EnDyna

GSA Contract Holder
Contract GS-00F-0017Y

General Services Administration

Federal Supply Service

Authorized Federal Supply Service Pricelist

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

CONSOLIDATED SCHEDULE – 00CORP

(Mission Oriented Business Integrated Services (MOBIS) – 874; and Environmental Services – 899)

GSA Schedule Contract Number: GS-00F-0017Y

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

Contract period: March 4, 2012 through March 4, 2017, with options to extend through March 4, 2027.

EnDyna, Inc.

7926 Jones Branch Drive
Suite 620
McLean, Virginia 22102
703 848 8842 x102
703 848 9001 facsimile
Visit our website at: www.endyna.com

Business size: Small

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CUSTOMER INFORMATION

1a **Special Item Numbers (SINs):**

Schedule # & Description	Consolidated Schedule SIN & Description
874 Mission Oriented Business Integrated Services (MOBIS)	C874-4 Training Services
	C874-2 Facilitation Services
	C874-1 Consulting Services
	C874-7 Program & Project Management Services
899 Environmental Services	C899-1 Environmental Consulting Services
	C899-3 Environmental Training Services

1b **Pricing for Services:** See rate table in this document

1c **Job Descriptions:** Included

2 **Maximum Order:** $1,000,000.00

3 **Minimum Order:** $25,000.00

4 **Geographic Coverage:** Domestic

5 **Point(s) of Production:** Nationwide

6 **Discount from List Prices or Statement of Net Price:** Prices shown herein are net prices

7 **Quantity Discounts:** Government new prices (discounts already deducted)

8 **Prompt Payment Terms:** Net 30 days

9a **Notification that Government Purchase Cards are Accepted at or Below the Micro-Purchase Threshold:** Yes

9b **Notification Whether Government Purchase Cards are Accepted or Not Accepted Above the Micro-Purchase Threshold:** Accepted

10 **Foreign Items:** None

11a **Time of Delivery:** Specified on the task order

11b **Expedited Delivery:** Items available for expedited delivery are noted in this price list

11c **Overnight and 2-Day Delivery:** Contact EnDyna, Inc.

11d **Urgent Requirements:** Contact EnDyna, Inc.

12 **F.O.B. Point(s):** Destination

13a **Ordering Address:**

EnDyna, Inc.
7926 Jones Branch Drive, Suite 620
McLean, VA 22102
Attention: Ashok Siddhanti,
GSA Administration Contact

703.848.8842 extension 102
703.848.9001 facsimile
gsainfo@endyna.com

13b **Ordering Procedures:** For services, the ordering procedures and information on Blanket Purchase Agreements (BPA's) can be found on the GSA portal (www.gsa.gov).

14 **Payment Address:**

EnDyna, Inc.
7926 Jones Branch Drive, Suite 620
McLean, VA 22102
Attention: Ashok Siddhanti,
GSA Administration Contact

15 **Warranty Provision:** Not applicable

16 **Export Packing Charges:** Not applicable

17-24 **Terms and Conditions:** Not applicable

25 **Data Universal Number System (DUNS) Number:** 03-255-9382

26 **Central Contractor Registration (CCR):** EnDyna is registered in the CCR database

INTRODUCTION TO ENDYNA

EnDyna supports the US Government in formulating and implementing knowledge-based programs.

We bring our policy, management and scientific expertise to assist government agencies in improving health, safety and the environment.

EnDyna, Inc. is a Woman-Owned Small Business (WOSB), SBA Certified Small Disadvantaged Business, and SBA Certified 8(a) Firm.

Founded in 1999, EnDyna is headquartered in McLean, Virginia. EnDyna provides Training Development and Management, Policy and Program Support, Communications and Outreach, Environmental and Public Health Risk Management, Sustainability Management, and Conference Support Services to the Government.

EnDyna's staff also specializes in several technical areas including safety, emergency management, radioactive and toxic materials, and public health risk reduction. The firm provides management and technical services to the U.S. Government, including the Departments of Transportation, Homeland Security, Health and Human Services, and State, and to U.S. agencies including the Environmental Protection Agency and the General Services Administration.

EnDyna performs federal government work through GSA Consolidated Schedule contract number GS-00F-0017Y, under which we are eligible to provide Mission Oriented Business Services (MOBIS) and Environmental Services under SIN: C874-1, C874-2, C874-4, C874-7, C899-1, and C899-3.

