelor’s

**Facilities CADD Operator I On-Site**

**Functional Responsibilities:** The Facilities CAD Operator I On-Site performs their duties while on the job-site. Their role on projects is to provide accurate CAD drawings to support the client needs. The CAD Operator may work closely with the client staff to understand the client’s spaces as well as validate data related to the floor plans.

**Minimum/General Experience:** 1 year  
**Minimum Education:** Associate’s

**Facilities CAFM Administrator I**

**Functional Responsibilities:** The Facilities CAFM Administrator I role is to assist the CAFM Expert in the implementation and configuration of the Cloud solution. The Administrator may also provide the training that is purchased and will help to maintain the client’s IWMS after the implementation phase.

**Minimum/General Experience:** 2 years  
**Minimum Education:** Bachelor’s

**Facilities CAFM Administrator II**

**Functional Responsibilities:** The Facilities CAFM Administrator II role is to assist the CAFM Expert in the implementation and configuration of the Cloud solution. The Administrator will also provide the training on software that is purchased and will help to maintain the client’s Cloud software after the implementation phase. The Administrator role may also oversee more junior staff during the project.

**Minimum/General Experience:** 5 years  
**Minimum Education:** Bachelor’s

**Facilities CAFM Expert I**

**Functional Responsibilities:** The Facilities CAFM Expert is the technical lead during the implementation and configuration of the CAFM solution. This person will work with the client to consult on best practices for a successful implementation to meet the needs of the facilities team to improve performance and operations.

**Minimum/General Experience:** 10 years  
**Minimum Education:** Bachelor’s

**Facilities CAFM Expert II**
**Functional Responsibilities:** The Facilities CAFM Expert is the senior technical lead during the implementation and configuration of the CAFM solution. This person will work with the client to consult on best practices for a successful implementation to meet the needs of the facilities team to improve performance and operations.

**Minimum/General Experience:** 15 years  
**Minimum Education:** Bachelor’s

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**Facilities Designer I**  
**Functional Responsibilities:** The Facilities Designer Level I will support the clients facilities management team by providing plans and floor walks to document existing conditions in the facility. This position will support more senior team members by providing documentation and drawings as needed for facility reports and studies.

**Minimum/General Experience:** 1 year  
**Minimum Education:** Bachelor’s

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**Facilities Designer I On-Site**  
**Functional Responsibilities:** The Facilities Designer I On-Site performs their duties while on the job-site. They will support the clients facilities management team by providing plans and floor walks to document existing conditions in the facility. This position will support more senior team members by providing documentation and drawings as needed for facility reports and studies.

**Minimum/General Experience:** 1 year  
**Minimum Education:** Bachelor’s

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**Facilities Designer II**  
**Functional Responsibilities:** The Facilities Designer II will support the Designer III in planning and design to meet the needs of the facility management team. They will create reports and assemble technical information for facility infrastructure studies. This position will contribute plans and documentation to support the overall strategic plan for the facility.

**Minimum/General Experience:** 5 years  
**Minimum Education:** Bachelor’s

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**Facilities Designer II On-Site**  
**Functional Responsibilities:** The Facilities Designer II On-Site performs their duties while on the job-site. They will support the Designer III in planning and design to meet the needs of the facility management team. They will create reports and assemble technical information for facility infrastructure studies. This position will contribute plans and documentation to support the overall strategic plan for the facility.

**Minimum/General Experience:** 5 years  
**Minimum Education:** Bachelor’s

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**Facilities Designer III**  
**Functional Responsibilities:** The Facilities Designer III is responsible for providing strategic planning, performing facilities studies, and overseeing technical review for infrastructure studies. They will
coordinate with other technical consultants to provide comprehensive solutions to support the needs of the facility.

**Minimum/General Experience:** 8 years  
**Minimum Education:** Bachelor’s

**Facilities Move Services Planner II**

**Functional Responsibilities:** The Facilities Move Services Planners provide operations management support for moves of employees and furniture. This person develops move schedules and creates phasing plans for complex moves. They manage all consultants involved in a move including Information Technology (IT), movers, and furniture providers. They develop tools to help employees adjust to their new space/furnishings. They perform QC inspections upon move completion, and follow up with customer service responses as needed.

**Minimum/General Experience:** 3 years  
**Minimum Education:** Bachelor’s

**Facilities Power User**

**Functional Responsibilities:** The Facilities Power User is experienced in the usage of the Cloud system but may not be experienced with implementation or configuration.

**Minimum/General Experience:** 1 year  
**Minimum Education:** Associate’s

**Facilities Principal**

**Functional Responsibilities:** The Facilities Principal ensures that the overall goals of the project are being met and maintains open lines of communication with the client. The principal reviews overall progress and performance of the team, and ensures that the responsibilities and deliverables as stated in the contract are being met. This person will also manage the financial aspects of the project including billing review.

**Minimum/General Experience:** 20 years  
**Minimum Education:** Bachelor’s

**Facilities Principal On-Site**

**Functional Responsibilities:** The Facilities Principal On-Site provides senior leadership to EDD’s on-site team and is embedded with the team performing their duties while on the job-site. They ensure that the overall goals of the project are being met and maintains open lines of communication with the client. The principal reviews overall progress and performance of the team, and ensures that the responsibilities and deliverables as stated in the contract are being met. This person will also manage the financial aspects of the project including billing review.

**Minimum/General Experience:** 20 years  
**Minimum Education:** Bachelor’s

**Facilities Project Manager I**

**Functional Responsibilities:** The Facilities PM I will serve as PM for all contractor employees. Provide oversight to verify hours worked and manage contract employees absences/other supervisory and
oversight matters. Serve as primary Point Of Contact (POC) for the Contracting Officer’s Representative (COR). Coordinate review of materials, submittals and shop drawings, full authority to develop cost proposals, and negotiate and sign call orders. Attend government/contractor status meetings, site visits, pre-final, and final inspections.

**Minimum/General Experience**: 10 years
**Minimum Education**: Bachelor’s

**Experience & Degree Substitution Equivalencies**
Experience exceeding the minimum shown may be substituted for education. Likewise, education exceeding the minimum shown may be substituted for experience.

<table>
<thead>
<tr>
<th>Equivalent Degree</th>
<th>Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate’s</td>
<td>High School/GED + 2 years relevant experience</td>
</tr>
<tr>
<td>Bachelor’s</td>
<td>Associate’s degree + 2 years relevant experience or High School/GED + 4 years relevant experience</td>
</tr>
<tr>
<td>Master’s</td>
<td>Bachelor’s + 2 years relevant experience or Associate’s degree + 4 years relevant experience or High School/GED + 6 years of relevant experience</td>
</tr>
<tr>
<td>Doctorate</td>
<td>Master’s + 2 years relevant experience or Bachelor’s + 4 years or Associate’s + 6 years relevant experience or High School/GED + 8 years relevant experience</td>
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