

Global Project Management

Mission success in the world's most severe environments

Versar Catalog and Price List

Professional Services Schedule

General Services Administration
Federal Supply Service Authorized Federal Supply
Schedule Price List Contract No.: GS-00F-0007L

Versar, Inc.
6850 Versar Center Drive
Springfield, VA 22151

General Services Administration

Federal Supply Service
Authorized Federal Supply Schedule Price List

Contract No.: GS-00F-0007L

Period of Performance: December 2014 to July 31,
2015 (base year), with Option Years until July 31,
2019

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VERSAR'S CONTACT INFORMATION

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CONTRACT OVERVIEW

Versar's General Services Administration's (GSA) Federal Supply Schedule Program GS-00F-0007L helps Federal agencies obtain commercial services faster easier, more efficiently, and cost-effectively. Under this program, GSA has established a Professional Services Schedule (PSS) to provide Federal agencies with a fast, efficient way to address your environmental, construction, and management needs. GSA has reviewed Versar's capabilities, negotiated the rates, and prequalified Versar to provide a wide-variety of services. Federal agencies place orders directly with the schedule contractor (i.e., Versar), who in turn makes deliveries directly to the customer. The following are examples of specific advantages of using the Versar PSS Schedule:

- Ordering is easy.
- It is open to all Federal agencies and the District of Columbia as well as other selected agencies such as World Bank, IMF, Peace Corps, UN, and NATO. In addition, it is available to federal, state and local agencies in the event of a disaster
- Competition requirements have been met (FAR 6.102(d)(3))
- Prices have been determined to be fair and reasonable.
- All applicable regulations apply; including small business set-aside determination (see FAR 19.502-1).
- The customer and Versar have a direct relationship, so there is no transfer of funds to GSA
- GSA customers select the schedule holder based on best value or other means.
- Volume discount pricing saves money.
- A teaming arrangement allows a total solution approach to customer needs.
- Blanket Purchase Agreements can be used to tailor services to customers' needs.

WHY VERSAR?

Versar, Inc. is a global project management company based in the Washington, DC metropolitan area, with 23 locations around the world. Since 1969, Versar has provided technical and management support to federal, state, and local government clients as well as to industries worldwide, delivering construction management, environmental sciences and engineering infrastructure solutions. Versar offers tailored and secure solutions in harsh environments providing clients with comprehensive engineering and construction management, environmental and professional services.

From a network of 23 offices located throughout the world, Versar has formed partnerships with our clients to help them comply with regulations, avoid liability, solve environmental problems, improve infrastructure, and prevent pollution. Since our formation in 1969, we have been involved in thousands of commercial and government engineering and environmental projects, ranging from decontamination cleanup of training ranges, airfields, and number of major buildings contaminated by PCBs and other chemicals to complex multi-disciplinary site remediation.

Versar staff worldwide includes civil, chemical, mechanical, and structural engineers; architects; chemists/biochemists; geochemists; geologists/hydrogeologists; hydrologists; biologists; environmental scientists; air and waste contaminant transport modelers; mathematicians; physicists; statisticians; meteorologists; and, construction management professionals among others. Our expertly trained staff of scientist, engineers, and business professionals allows us to offer a full range of capabilities, providing our clients with a single source for all of their environmental, engineering and construction and professional service needs. Our engineering services focus on diagnosing, characterizing, and innovatively assessing problems, evaluating alternatives, and developing and implementing solutions for environmental, professional and construction needs. The total global management concept embodied in these services differentiates and sets Versar apart.

SCOPE OF WORK AREAS

Environmental Solutions

The Environmental Solutions offers you a broad range of work areas covering all media (air, water, hazardous waste) and all government acts/regulations/executive orders pertaining to the environment. Representative scope areas are listed below by SIN. However, the intent of Environmental Solutions is to meet all environmental needs of a customer.

SIN 899-1 Environmental Consulting Services

The services include, but are not limited to:

- Planning and Documentation Services for the development, planning, facilitation, coordination, and documentation of and/or for environmental initiatives (or mandates such as Executive Order 13423) in areas of chemical, radiological, and/or hazardous materials;
- ISO 14001 Environmental Management System (EMS) and sustainable performance measure development;
- Environmental Assessment (EA) and Environmental Impact Statement (EIS) preparation under the National Environmental Policy Act (NEPA);
- Endangered species, wetland, watershed, and other natural resource management plans;
- Archeological and/or cultural resource management plans;
- Environmental program and project management;
- Environmental regulation development;
- Economic, technical and/or risk analysis;
- Other environmentally related studies and/or consultations;
- Homeland Security solutions that include Biochemical protection;
- Crime prevention through environmental design surveys (CPTED);
- Economical, technical and/or risk analysis;
- Identification and mitigation of threats inclusive of protective measures to mitigate the threats;
- Vulnerability assessments.
- Compliance Services such as review, audit, and implementation/management of EMS and other compliance and contingency plans and performance measures;
- Permitting;
- Spill prevention/control and countermeasure plans (SPCC);
- Pollution prevention surveys;
- Community Right to-Know Act reporting.
- Advisory Services for ongoing advice and assistance with data and information in support of agency environmental programs involving areas such as Hazardous material spills;
 - Material safety data sheets (MSDS),
 - Biological/medical data sheets;
 - Information hotlines;
 - Poison control hotlines;
 - Environmental regulations and environmental policy/procedure updates;
 - Management, furnishing, or inventory of MSDS.
- Waste Management Consulting Services to provide guidance in support of waste-related data collection, feasibility studies and risk analyses;
- Resource Conservation and Recovery Act/Comprehensive Environmental Response Compensation and Liability Act (RCRA/CERCLA) site investigations;
- Hazardous and/or non-hazardous exposure assessments;
- Waste characterization and source reduction studies;
- Review and recommendation of waste tracking or handling systems;
- Waste management plans and/or surveys;
- Waste minimization/pollution prevention initiatives;
- Review of technologies and processes impacting waste management.