If you would like to request services from EnDyna, Inc., please contact:

Ashok Siddhanti
EnDyna, Inc.
7926 Jones Branch Drive
Suite 620
McLean, Virginia 22102

703 848 8842 x102
703 848 9001 facsimile
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www.endyna.com

SERVICES PROVIDED

Special Item Number (SIN) C874-1: Consulting Services

- Program Mission Support
  - Program Strategy/Development Planning
  - Performance Metrics Development
  - Database Design, Development, and Implementation
- Policy and Regulation Development Support
  - Peer Review Process Management
  - Public Comment Coordination and Management
  - Policy Formulation and Implementation Support
  - Models, Protocols, Issue Papers and Technical Guidance Development
  - Risk Management-Based Decision Making Support
  - Cost/Benefit Analysis of Policies, Regulations, and Program Initiatives
- Studies, Analyses, and Guidance Reports
  - Guidance Materials Development
  - Scientific Research and Issue Development
  - Scientific, Technical, and Economic Studies
- Leadership Program Development and Training
- Communication and Outreach
  - Strategic Communication Planning
  - Print and Electronic Communication Products Design, Production, and Distribution
  - Fact Sheet, Brochure, and Newsletter Design and Production
  - Website Development and Management
  - Webinar Management and Multimedia Support
  - Key Message Development from Technical Information, Technical Meeting Documentation, Regulatory and Regulator Survey Data, and Outcome Information
  - Outreach Options Analysis
  - Focus-Group Support
  - Custom Graphics and Literature Layout
- Business Process Improvement

EnDyna provides multidisciplinary management and technical consulting services to the US Government in formulating and implementing knowledge-based programs. EnDyna's mission is to bring our policy, management, and scientific expertise to assist government agencies in improving health, safety and the environment.

<u>Program Mission Support</u>

EnDyna provides program support to federal government clients to more effectively develop and institute pragmatic approaches. EnDyna teams with our clients' to develop solutions addressing their program mission support needs, including:

- Strategic planning to develop and implement programs that accomplish organizational and stakeholder objectives;
- Development of performance metrics and identification of means to collect data on these metrics; and,
- Design, development, and implementation of public and password-protected databases, including those that track progress toward reaching performance metric goals.

Policy and Regulation Development Assistance

EnDyna supports federal agencies and the states in formulating environmental policies, developing and instituting programs to implement those policies. The firm's services include:

- Development of office- and facility-based support programs
- Analysis of the technical and management feasibility of alternative regulatory strategies;
- Management of the public and peer review comment and response process; and,
- Analysis of the benefits of environmental policies, regulations, and program initiatives.

Studies, Analyses, and Guidance Reports

EnDyna provides a broad range of services to meet the clients' specific guidance and policy support needs. Examples of services the firm offers include:

- Development of models, protocols, issue papers, and technical guidance;
- Support of risk assessment and management decision making;
- Analysis of risk basis/risk reduction impacts of regulatory and non-regulatory options; and,
- Development of guidance materials.

Leadership Program Development and Training

EnDyna has worked with government clients to develop customized leadership and professional development programs (LPDPs) that ensure high levels of competence among leaders and prospective leaders at all levels within these organizations. Components of these efforts include:

- Review, assessment, and analysis of organizational leadership development training requirements;
- Design and development of comprehensive LPDPs; and,
- Development of comprehensive LPDP implementation plans

Communication and Outreach

EnDyna offers extensive experience in communications and outreach. EnDyna assistance to communication and public outreach programs includes:

- Identifying critical outreach messages by providing text for publications;
- Quality assurance review of draft outreach materials;
- Conceptualizing and developing custom graphics and layout for outreach literature;
- Publication and printing of outreach literature; and,
- Developing numerous internal and external communications materials including technical reports, briefing papers, presentations, fact sheets, handouts, and brochures.

We provide preliminary editorial and technical review of strategies and design and maintain websites. In addition, we organize workshops and trainings. This includes organizing, identifying, and providing logistical support for regional/national training and annual conferences. To further strengthen programs, we develop and implement tools to measure the effectiveness of outreach programs and the practices that they promote.

Business Process Improvement

EnDyna personnel apply their knowledge and experience to promote an environment that sustains the critical alignment of people, systems, and processes as an integral component of organizational and technical effectiveness. EnDyna has assisted many clients in documenting standard operating procedures (SOPs) to understand comprehensive business processes. We then review the SOPs to identify and introduce business process improvements – incorporating best practices – to enhance efficiency.

Special Item Number (SIN) C874-2: Facilitation Services

- Stakeholder Coordination
  - Issue Definition
  - Debriefing
- Group Facilitation
  - Task Force/Advisory Committee/ Work Group Management
  - Strategic Planning
  - Public/Private Partnerships
  - In-person Meetings
  - Teleconferences
  - Web Meetings
- Meeting Logistics Coordination
  - Meeting Website Development and Management
  - Registration Coordination
  - Participant Communications
  - Webinar Management and Multimedia Support
- Meeting Materials Development and Report Preparation
  - Background Materials and Fact Sheets Development
  - Issue Summarization
  - Action Item Reporting
  - Scientific and Technical Workshop Report Development

Stakeholder Coordination

EnDyna engages the participation and input of stakeholders. We develop membership programs, organize major conferences and teleconferences, manage listservs, and design promotional activities as components of collaborative dialogue and information exchange processes.

EnDyna assists clients in issue definition, to develop documents and tools that frame the project or event topic, and clearly articulate key issues. We assist in designing materials that provide a context for new participants and effective engagement strategies.