SIN 899-8 Remediation and Reclamation Services

Remediation services include, but are not limited to:

- Excavation, removal and disposal of hazardous waste;
- Site preparation, characterization, field investigation, conservation and closures;
- Wetland restoration;
- Emergency response clean up (ERC);
- Underground storage tank/above-ground storage tank (UST/AST) removal;
- Air monitoring;
- Soil vapor extraction;
- Stabilization/solidification, bio-venting, carbon absorption, reactive walls, containment, monitoring and/or reduction of hazardous waste sites, as well as unexploded ordnance removal;
- Remediation-related laboratory testing (e.g., biological, chemical, physical, pollution and soil testing).

Reclamation services include, but are not limited to:

- Land (e.g., creating new land from sea or riverbeds and/or restoring areas to a more natural state, such as after pollution, desertification, or salination have made it unusable);
- Water and refrigerant reclamation.

Note: Services offered under this SIN shall NOT include any remediation/transportation/disposal of radioactive waste, asbestos removal and/or paint removal, construction and architect-engineer services as set forth in FAR Part 36 (including construction, alteration or repair of buildings, structures, or other real property). Disposal services performed under SIN must be ancillary to remediation services performed.

Business Consulting Solutions

The Business Consulting Solutions is intended to provide expert advice, assistance, guidance or counseling in support of an agency's mission oriented business functions. The scope is broad and **can be in environmental or non-environmental areas**. Representative scope areas are listed by SIN below.

SIN 874-1 Integrated Consulting Services

The services include, but are not limited to:

- Management or strategy consulting including:
 - Research, evaluations, studies, analyses, scenarios/simulations, reports, business policy and regulation development assistance, strategy formulation, and expert witness services
- Facilitation and related decision support services
- Survey services using a variety of methodologies including survey planning design and development
- Survey administration
- Data validation and analysis
- Reporting and stakeholder briefings
- Advisory and assistance services in accordance with FAR 37.203.
- Note: Expert witness, consulting, and audit services pertaining to financial matters are not covered under this SIN. Consulting services relating to public relations are not covered under this SIN. Legal services are not covered under this SIN.

SIN 874-6 Acquisition Management Support

This SIN provides professional support services to agencies in conducting federal acquisition management activities. Services include but are not limited to:

- Acquisition planning assistance, including market research and recommending procurement strategy;
- Acquisition document development, including cost/price estimates;
- Quality assurance surveillance plans;
- Statements of work, synopses, solicitations, price negotiation memoranda, etc.;
- Expert assistance in supporting proposal evaluations, including price/cost analysis or technical proposal analysis;
- Contract administration support services, including assistance with reviewing contractor performance, developing contract modifications, and investigating reports of contract discrepancies;
- Contract close-out assistance;
- Competitive sourcing support, including OMB Circular A-76 studies, strategic sourcing studies, privatization studies, public-private partnerships, and Federal Activities Inventory Reform (FAIR) Act studies.

SIN 874-7 Integrated Business Program Support Services

This SIN provides services to assist agencies in managing their mission-oriented business projects or programs and achieving mission performance goals. Services covered by this SIN include:

- All phases of program or project management, from planning to closeout
- Operational/administrative business support services in order to carry out program objectives

Note: Administrative support services are authorized under this SIN; however, they must be provided in conjunction with other professional business services covered under this Schedule and must be performed under the supervision of the contractor's Project or Program Manager.

Personal services as defined in FAR are prohibited under Business Consulting Services.

Professional Engineering Solutions

The Professional Engineering Solutions, SIN-871-7 is designed to provide a full range of Construction Management (CM) and related engineering consulting. This includes design consultations and professional advisory services to the customer agency.

SIN 871-7: Construction Management and Engineering Consulting Services Related to Real Property

Services provided under this SIN include but are not limited to:

- Construction management.
- Engineering consulting.
- Project management and related professional services specifically pertaining to real property.
- The contractor performing construction management services assumes the position of professional adviser to the customer agency.
- Customer agencies may utilize the construction manager as the principal agent to advise or manage the process over the project regardless of the project delivery method used.
- Construction management services include, but are not limited to:
 - Design phase support.
 - Procurement support.
 - Commissioning services.
 - Testing services.
 - Construction claims support.
 - Post-construction engineering services.
- The contractor performing engineering consulting services functions as an advisor to the government to assist with executing engineering tasks associated with real property. Engineering consulting services relating to real property include, but are not limited to,
 - Mechanical engineering.
 - Electrical engineering.
 - Fire protection engineering.
 - Forensic engineering.
 - Structural engineering.
 - Any other specialized engineering consulting services that are utilized in regards to real property.
- Authorized engineering consulting tasks include:
 - Design reviews.
 - Shop drawing reviews.
 - Submittal reviews.
 - Inspection and testing services.
 - Witnessing acceptance tests of equipment and systems.
 - Commissioning.
 - Modeling and analysis.
 - Loss investigation.
 - Facility surveys.
 - Safety evaluations.
 - Research studies.
 - Risk mitigation strategy development or reviews.
 - Other related technical consulting services.
- The contractor performing engineering consulting services shall not perform the construction of real property, nor be a named party under the construction contract. The contractor performing construction management and engineering consulting services shall not perform the construction of real property, nor be a named party under the construction contract.
- Project management services relating to a construction management or engineering consulting effort are authorized.