Group Facilitation

EnDyna provides analytical, coordination, management, and logistical support for large and small workgroups and committees. We provide the following services:

- Schedule team meetings, and develop and distribute meeting materials
- Send meeting reminders, invitations, and provide teleconference instructions
- Provide a high level of customer service, remain flexible and open to client requests regarding agendas and meeting schedules
- Manage team web-portal where all meeting documents are housed – including approving new members, updating distribution lists, scheduling calls, uploading documents, and cataloging materials and events for the most effective and transparent workgroup management
- Conference call moderation including: recording meeting discussion, attendance, tracking action items, ensuring the meeting discussion stays on track, is recorded, the summary is distributed and provides all deliverables
- Note-taking and Report writing

Meeting Logistics Coordination

EnDyna has provided a comprehensive set of different pre-meeting logistics for the wide range of meetings for outreach, policymaking and technology transfer projects.

We provide the following professional services:

- Web registration and conference website design and management. We utilize event management software, such as EventBrite®, to gather meeting data efficiently.
- Management of in-person/on-site registration booth
- Speaker recruitment, correspondence and support
- Catering services, breakout room set-up, note-taking, and moderation services
- Onsite technology meeting support including running microphones, teleconference and webinar management and visual display support
- Comprehensive note taking, event set-up/take-down, and responding to emerging needs

Meeting Materials Development and Report Preparation

EnDyna develops and publishes meeting materials including biographies, travel information, directional signs and local area logistical sheets. We ensure that the materials look professional and meet the style requirements of the client.

EnDyna's personnel develop and distribute post-meeting summaries and ensure that clients and event participants receive the most up-to-date and relevant information.

Special Item Number (SIN) C874-4: Training Services:

Instructor Led Training, Web-Based Training and Education Courses, Course Development and Test Administration

Training Development and Delivery

- Customized Training/Learning Solutions Planning and Development
  - Classroom/ Instructor Led Training
  - Web-Based Training – Synchronous and Asynchronous
  - Blended Learning Curricula
  - Mobile Learning Solutions
  - Webinars
  - Collaborative Learning
  - Section 508, SCORM/AICC Compliance
  - Multi-media/Video Development
- Curriculum Development and Update
- Job/Task Analyses (JTA)
- Performance Support Tools
- Knowledge Management Systems
- Pilot Course Delivery
- Test Bank Development and Statistical Validation

Training Center Management

- Information Technology (IT) Support and Data Management
  - Student Enrollment, Certifications, and Profile Database Management
  - Instructional Materials, Instructor, and Student Database Management
  - Learning Management System (LMS) Management
  - SharePoint® Workflows and Collaborative Systems Management
- Instructor Training, Recertification, and Evaluation
- Testing Program Administration
- Accreditation Support
- Business Process Improvement
  - Process and SOPs Development, Registration, and Certification
- On-Site and Remote Classroom Sessions and Exercises Logistics Management
  - Classroom and Exercise Setup and Monitoring
  - Technical Assets/Inventory Management
- Customer Service and Coordination

Training Development and Delivery

EnDyna develops computer-based (both synchronous and asynchronous), instructor-led, and blended training.

Customized Training Solutions

Implementing sound instructional systems development (ISD) principles, EnDyna collaborates with its clients to analyze, design, develop, implement, and evaluate comprehensive training programs that ensure the transfer of requisite skills and knowledge to the learner. We work in all media, including instructor-led, performance support, web/computer-based training, video, mobile, and synchronous and asynchronous learning environments.

We identify the most effective form of delivery, whether synchronous web-based training, self-paced, or classroom training. EnDyna trains instructors in web-based instruction, and webinar services. Our ISD analysis phase includes Job/Task Analyses (JTA) for the development of targeted trainings. All courses and tests undergo extensive beta testing and statistical validation to ensure the most effective customized training.

EnDyna is firmly committed to accessibility standards – such as Section 508 compliance – and web-based e-learning interoperability standards – such as the Shareable Content Object Reference Model (SCORM).

Training Center Management

EnDyna staff manages and administers day-to-day functions at academies and training centers.

Information Technology (IT) Support and Data Management

EnDyna provides the full support for learning management systems. We design, develop, implement, beta test, update, and maintain multi-user databases for multiple purposes, such as for tracking inventory and financial/budgetary information, scheduling and maintaining course information, and collecting and analyzing training statistics. We also provide IT support throughout the sequence of life cycle phases of System Development that serves both the operational and informational decision-making needs of the client. We input student and instructor profiles and evaluations into databases and analyze this information.

Instructor Training, Recertification, and Evaluation

EnDyna has considerable experience in training instructors for classroom-based ILT or for synchronous WBT. EnDyna trains instructors using video-taping, real-time feedback, and coaching.

Testing Program Administration

EnDyna facilitates testing administration including: designing and publishing all testing materials, classroom setup, administering online or paper-based tests, grading tests, issuing pass certifications and mailing out all materials to off-site students.

Accreditation Support

EnDyna facilitates program accreditation for federal clients. Through this experience, EnDyna understands the data required for continued monitoring and auditing by the accrediting agencies.

Business Process Improvement

EnDyna supports client's processes documentation including: oversee the staffing processes, train all staff in Standard Operating Procedures (SOPs), and manage time and expense records through government accounting systems. We also manage work performance, quality control plans, and cultivate and maintain productive working relationships with management staff, stakeholders, and subject matter experts.

On-Site and Remote Classroom Sessions and Exercises Logistics Management
We coordinate trainings, tabletop exercises and workshop logistics including: interactive simulations, on-the-job or emergency scenarios, and provide travel reservations and equipment for instructors.

Customer Service and Coordination
EnDyna provides services to students, instructors, and external course sponsors, on behalf of our clients.

Special Item Number (SIN) C874-7: Program and Project Management

- Project Management
  - Program Planning
  - Performance Monitoring and Measurement
  - Quality Assurance
  - Project Closeout Services
- Program Reporting
  - Progress against Program Objectives
  - Annual Report Preparation
- Project Leadership and Communication
  - Communication Strategy Development
  - Stakeholder Coordination and Communication
  - Briefing and Facilitation of Work Groups
- Program Integration Support
  - Partnership and Strategy Analysis

Project Management
EnDyna manages all projects and programs using state-of-the-practice tools, techniques and knowledge areas. Our assignment management process includes clearly defined steps that can be easily modified to address client needs and varying circumstances.

Project Planning and Scheduling
EnDyna has assisted clients in strategic work planning exercises to define client program staff priorities and assignments for the coming year. We work with clients to clarify the goals of projects and provide options for implementation and deployment.

Performance Monitoring and Measurement
Within the project planning phase, EnDyna designs strategic performance management and authentic assessment strategies. Specifically, EnDyna's staff designs detailed efficiency measures, and identifies a variety of indicators. We work closely with clients to chart intended outcomes and establish data collection procedures which are to be implemented at specified checkpoints. EnDyna provides the client with several options regarding reporting schedules and report production frequency.

Quality Assurance
Prior to project implementation, EnDyna develops Quality Control Plans (QCP) which describes established processes for ensuring flawless services and products. Plans are based on Quality Assurance (QA) and Performance Measurement/Monitoring (PMM) methods and are utilized throughout all phases of project development and implementation. EnDyna's overall metric is that the quality of deliverables is one-hundred percent clear, current, comprehensive and accurate based on the feedback and satisfaction of the client.

Program Reporting and Documentation
Within an established schedule, EnDyna's staff provides a clear process and template for weekly or monthly reports, or identifies a report frequency which is most acceptable to the client. Program reports

highlight the rate of project implementation, various milestones, financial expenditures, obligations, and provide forecasts for the future term.

Annual Reporting
For major projects, EnDyna develops comprehensive, professionally formatted annual reports which summarize project activities and achievements. These reports are often useful for both clients and stakeholder. EnDyna has tailored reports for high usability, readability and to contain meaningful visuals which demonstrate key project qualities.

Project Leadership and Communication

A proactive communication strategy is vital to the successful implementation and sustainment of projects. EnDyna leads strategic planning effort to build leadership and visioning skills to enable program development and planning.

Communication and Strategy Development
Our clear and direct communication with clients drives the execution of projects, and ensures that they are accurately aligned. To most effectively engage with clients, EnDyna schedules professional information exchanges and brainstorming sessions to share feedback and fuel progress.

Stakeholder Coordination
EnDyna's staff is skilled in stakeholder coordination support. We have developed and implemented engagement processes that have built stakeholder participation, increased positive stakeholder-client interaction, and resulted in stakeholder support for client programs.

Briefing and Facilitation of Work Groups
EnDyna provides analytical, coordination, management, and logistical support for large and small workgroups and committees. For both in-person and virtual meetings, EnDyna's staff provides administrative and facilitation support and ensures the following: meeting agendas are clear, meetings proceed on schedule, members engage respectfully, conversations remain on-topic, and post-meeting responsibilities and deliverable time lines are clear.

Program Integration

EnDyna's staff organizes alignment sessions to first define the current and predict the future market for the project, and how the project fills a specific void. Work is focused on aligning organizational strategies and priorities to agency-wide goals. This planning includes brainstorming of outreach tools, key messages and identifying the most effective channels.

Partnership and Strategy Analysis
EnDyna ensures that the project will attain stakeholder and partner buy-in, if this is a priority for the client. Outcomes from alignment meetings should be documented and action items for mobilization tracked. Through senior leadership alignment and mobilization, there are two primary objectives that should be accomplished: provide solutions for successful buy-in to bring about effective deployment.