GENERAL INFORMATION

1. **Professional Services Schedule: Awarded SINS Environmental Solutions**
899-1/899-1RC Environmental Consulting Services
899-8/899-8RC Remediation & Reclamation Services
Business Consulting Solutions
874-1/874-1RC Integrated Consulting Services
874-6/874-6RC Acquisition Management Support
874-7/874-7RC Integrated Business Program Support Services
Professional Engineering Solutions
871-7/871-7RC Construction Management and Engineering Consulting Services Related to Real Property
Note: Please See Appendix A for Rates
2. **Maximum order:** 1,000,000
3. **Minimum order:** \$100
4. **Geographic coverage (delivery area):**
This contract was established to be used for services as described in the statement of work for World Wide, Overseas or Domestic delivery.
5. **Point(s) of production (city, county, and state or foreign country):** N/A
6. **Discount from list prices or statement of net price:** N/A
7. **Quantity discounts:** Are applicable
8. **Prompt payment terms:** Net 30 days
- 9a. **Notification that government purchase cards are accepted below the micropurchase threshold:**
Government purchase cards are accepted below the micropurchase threshold of \$3,500 (as defined by FAR 2.101).
- 9b. **Notification that government purchase cards are accepted or not accepted above the micropurchase threshold:** Accepted.
10. **Foreign items:** N/A
- 11a. **Time of delivery:** To be negotiated with ordering agency on each task order
- 11b. **Expedited delivery:** N/A
- 11c. **Overnight and 2-day delivery:** N/A
- 11d. **Urgent requirements:** N/A
12. **FOB point(s):** Destination
- 13a. **Ordering address(es):** Same as Contractor

14. Payment address Versar encourages all customers to remit funds electronically. Please remit to Versar in U.S. dollars to the address that follows: direct electronic
Versar, Inc. Bank of America
222 Broadway, New York, NY 10038
Account No: 435029092855
ABA No.: 026009593

SWIFT: International wires must go to Intermediary Bank: Wells Fargo Bank Intl., San Francisco, CA. SWIFT: WFBIUS6S. Payment Credit to Versar, Inc. c/o Bank of America Domestic electronic remittances in U.S. dollars use the same details above but with without the SWIFT information.

Remittances by Check

Versar maintains a lockbox system for collecting all receipts from any customer made to the company by check. Please direct customer remittances by check to the address that follows:

Versar, Inc. c/o Bank of America
PO Box 872
Fairfax, VA 22038-0872

Reference information for all payments, by either electronic funds transfer or checks, must indicate the name of the customer making the payment, the contract number and the invoice number. Please include the following additional information, if available, to assist in the proper payment application: delivery order number, project number and Versar customer service representative. If you are submitting a check that has not been mailed directly to the lockbox by a customer, always include your name and telephone number so that cash receipts personnel can follow up with questions as necessary.

- 15. Warranty provision:** Contractor's standard commercial warranty.
- 16. Export packing charges, if applicable:** N/A
- 17. Terms and conditions of government purchase card acceptance (any thresholds above the micropurchase level):** None
- 18. Terms and conditions of rental, maintenance, and repair (if applicable):** Determined by individual task order.
- 19. Terms and conditions of installation (if applicable):** N/A
- 20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 20a. Terms and conditions for any other services (if applicable):** N/A
- 21. List of service and distribution points (if applicable):** N/A
- 22. List of participating dealers (if applicable):** N/A

- 23. **Preventive maintenance (if applicable):** N/A
- 24a. **Special attributes such as environmental attributes (e.g., recycle content, energy efficiency, and/or reduced pollutants):** N/A
- 24b. **Section 508 compliance information is available at:** N/A
- 25. **Data Universal Number System No.:** 066764747 and **CAGE Code:** 4E746
- 26. **Notification regarding registration in SAM.gov (SAM) database:**
Versar is registered in SAM.

APPENDIX A: LABOR CATEGORY RATES

This appendix provides the authorized Price List for the Professional Services Schedule. Rates include IFF.

Price List 1 - Rates for the Environmental and Business Consulting SINS

Price List 2 - Rates for the Professional Engineering SINS.

Note: Rates can be used interchangeably to fulfill a task if SIN and Scope align.

Price List 1: Environmental and Business Consulting Rates

Labor Category	8/1/2014 - 7/31/2015	8/1/2015 - 7/31/2016	8/1/2016 - 7/31/2017	8/1/2017 - 7/31/2018	8/1/2018 - 7/31/2019
Program Manager I	\$169.84	\$172.89	\$176.01	\$179.17	\$182.40
Project Manager I	\$153.43	\$156.20	\$159.01	\$161.87	\$164.78
Health & Safety Manager, CIH	\$119.70	\$121.85	\$124.05	\$126.28	\$128.55
Sr-Engineer I	\$144.70	\$147.31	\$149.96	\$152.66	\$155.41
Mid-Level-Engineer I	\$90.33	\$91.96	\$93.61	\$95.30	\$97.01
Jr-Engineer I	\$61.00	\$62.10	\$63.21	\$64.35	\$65.51
Sr-Geologist	\$146.40	\$149.04	\$151.72	\$154.45	\$157.23
Mid-Level Geologist	\$110.45	\$112.44	\$114.46	\$116.52	\$118.62
Sr. Hydrogeologist	\$143.99	\$146.58	\$149.22	\$151.91	\$154.64
Mid-Level Hydrogeologist	\$115.35	\$117.42	\$119.53	\$121.69	\$123.88
Jr-Hydrogeologist	\$66.01	\$67.20	\$68.41	\$69.64	\$70.90
Sr-Chemist	\$120.10	\$122.26	\$124.46	\$126.70	\$128.99
Mid-Level Chemist	\$99.26	\$101.05	\$102.87	\$104.72	\$106.61
Jr-Chemist	\$66.44	\$67.64	\$68.86	\$70.09	\$71.36
Sr-Environmental Scientist /Biologist	\$104.27	\$106.15	\$108.06	\$110.01	\$111.99
Mid-Level Environmental Scientist/Biologist	\$64.94	\$66.11	\$67.30	\$68.51	\$69.74
Jr-Environmental Scientist	\$50.80	\$51.71	\$52.64	\$53.59	\$54.55
Asbestos/Lead Specialist	\$80.34	\$81.78	\$83.26	\$84.75	\$86.28
Hazardous Material/Waste Specialist	\$73.70	\$75.02	\$76.37	\$77.75	\$79.15
UXO Specialist	\$82.59	\$84.08	\$85.59	\$87.13	\$88.70

Sr Computer Specialist	\$127.47	\$129.77	\$132.10	\$134.48	\$136.90
Data Manager	\$81.17	\$82.64	\$84.12	\$85.64	\$87.18
Field Technician II	\$66.28	\$67.47	\$68.69	\$69.92	\$71.18
Field Technician-I	\$58.04	\$59.09	\$60.15	\$61.23	\$62.33
Jr-CADD Operator	\$44.98	\$45.79	\$46.62	\$47.45	\$48.31
Administrative Assistant II	\$75.85	\$77.22	\$78.61	\$80.02	\$81.46
Administrative Assistant I	\$49.95	\$50.84	\$51.76	\$52.69	\$53.64
Technical Writer/Editor	\$66.14	\$67.33	\$68.54	\$69.77	\$71.03
Clerical/ Word Processor	\$37.42	\$38.09	\$38.78	\$39.48	\$40.19
Vice President	\$203.02	\$206.67	\$210.39	\$214.18	\$218.04
Sr-Management Consultant	\$173.16	\$176.28	\$179.45	\$182.68	\$185.97
Management Consultant-III	\$134.32	\$136.74	\$139.20	\$141.71	\$144.26
Management Consultant-II	\$85.41	\$86.95	\$88.51	\$90.10	\$91.73
Management Consultant-I	\$63.06	\$64.19	\$65.35	\$66.52	\$67.72
Sr-Facilitator	\$187.19	\$190.56	\$193.99	\$197.48	\$201.03
Facilitator II	\$112.08	\$114.09	\$116.15	\$118.24	\$120.37
Facilitator	\$78.91	\$80.33	\$81.78	\$83.25	\$84.75
Sr-Programmer	\$125.61	\$127.87	\$130.17	\$132.52	\$134.90
Programmer	\$84.30	\$85.81	\$87.36	\$88.93	\$90.53
Sr Technical Support	\$133.78	\$136.19	\$138.64	\$141.14	\$143.68
Technical Support	\$66.37	\$67.56	\$68.78	\$70.01	\$71.27
Administrative Support	\$103.06	\$104.91	\$106.80	\$108.72	\$110.68
Editor	\$75.48	\$76.83	\$78.22	\$79.62	\$81.06
Graphic Artist	\$76.12	\$77.49	\$78.89	\$80.31	\$81.75
Senior Professional VI	N/A	N/A	\$150.12	\$152.82	\$155.57
Senior Professional V	N/A	N/A	\$115.05	\$117.12	\$119.23
Senior Professional IV	N/A	N/A	\$107.55	\$109.49	\$111.46
Senior Professional III	N/A	N/A	\$102.22	\$104.06	\$105.93
Senior Professional II	N/A	N/A	\$99.13	\$100.91	\$102.73
Senior Professional I	N/A	N/A	\$86.35	\$87.90	\$89.49
Professional VI	N/A	N/A	\$89.03	\$90.63	\$92.26
Professional V	N/A	N/A	\$81.21	\$82.67	\$84.16
Professional IV	N/A	N/A	\$79.18	\$80.61	\$82.06

Professional III	N/A	N/A	\$73.00	\$74.31	\$75.65
Professional II	N/A	N/A	\$63.56	\$64.70	\$65.87
Professional I	N/A	N/A	\$41.34	\$42.08	\$42.84
Technician/Analyst III	N/A	N/A	\$80.75	\$82.20	\$83.68
Technician/Analyst II	N/A	N/A	\$67.63	\$68.85	\$70.09
Technician/Analyst I	N/A	N/A	\$51.57	\$52.50	\$53.44
Secretary/Clerk II	N/A	N/A	\$44.22	\$45.02	\$45.83
Secretary/Clerk I	N/A	N/A	\$38.20	\$38.89	\$39.59

Price List 2: Professional Engineering-Related Rates

Labor Category	9/21/2014 - 9/20/2015	9/21/2015 - 9/20/2016	9/21/2016 - 9/20/2017	9/21/2017 - 9/20/2018	9/21/2018 - 7/31/2019
CADD Operator	\$85.50	\$88.15	\$90.89	\$93.70	\$96.61
Estimator	\$134.63	\$138.81	\$143.11	\$147.55	\$152.12
Junior Engineer II	\$89.59	\$92.37	\$95.24	\$98.19	\$101.23
Mid-Level Engineer II	\$147.41	\$151.98	\$156.69	\$161.55	\$166.56
Program Manager II	\$212.27	\$218.85	\$225.63	\$232.63	\$239.84
Project Manager II	\$181.11	\$186.72	\$192.51	\$198.48	\$204.63
Quality Control Supervisor	\$187.77	\$193.59	\$199.59	\$205.78	\$212.16
Senior Engineer II	\$164.11	\$169.20	\$174.45	\$179.85	\$185.43
Senior Engineer Technician	\$78.62	\$81.06	\$83.57	\$86.16	\$88.83
Site Health and Safety Officer	\$129.72	\$133.74	\$137.89	\$142.17	\$146.57

Note: Environmental/Business Consulting rates change on dates different than Professional Engineering rates

SCA Eligible Contract Labor Category	SCA Equivalent Code – Title	WD Number
Administrative Support	01020 - Administrative Assistant	05-2103
Administrative Assistant II	01313 - Secretary III	05-2103
Administrative Assistant I	01311 - Secretary I	05-2103
Clerical/Word Processor	01611- Word Processor I	05-2103
Word Processor	01613 - Word Processor III	05-2103
Graphics Artist	15080 - Graphic Artist	05-2103

The Service Contract Act (SCA) is applicable to this contract and includes SCA applicable labor categories. The prices for the indicated SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the matrix. The prices offered are based on the preponderance of where work is performed and should work be performed in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

APPENDIX B: LABOR CATEGORY DESCRIPTIONS

Program Manager II:

Education: A Bachelor's degree from an accredited school in a technically related field consistent with the required duties of the position.