Special Item Number (SIN) C899-1: Environmental Consulting Services

- Sustainability Management
  - Sustainable Performance Measure Development
  - Executive Order (EO) 13514 Support
    - Data Collection and Reporting for EO 13514 Compliance
  - Measurement of Greenhouse Gas Emissions of Procured Items (or Supply Chain) Using Life Cycle Analysis
  - Measurement of Buildings' Greenhouse Gas Emissions and Water Use
  - Sustainability & Environmental Training
  - Energy Policy Formulation
  - Green Hospital Design
  - Hazardous Waste Management Program Formulation
  - Engineering Consultation for Energy and Water Programs
- Homeland Security Solutions
  - Emergency Management Tools/ Guidance Support
  - Radiation and Nuclear Threat Protective Action Guidance
- Hazardous and Radioactive Waste Management
  - Hazard Identification, Exposure Assessment, and Toxicity Assessment
  - Public Health Risk Assessment/ Management
  - Review of Technologies/ Processes for Remediation
- Environmental Program and Project Management
  - Program Strategy/Development Planning
  - Strategic Planning
  - Planning and Documentation Services for Environmental Initiatives
  - Performance Metrics Development
  - Database Design, Development, and Implementation
  - Leadership Program Development and Training
  - Public- Private Partnership Management
- Environmental Policy and Regulatory Development Assistance
  - Peer Review Process Management Support
  - Public Comment Coordination and Management
  - Policy Formulation and Implementation Support
  - Models, Protocols, Issue Papers and Technical Guidance Development
  - Risk Assessment and Risk Management-Based Decision Making Support
  - Cost/Benefit Analysis of Policies, Regulations, and Program Initiatives
  - Identification of Regulatory and Non-Regulatory Alternatives for Impact Reduction
- Economic, Technical, and Risk Analysis Studies, Analyses, and Guidance Reports
  - Guidance Materials Development
  - Scientific Research and Issue Development
  - Scientific, Technical, and Economic Studies and Report Development
- Risk Communication and Stakeholder Outreach
  - Strategic Communication Planning
  - Print and Electronic Communication Products Design, Production, and Distribution
  - Training Development and Delivery
  - Fact Sheet, Brochure, and Newsletter Design and Production
  - Website Development and Management
  - Webinar Management and Multimedia Support
  - Key Message Development from Technical Information, Technical Meeting Documentation, Regulatory and Regulator Survey Data, and Outcome Information
  - Outreach Options Analysis
  - Interview and Focus-Group Support and Analysis

Sustainability Management

Sustainability is defined as "the enduring prosperity of all living things." Sustainability is directly linked to public health, the environment and the strength of economic systems that support and promote our well-being. This triple bottom line – human health, environmental health and economic health – is integral to the sustainability mandate of Executive Order (EO) 13514, Strengthening Federal Environmental, Energy and Transportation Management. EnDyna supports federal agencies in mandated compliance of EO 13514.

EnDyna assists federal government clients in developing blueprints that aid citizens and government alike in taking actions that will lead to a more sustainable future. In addition, EnDyna assists in implementing government's green initiatives.

Homeland Security Solutions

EnDyna provides expert technical assistance to the US Government for a diverse range of emergency response management programs. We have conducted policy and scientific analyses, developed response tools and strategies with increased effectiveness, and provided communications and training support to emergency response experts. EnDyna applies expert risk management, knowledge management and continuity of operations strategies to help our clients, in partnership with other federal agencies, state and local response agencies, industry, and others to prevent accidents and develop the most effective tools and strategies for emergency response. EnDyna also supports the development of guidance for on-scene coordinator (first responder), and technical research regarding nuclear radiation incidents (accidental leaks, Weapons for Mass Destruction and other emergency incidents), chemical and biological weapon releases and natural disaster scenarios.

Hazardous and Radioactive Waste Management

EnDyna has very rich experience related to the assessment and management of public health and environmental risk from hazardous and radioactive waste and other toxic substances. EnDyna has supported the preparation of the human health risk assessment protocol for hazardous waste combustion facilities guidance document used by permittees subject to the Resource Conservation and Recovery Act (RCRA) and the Clean Air Act (CAA) for Hazardous Air Pollutants Standards compliance. EnDyna managed the development of guidance and its technical background document on soil screening levels for radioactive contaminants, for use at Superfund sites.

EnDyna has provided program and technical support to clients in enhancing technology and regulatory capacity building for the state regulators and facilitating the use and deployment of technologies for accelerated cleanup at the nation's hazardous and radioactive waste sites. Among our many related projects, we have updated a reference guide that provides concise and accurate profiles of commercially available surface decontamination technologies for effective remove radiological contaminants from buildings, structure, and equipment surfaces; the guide assist users in determining which options are most appropriate for site-specific situations. EnDyna has also managed the development of a document on the real-time measurement of radionuclides in soil, which presents the technologies as well as case studies. In addition, we have developed related internet-based training courses, such as Radiation Site Cleanup: CERCLA Requirements and Guidance.

Environmental Program and Project Management

EnDyna provides support to federal government clients to more effectively develop and institute pragmatic approaches to all aspects of environmental programs. We offer support from the initial stages of program planning to the final analysis and reporting stages. EnDyna provides assistance in developing comprehensive program strategies that will enable program implementation, help clients avoid roadblocks, and accomplish their objectives on time.