Basic Experience: 15+- year's technical experience

Duties: A corporate-level manager responsible for coordinating, directing, managing a program. This person provides corporate organizational and management skills to ensure that engineering functions involved with the SINS are carried out to the fullest. Also works with the Project Manager to ensure adequate Versar resources are allocated for the project. Ultimate person responsible to government client for execution of the work and quality control.

Program Manager I

Education: A Bachelor's degree from an accredited school in a technically related field consistent with the required duties of the position.

Basic Experience: 14+ year's technical experience; 5+ years of project management experience

Duties: Responsible for the overall management of the contract including cost, schedule, technical direction and quality; oversees the development and implementation of record keeping, administrative and quality control programs; is the primary point-of-contact for overall contractual issues.

Project Manager II

Education: A Bachelor's degree from an accredited school in a technically related field consistent with the required duties of the position.

Basic Experience: 13+ year's technical experience

Duties: The Project Manager is responsible for management and execution of the assigned project/task in accordance with the requirements of the contract (or task). Executes the work consistent with the task/contract and quality standards established. The project manager serves as the main point of contact with the client on all matters including budget, project execution, deliverables, and schedule. The project manager approves all project reports and deliverables and is responsible for subcontractor performance.

Project Manager I

Education: A Bachelor's degree from an accredited school in a technically related field consistent with the required duties of the position.

Basic Experience: 11+ year's technical experience; 5+ years of task order management experience

Duties: Responsible for the management of cost, schedule, and quality of task orders; serves as the single point of contact for the project, and maintains close communication and coordination with the CO for the duration of the project, including monthly progress and detailed cost reporting.

Health & Safety Manager/CIH

Education: A Bachelor's degree from an accredited school in a technically related field consistent with the required duties of the position.

Basic Experience: 3+ year's technical experience in health & safety

Duties: Responsible for the overall health and safety programs; develops, maintains, and ensures the implementation of the health and safety systems; oversees, reviews, reports, trains, and controls employee health and safety processes; reviews and approves all health and safety related plans for specific task orders.

Site Health & Safety Officer

Education: 2-year degree in a technical field

Basic Experience: 13 years technical experience in health & safety

Duties: The Site Health and Safety Officer assists the Project Manager on evaluating health and safety conditions and reports significant problems found in the field. Monitors project quality, safety and ensures compliance with construction documents, SWPPP's and any other safety requirements. Monitors the project schedule and evaluates where schedules can be pushed or needs to be extended. Issues health and safety reports as required by the contract, stating deficiencies and any follow-up corrective work.

Senior Engineer II

Education: A Bachelor's degree from an accredited school in a technically related field consistent with the required duties of the position.

Basic Experience: 10 years of technical experience in engineering

Duties: The Senior Engineer directs and plans related design work on either the entire project or phases of the project. Applies engineering principles, theories, techniques and design methodologies to solve technical aspects of the project. Provides oversight and recommends analysis or designs to satisfy project goals and functional requirements. Establishes engineering and technical specifications or standards for the project. Interfaces with supply/support subcontractors to ensure complete engineering solutions.

Senior Engineer I

Education: A Bachelor's degree from an accredited school in a technically related field consistent with the required duties of the position.

Basic Experience: 7- years of technical experience in engineering

Duties: Responsible for performing complex and non-routine technical engineering tasks or for supervision and oversight of a small group working on technical issues or specific elements of a project.

Mid- Level Engineer II

Education: A Bachelor's degree from an accredited school in a technically related field consistent with the required duties of the position.

Basic Experience: 5- years of technical experience in engineering

Duties: The Mid Engineer performs engineering design or analysis related to civil aspects of the project. Receives direction from Senior Engineer or Project Manager. Develops technical specs and implements vendor measures to support procurement (or construction). Conducts technical/engineering studies and produces associated deliverables Works with other team members to integrate engineering as required by project.

Mid- Level Engineer I

Education: A Bachelor's degree from an accredited school in a technically related field consistent with the required duties of the position.

Basic Experience: 3+ years of technical experience in engineering

Duties: Performs technical engineering tasks such as calculations, layouts, evaluation of data, and preparation of portions of a report under the direction of a senior engineer.

Jr. Engineer II

Education: A Bachelor's degree from an accredited school in a technically related field consistent with the required duties of the position.

Basic Experience: 2- year of technical experience in engineering

Duties: The Junior Engineer, under supervision of the mid or Senior Engineer, performs engineering analysis or design related to civil aspects. Develops engineering concepts/designs and conducts work reflecting basic knowledge of engineering. Performs engineering work comparable to work required for entry-level tasks. Assists senior/mid-level engineers.

Jr. Engineer I

Education: A Bachelor's degree from an accredited school in a technically related field consistent with the required duties of the position.

Basic Experience: 1- year of technical experience in engineering

Duties: Performs routine engineering tasks such as preparing graphical or tabular presentations of data, simple data interpretation, preparation of supporting material, etc. under the direction of a senior engineer.

Sr. Geologist

Education: A Bachelor's degree from an accredited school in a technically related field consistent with the required duties of the position.

Basic Experience: 10+ years of technical experience in geology

Duties: Responsible for performing complex and non-routine technical geological tasks or for supervision and oversight of a small group working on technical issues or specific elements of a project.