EnDyna has provided support to numerous federal offices in the development and management of public-private partnership programs. These programs require a thorough analysis of effective outreach strategies and channels, program objectives and scope, and an understanding of potential participants and other stakeholders.

EnDyna supports the development of performance metrics and identification of means to collect data on these metrics. We also help in the design, development, and implementation of public and password-protected databases, including those that track progress toward reaching performance metric goals.

Environmental programs require strong direction and effective communication to produce high quality products, ensure clear guidance for and enable the efforts of program staff, and result in the maximum benefits to the surrounding community. EnDyna has worked with government clients to develop customized leadership and professional development programs that ensure high levels of competence among leaders and prospective leaders at all levels within these organizations.

Environmental Policy and Regulation Development Assistance

EnDyna supports federal agencies and the states in formulating environmental policies and developing and instituting programs to implement those policies. The firm's services include:

- Development of office- and facility-based support programs
- Analysis of the technical and management feasibility of alternative regulatory strategies
- Management of the public and peer review comment and response process
- Analysis of the benefits of environmental policies, regulations, and program initiatives

Economic, Technical, and Risk Analysis Studies, Analyses, and Guidance Reports

EnDyna provides a broad range of services to meet the clients' specific guidance and policy support needs. Examples of services the firm offers are:

- Development of models, protocols, issue papers, and technical guidance
- Support of risk assessment and management decision making
- Analysis of risk basis/risk reduction impacts of regulatory and non-regulatory options
- Development of guidance materials

Risk Communication and Stakeholder Outreach

EnDyna offers extensive experience in communications and outreach. EnDyna assistance to communication and public outreach programs includes:

- Identifying critical outreach messages by providing text for publications
- Quality assurance review of draft outreach materials
- Conceptualizing and developing custom graphics and layout for outreach literature
- Publication and printing of outreach literature
- Developing numerous internal and external communications materials including technical reports, briefing papers, presentations, fact sheets, handouts, and brochures

We provide preliminary editorial and technical review of strategies and design and maintain websites. In addition, we organize workshops and trainings. This includes organizing, identifying, and providing logistical support for regional/national training and annual conferences. To further strengthen programs, we develop and implement tools to measure the effectiveness of outreach programs and the practices that they promote.

Special Item Number (SIN) C899-3: Environmental Training Services

Training Development and Delivery

- Customized Training/Learning Solutions Planning and Development
  - Classroom/ Instructor Led Training
  - Web-Based Training – Synchronous and Asynchronous
  - Blended Learning Curricula
  - Mobile Learning Solutions
  - Webinars
  - Collaborative Learning
  - Section 508, SCORM/AICC Compliance
  - Multi-media/Video Development
- Curriculum Development and Update
- Job/Task Analyses (JTA)
- Performance Support Tools
- Knowledge Management Systems
- Pilot Course Delivery
- Training Delivery – Classroom and Web-Based
- Test Bank Development and Statistical Validation

Environmental training courses that EnDyna has developed and/or taught include:

- Comprehensive Environmental Response Compensation and Liability Act (CERCLA)
- Emergency Response Plans
- Environmental Laws/ Regulations Compliance
- Environmental Remediation Technologies
- Essentials of Regulatory Analysis
- First Responder
- Hazardous Materials and Waste (HAZMAT)
- ISO 14001 Environmental Management Systems (EMS)
- Lead Training, including Awareness, Inspecting, Assessing, Rehabilitation, and Renovation
- National Environmental Policy Act (NEPA)
- Public Health Risk Assessment for Hazardous Waste
- Radiation Risk Assessment
- Resource Conservation and Recovery Act (RCRA)
- Sustainable Environmental Practices

EnDyna develops and delivers training on a wide variety of environmental regulations, technologies, and approaches. EnDyna supports government clients in developing courses and curricula to meet their environmental, first responder/ emergency response, and sustainability training needs.

Training Development and Delivery

EnDyna develops and delivers customized computer-based (both synchronous and asynchronous), instructor-led, and blended training.

Customized Training Solutions

Implementing sound instructional systems development (ISD) principles, EnDyna collaborates with its clients to analyze, design, develop, implement, and evaluate comprehensive training programs that ensure the transfer of requisite skills and knowledge to the learner. We work in all media, including instructor-led, performance support, web/computer-based training, video, mobile, and synchronous and asynchronous learning environments.

In developing courses, we perform needs assessments; conduct planning and training meetings; design and develop course materials with tailored, context-specific scenarios and exercises, matched to audience needs; create student and instructor manuals, audio-visuals and interactive adult learning exercises; conduct a pilot to evaluate instructor-student interactions; and evaluate the training.

We identify the most effective form of delivery, whether synchronous web-based training, self-paced, or classroom training. EnDyna trains instructors in web-based instruction, and webinar services. Our ISD analysis phase includes Job/Task Analyses (JTA) for the development of targeted trainings. All courses and tests undergo extensive beta testing and statistical validation to ensure the most effective customized training.