Mid-Level Geologist

Education: A Bachelor's degree from an accredited school in a technically related field consistent with the required duties of the position.

Basic Experience: 3+ years of technical experience in geology

Duties: Performs technical geological tasks such as calculations, layouts, evaluation of data, and preparation of portions of a report under the direction of a senior geologist.

Sr. Hydrogeologist

Education: A Bachelor's degree from an accredited school in a technically related field consistent with the required duties of the position.

Basic Experience: 10+ years of technical experience in hydrogeology and geology

Duties: Responsible for performing complex and non-routine technical geological tasks or for supervision and oversight of a small group working on technical issues or specific elements of a project.

Mid-Level Hydrogeologist

Education: A Bachelor's degree from an accredited school in a technically related field consistent with the required duties of the position.

Basic Experience: 3+ years of technical experience in hydrogeology and geology

Duties: Performs technical geological tasks such as calculations, layouts, evaluation of data, and preparation of portions of a report under the direction of a senior geologist.

Junior Hydrogeologist

Education: A Bachelor's degree from an accredited school in a technically related field consistent with the required duties of the position.

Basic Experience: 1 year of technical experience in hydrogeology and geology

Duties: Performs routine geological tasks such as preparing graphical or tabular presentations of data, simple data interpretation, preparation of supporting material, etc. under the direction of a senior geologist.

Senior Chemist

Education: A Bachelor's degree from an accredited school in a technically related field consistent with the required duties of the position.

Basic Experience: 10+ years of technical experience in chemistry

Duties: Responsible for performing complex and non-routine technical chemical tasks or for supervision and oversight of a small group working on technical issues or specific elements of a project.

Mid-Level Chemist

Education: A Bachelor's degree from an accredited school in a technically related field consistent with the required duties of the position.

Basic Experience: 3+ years of technical experience in chemistry

Duties: Performs technical chemical tasks such as calculations, layouts, evaluation of data, and preparation of portions of a report under the direction of a senior chemist.

Junior Chemist

Education: A Bachelor's degree from an accredited school in a technically related field consistent with the required duties of the position.

Basic Experience: 1 year of technical experience in chemistry

Duties: Performs routine chemical tasks such as preparing graphical or tabular presentations of data, simple data interpretation, preparation of supporting material, etc. under the direction of a senior chemist.

Senior Environmental Scientist

Education: A Bachelor's degree from an accredited school in a technically related field consistent with the required duties of the position.

Basic Experience: 10+ years of technical experience in environmental science or biology

Duties: Responsible for performing complex and non-routine environmental science/biology tasks or for supervision and oversight of a small group working on technical issues or specific elements of a project; provides environmental planning, policy, technical, regulatory, and information management support for the development, execution, and evaluation of environmental programs, projects, and systems.

Mid-Level Environmental Scientist

Education: A Bachelor's degree from an accredited school in a technically related field consistent with the required duties of the position.

Basic Experience: 3+ year's technical experience in environmental science or biology

Duties: Performs technical environmental science/biological tasks such as calculations, layouts, evaluation of data, and preparation of portions of a report under the direction of a senior environmental scientist/biologist; provides environmental planning, policy, technical, regulatory, and information management support for the development, execution, and evaluation of environmental programs, projects, and systems.

Junior Environmental Scientist

Education: A Bachelor's degree from an accredited school in a technically related field consistent with the required duties of the position.

Basic Experience: 1-year technical experience in environmental science or biology

Duties: Performs routine environmental science/biological tasks such as preparing graphical or tabular presentations of data, simple data interpretation, preparation of supporting material, etc. under the direction of a senior environmental scientist/biologist.

Asbestos/Lead Specialist

Education: A Bachelor's degree from an accredited school in a technically related field consistent with the required duties of the position.

Basic Experience: 7+ year's technical experience in the asbestos/lead or indoor air quality field

Duties: Provides asbestos/lead and indoor air quality support to a wide-range of projects. Ability to interact with multi-disciplinary teams on diverse indoor air quality projects.

Hazardous Material/Waste Specialist

Education: A bachelor's degree from an accredited school in a technically related field consistent with the required duties of the position.

Basic Experience: 7+ year's technical experience in hazardous waste/hazardous materials.

Duties: Provides hazardous materials and hazardous waste support to a wide-range of projects. Ability to interact with multi-disciplinary teams on diverse hazardous waste/materials oriented efforts

UXO Specialist

Education: A Bachelor's degree from an accredited school in a technically related field consistent with the required duties of the position.

Basic Experience: 7+ year's technical experience in UXO

Duties: Provides UXO technical support that encompasses all project activities.

Sr. Computer Scientist

Education: A Bachelor's degree from an accredited school in a technically related field consistent with the required duties of the position.

Basic Experience: 10+ year's technical experience in information technology

Duties: Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time, and form of desired results; designs, codes, tests, debugs, and documents; formulates/defines system scope and objectives; devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time, and form of desired results; prepares detailed specifications from which programs will be written and designs, codes, tests, debugs, and documents those programs.

Data Manager

Education: A bachelor's degree from an accredited school in a technically related field consistent with the required duties of the position.

Basic Experience: 7+ year's technical experience in data base design or information technology

Duties: Provide oversight of data base design services and data base administration. Interacts with IT and business function managers. Prepares reports, interacts with clients regarding data base needs.

Senior Engineering Technician

Education: A bachelor's or associates degree from an accredited school in a technically related field consistent with the required duties of the position.

Basic Experience: 8 years

Duties: The senior engineering technician is responsible to senior/mid engineers and provides overall support to engineering staff. Can supervise mid/junior technicians if assigned to a project team. Can have broad-ranging skill sets from CAD and life-cycle costing software to field testing. Procures necessary equipment and also provides support to project management staff when needed. Helps to move the engineering functions/task forward.

Field Technician II

Education: A bachelor's degree from an accredited school in a technically related field consistent with the required duties of the position.

Basic Experience: 7+ years in field work

Duties: Supervises, performs and reports on routine field technician tasks such as sampling; quality assurance oversight; and installing, testing and troubleshooting operating equipment or systems, etc. under the direction of a project manager

Field Technician I

Education: High school graduate

Basic Experience: 3+ years in field work

Duties: Performs and reports on routine field technician tasks such as sampling; quality assurance oversight; and installing, testing and troubleshooting operating equipment or systems, etc. under the direction of a project manager.

CADD Operator

Education: A Bachelor's degree from an accredited school in a technically related field consistent with the required duties of the position.

Basic Experience: 3- years of technical experience in designing/CADD operations

Duties: The CAD Operator is responsible for CAD production. Familiar with CAD quality assurance standards along with proper use of printers, plotters, and other CAD peripheral devices. Creates original CAD drawings from sketches or red-lined architectural drawings. Interacts with entire project team. Also responsible for interfacing with any necessary client systems.

Jr. CADD Operator

Education: A Bachelor's degree from an accredited school in a technically related field consistent with the required duties of the position.

Basic Experience: 1 years of technical experience in designing/CADD operations

Duties: Provides CADD support that encompasses all project activities under the direction of a Senior CADD operator.

Administrative Assistant II

Education: A Bachelor's degree from an accredited school in an administrative related field consistent with the required duties of the position.

Basic Experience: 5+ years of administrative experience

Duties: Provides higher-end administrative support including full preparation of reports, budget documents, PowerPoint type briefings, AV functions and conference/workshop execution. Interfaces with project managers/program managers to assure that full administrative needs are met.

Administrative Assistant I

Education: High School Graduate

Basic Experience: 1 year of administrative experience

Duties: Provides administrative and clerical support to relieve managers/staff of administrative details and requires little to no supervision.

Technical Writer/Editor

Education: A Bachelor's degree from an accredited school in a technically related field consistent with the required duties of the position.

Basic Experience: 3+ year's technical experience in writing/editing

Duties: Prepares, reviews and edits content of technical documentation; ensures that documents follow the style laid out in the company's style guide; writes a variety of technical articles, reports, brochures, and/or manuals for documentation for a wide range of uses; coordinates the display of graphics and the production of the document.

Clerical/Word Processor

Education: High school graduate

Basic Experience: 1 year in word processing

Duties: Performs routine clerical support (including word processing, filing, graphics, database maintenance and quality assurance under the direction of a project manager, scientist or specialist.

Vice President

Education: A Bachelor's degree from an accredited school in a related field consistent with the required duties of the position.

Basic Experience: 20+ year's management consulting experience and title of Vice President

Duties: Responsible for the overall management of the contract including cost, schedule, technical direction and quality; is the primary point-of-contact for overall contractual issues.

Senior Management Consultant

Education: A Bachelor's degree from an accredited school in a technically related field consistent with the required duties of the position.

Basic Experience: 20+ year's management consulting experience

Duties: Provides recognized expertise in a specific field/area of study.

Management Consultant III

Education: A Bachelor's degree from an accredited school in a technically related field consistent with the required duties of the position.

Basic Experience: 10 years+ of management consulting experience

Duties: Provides recognized expertise in a specific field/area of study.

Management Consultant II

Education: A Bachelor's degree from an accredited school in a technically related field consistent with the required duties of the position.

Basic Experience: 3 years of management consulting experience

Duties: Provides management consulting support that encompasses all project activities under the direction of a Management Consultant III or higher.

Management Consultant I

Education: A Bachelor's degree from an accredited school in a technically related field consistent with the required duties of the position.

Basic Experience: 1 years of management consulting experience

Duties: Provides management consulting support that encompasses all project activities under the direction of a Management Consultant II or higher.

Sr. Facilitator

Education: A Bachelor's degree from an accredited school in a technically related field consistent with the required duties of the position

Basic Experience: 10 years+ experience in meeting facilitation

Duties: Provides recognized expertise in meeting facilitation.

Facilitator II

Education: A Bachelor's degree from an accredited school in a technically related field consistent with the required duties of the position.

Basic Experience: 3 years of experience in meeting facilitation

Duties: Provides meeting facilitation support that encompasses all project activities under the direction of a Sr. Facilitator.

Facilitator

Education: A Bachelor's degree from an accredited school in a technically related field consistent with the required duties of the position

Basic Experience: 1 year of experience in meeting facilitation

Duties: Provides meeting facilitation support that encompasses all project activities under the direction of a Facilitator II or higher.

Sr. Programmer

Education: A Bachelor's degree from an accredited school in a technically related field consistent with the required duties of the position.

Basic Experience: 5+ years of experience in computer programming

Duties: Provides direction and computer programming support for a project.

Programmer

Education: A Bachelor's degree from an accredited school in a technically related field consistent with the required duties of the position.

Basic Experience: 1 year of experience in computer programming

Duties: Performs computer programming support under the direction of a project manager, scientist or specialist.

Sr. Technical Support

Education: A Bachelor's degree from an accredited school in a technically related field consistent with the required duties of the position.

Basic Experience: 10 years+ experience in technical supported

Duties: Provides recognized expertise in a specific field/study.

Technical Support

Education: A Bachelor's degree from an accredited school in a technically related field consistent with the required duties of the position

Basic Experience: 1 years of experience in technical support

Duties: Provides technical support that encompasses all project activities under the direction of a Sr. Technical Support.

Administrative Support

Education: High school graduate

Basic Experience: 5+ years of experience in administrative support

Duties: Provides administrative and clerical support to relieve managers/staff of administrative details and requires little to no supervision

Editor

Education: A Bachelor's degree from an accredited school in a technically related field consistent with the required duties of the position.