GSA Combined Schedule Price List – Contract Number GS-00F-0017Y

Customer Site Labor Rates – Option Period 1

Labor Category	Combined Schedule SINs	Year 1 03/05/2012 - 03/04/2013	Year 2 03/05/2013 - 03/04/2014	Year 3 03/05/2014 - 03/04/2015	Year 4 03/05/2015 - 03/04/2016	Year 5 03/05/2016 - 03/04/2017
Communication Specialist II	874-4, C899-1, C899-3	$67.63	$69.59	$71.61	$73.69	$75.83
Computer Program/Applications/ Systems Analyst-Programmer	C874-4, C899-3	$87.70	$90.24	$92.86	$95.55	$98.32
Document/Design Production Specialist	C874-4, C899-3	$35.44	$36.47	$37.53	$38.62	$39.74
Instructional System Designer	C874-4, C899-3	$64.82	$66.70	$68.63	$70.62	$72.67
Instructor	C874-4, C899-3	$67.92	$69.89	$71.92	$74.01	$76.16
Multimedia Developer/Designer/ Video Producer	C874-4, C899-3	$69.04	$71.04	$73.10	$75.22	$77.40
Support Staff	C874-4, 899-1, C899-3	$35.44	$36.47	$37.53	$38.62	$39.74
Training Specialist-Logistics & Scheduling	C874-4, C899-3	$35.44	$36.47	$37.53	$38.62	$39.74
Webinar Support Specialist	C874-4, C899-3	$45.33	$46.64	$47.99	$49.38	$50.81

Contractor Site Labor Rates – Option Period 1

Labor Category	Combined Schedule SINs	Year 1 03/05/2012 - 03/04/2013	Year 2 03/05/2013 - 03/04/2014	Year 3 03/05/2014 - 03/04/2015	Year 4 03/05/2015 - 03/04/2016	Year 5 03/05/2016 - 03/04/2017
Sr. Database Programmer	C874-1, C899-1	$99.04	$101.91	$104.87	$107.91	$111.04
Subject Matter Expert II	C874-1, C874-4, C874-7, C899-1, C899-3	$102.46	$105.43	$108.49	$111.64	$114.88
Subject Matter Expert I	C874-1, C874-4, C874-7, C899-1, C899-3	$68.49	$70.47	$72.51	$74.61	$76.77
Support Staff	C874-1, C874-2, C874-4, C874-7, C899-1, C899-3	$39.01	$40.14	$41.30	$42.50	$43.73
Web Site & Graphic Design & Support Specialist	C874-4, C899-3	$50.49	$51.96	$53.47	$55.02	$56.62
Functional Specialist II	C874-1, C874-7	$108.20	$111.33	$114.56	$117.88	$121.30
Functional Specialist I	C874-1, C874-7	$86.56	$89.07	$91.65	$94.31	$97.04
Management Consultant III	C874-1, C874-7	$108.20	$111.33	$114.56	$117.88	$121.30
Management Consultant II	C874-1, C874-7	$64.26	$66.12	$68.04	$70.01	$72.04
Management Consultant I	C874-1, C874-7	$57.09	$58.74	$60.44	$62.19	$63.99
Task Lead	C874-1, C874-7	$90.16	$92.78	$95.47	$98.24	$101.09
Technical Editor/Graphic Designer	C874-1, C874-2 , C874-7, C899-1	$53.58	$55.14	$56.74	$58.39	$60.08
Facilitator III	C874-2	$105.76	$108.83	$111.99	$115.24	$118.58
Facilitator II	C874-2	$90.16	$92.78	$95.47	$98.24	$101.09
Facilitator I	C874-2	$71.24	$73.31	$75.44	$77.63	$79.88