Basic Experience: 2 years of experience in editing

Duties: Reviews and edits content of technical documentation; ensures that documents follow the style laid out in the company's style guide.

Graphic Artist

Education: A Bachelor's degree from an accredited school in a technically related field consistent with the required duties of the position.

Basic Experience: 2 years of experience as a graphic artist

Duties: Performs graphic art support under the direction of a project manager, scientist or specialist

Estimator

Education: A Bachelor's degree from an accredited school in a technically related field consistent with the required duties of the position.

Basic Experience: 10

Duties The estimator is responsible for all types of cost estimates used throughout a project. Prepares estimates and reviews cost related specifications. Extensive interfacing with entire project team and the program manager and could also interface with client counterparts. Analyzes costing data, develops cost/economic models. Reports to project manager and program manager.

Quality Control Supervisor

Education: A H.S diploma

Basic Experience: 15-years of construction management experience.

Duties: The quality control supervisor provides oversight of construction activities to ensure that work has been done according to contract specifications. Reports to project manager, or specific senior engineer by discipline. Work can involve full range of construction inspection including civil, structural (tests, installations), various equipment etc. Responsible for contractors punch list upon project completion. Works directly with commissioning agent. Works with engineering staff for the checkout of mechanical, electrical, other systems.

Senior Professional VI

Plans, conducts, and supervises projects of significance, necessitating advance knowledge and the ability to originate and apply new and unique methods and procedures. Supplies technical advise and counsel to other professionals. Master Degree or equivalent, 25 years or more experience. Registration or an additional 5 years' experience required where applicable (Engineers PE, Scientist, in their related field).

Senior Professional V

Plans, conducts, and supervises projects of significance, necessitating advance knowledge and the ability to originate and apply new and unique methods and procedures. Supplies technical advise and counsel to other professionals. Master Degree or equivalent, 22 years or more experience. Registration or an additional 5 years' experience required where applicable (Engineers PE, Scientist, in their related field).

Senior Professional IV

Plans, conducts, and supervises projects of significance, necessitating advance knowledge and the ability to originate and apply new and unique methods and procedures. Supplies technical advise and counsel to other professionals.

Master Degree or equivalent, 19 years or more experience. Registration or an additional 5 years experience required where applicable (Engineers PE, Scientist, in their related field).

Senior Professional III

Plans, conducts, and supervises projects of significance, necessitating advance knowledge and the ability to originate and apply new and unique methods and procedures. Oversees projects, reviews progress and evaluates results. Supplies technical advise and counsel to other professionals. Master Degree or equivalent, 16 years or more experience. EIT registration for engineers or registration for scientist in a related field including REM, or trained project manager, or an additional 3 years experience.

Senior Professional II

Plans, conducts, and supervises projects of significance, necessitating advance knowledge and the ability to originate and apply new and unique methods and procedures. Oversees projects, reviews progress and evaluates results. Supplies technical advice and counsel to other professionals. Master Degree, 13 years or more experience.

Senior Professional I

Plans, conducts, and supervises projects of significance, necessitating advance knowledge and the ability to originate and apply new and unique methods and procedures. Masters Degree, 10 years or more experience.

Professional VI

Plans and conducts assignments. Estimates and schedules work to meet completion dates. Bachelor degree and 20 years or more experience.

Professional V

Plans and conducts assignments. Estimates and schedules work to meet completion dates. Bachelor degree, 15 years or more experience.

Professional IV

Plans and conducts assignments. Estimates and schedules work to meet completion dates. Bachelor degree, 10 years or more experience.

Professional III

Plans and conducts assignments. Estimates and schedules work to meet completion dates. Bachelor degree, 5 years or more experience.

Professional II

Plans and conducts assignments. Estimates and schedules work to meet completion dates. Bachelor degree, 2 years or more experience.

Professional I

Entry-level classification. Plans and conducts assignments. Estimates and

schedules work to meet completion dates. Bachelor degree, 0 - 2 years experience.

Technician/Analyst VI

Carries out assignments associated with projects. Translates technical guidance received from supervisor into usable data applicable to the particular assignment. Work assignments are varied and require originality and ingenuity. Bachelor degree or demonstrated specialized experience in job description area, 20 years or more experience.

Technician/Analyst V

Carries out assignments associated with projects. Translates technical guidance received from supervisor into usable data applicable to the particular assignment. Work assignments are varied and require originality and ingenuity. Bachelor degree or demonstrated specialized experience in job description area, 16 years or more experience.

Technician/Analyst IV

Work assignments are varied and require originality and ingenuity. 12 years or more experience required.

Technician/Analyst III

Work assignments are varied and require originality and ingenuity. 8 years or more experience required.

Technician/Analyst II

Works under close supervision of supervisor. Gathers and correlates basic data and performs routine tasks. 4 years or more experience.

Technician/Analyst I

Works under close supervision of supervisor. Gathers and correlates basic data and performs routine tasks. 0 - 4 years experience.

Secretary/Clerk VI

Executive Secretary working for senior management. Work assignments are varied and require originality and ingenuity. Determined on a case-by-case basis by the CEO.

Secretary/Clerk V

Executive Secretary working for senior management. Work assignments are varied and require originality and ingenuity. Determined on a case-by-case-basis by the CEO.

Secretary/Clerk IV

Work assignments are varied and require originality and ingenuity. Bachelors degree or higher required. 12 or more years experience required.

Secretary/Clerk III

Work assignments are varied and require originality and ingenuity. Associate degree preferred, but not required. 8 years or more experience required.

Secretary/Clerk II

Works under close supervision of supervisor. Gathers and correlates basic data and performs routine tasks. Associate degree or training preferred, but not required. 4 years or more experience.

Secretary/Clerk I

Entry-level classification. Works under close supervision of supervisor. Gathers and correlates basic data and performs routine tasks. 0 - 4 years experience.