Labor Category	Combined Schedule SINs	Year 1 03/05/2012 - 03/04/2013	Year 2 03/05/2013 - 03/04/2014	Year 3 03/05/2014 - 03/04/2015	Year 4 03/05/2015 - 03/04/2016	Year 5 03/05/2016 - 03/04/2017
Computer Program/Applications/ Systems Analyst-Programmer	C874-4, C899-3	$96.50	$99.29	$102.17	$105.13	$108.18
Document/Design Production Specialist	C874-4, C899-3	$39.01	$40.14	$41.30	$42.50	$43.73
Instructional System Designer	C874-4, C899-3	$69.15	$71.15	$73.21	$75.33	$77.51
Instructor	C874-4, C899-3	$68.45	$70.43	$72.47	$74.57	$76.73
Multimedia Developer/Designer/ Video Producer	C874-4, C899-3	$75.97	$78.17	$80.44	$82.77	$85.17
Technical Writer/Editor	C874-4, C899-3	$52.37	$53.89	$55.45	$57.06	$58.71
Training Specialist-Logistics & Scheduling	C874-4, C899-3	$39.01	$40.14	$41.30	$42.50	$43.73
Webinar Support Specialist	C874-4	$50.36	$51.82	$53.32	$54.87	$56.46
Administrative Support I	C899-1	$39.01	$40.14	$41.30	$42.50	$43.73
Communication Specialist I	C899-1	$42.21	$43.44	$44.70	$46.00	$47.33
Sr. Computer Scientist	C899-1	$99.04	$101.91	$104.87	$107.91	$111.04
Contracts Manager	C899-1	$108.20	$111.33	$114.56	$117.88	$121.30
Technical Specialist	C899-1	$93.92	$96.65	$99.45	$102.33	$105.30
Peer Review Coordinator	C874-1, C899-1	$54.61	$56.20	$57.83	$59.51	$61.24
Analyst III	C874-1,C874-4, C874-7, C899-3	$71.24	$73.31	$75.44	$77.63	$79.88
Analyst II	C874-1, C874-2, C874-7, 899-1	$50.34	$51.80	$53.30	$54.85	$56.44
Analyst I	C874-1, C874-7, C899-1	$37.99	$39.10	$40.23	$41.40	$42.60
Program Manager	C874-1, C874-2, C874-7, C899-1, C899-3	$156.29	$160.82	$165.48	$170.28	$175.22
Project Support Coordinator	C874-2	$50.27	$51.73	$53.23	$54.77	$56.36
Project Manager	C874-1, C874-4, C874-7, C899-1, C899-3	$113.98	$117.29	$120.69	$124.19	$127.79
Communications Spec II	C874-4, C899-1, C899-3	$74.42	$76.58	$78.80	$81.09	$83.44
Sr. Communication Specialist	C899-1	$108.20	$111.33	$114.56	$117.88	$121.30
Senior Scientist	C899-1	$138.25	$142.26	$146.39	$150.64	$155.01
Scientist II	C899-1	$53.58	$55.14	$56.74	$58.39	$60.08
Scientist I	C899-1	$50.49	$51.96	$53.47	$55.02	$56.62

Labor Category Descriptions

Senior Database Programmer

Minimum/General Experience: Eight years of relevant experience

Functional Responsibility: Designs, develops, and maintains software tools, database systems, report generators, and data entry programs. Highly capable of managing data in both PC and mainframe environments. Operate with wide latitude for independent action.

Minimum Education: BA/BS or related Business or relevant field

Subject Matter Expert II

Minimum/General Experience: Ten years of relevant experience

Functional Responsibility: Provides subject matter expertise for the design, development, modification, and instruction of training materials, provide technical knowledge and functional understanding of applications and operational environment of the subject matter, processes, procedures, systems, and operating requirements, participate in all phases of curriculum development, evaluation, and testing of courseware materials. In addition, is qualified to provide instructor-led training in multiple types of presentation environments and participate in the development of test materials and training scenarios.

Minimum Education: BA/BS or related Business or relevant field; MA/MS in related field

Subject Matter Expert I

Minimum/General Experience: Six years of relevant experience

Functional Responsibility: Provides subject matter expertise for the design, development, modification, and instruction of training materials, provide technical knowledge and functional understanding of applications and operational environment of the subject matter, processes, procedures, systems, and operating requirements, participate in all phases of curriculum development, evaluation, and testing of courseware materials.

Minimum Education: BA/BS or related Business or relevant field

Support Staff

Minimum/General Experience: Three years of relevant experience

Functional Responsibility: Depending on the functional specialty, supports the program management staff in the preparation of deliverables, internal reports, briefings, and drawings associated with the project being supported. Assists in office administration with general secretarial tasks, to include: word processing, coordinating purchase and supply requests, ordering materials/supplies/property, data entry, filing, telephone communications, composing correspondence, information collection, compiling and monitoring reports, maintaining filing systems, organizing meetings, and conducting and monitoring inventory of property and supplies.

Minimum Education: High School Diploma or equivalent

Website & Graphic Design & Support Specialist

Minimum/General Experience: Four years of relevant experience

Functional Responsibility: Designs and produces graphics in support training development courseware and provides technical knowledge and expertise on computer graphics, digital photography, videos, animations, sequencing, and audio/visual effects in various authoring and software packages. Develops graphic user interfaces and designs illustrations for web and CD-ROM applications. Utilizes creative techniques to produce stimulating educational materials for adult learners, develops technology based instructional programs, training manuals and instructor guides, perform data entry, graphics preparation, database applications and administration, spreadsheet preparation, word processing, and other similar functions.

Minimum Education: BA/BS or related Business or relevant field

Functional Specialist II

Minimum/General Experience: Ten years of relevant experience

Functional Responsibility: Senior expert with extensive knowledge in designated field or discipline. Provide insight and advice concerning task or project strategic direction and outcomes. Contribute to the evaluation, analysis, and development of recommended solutions. Resolves complex problems, which require an in-depth knowledge of subject matter related to the designated field or discipline. Apply principles and methods of the subject matter to specialized solutions. Generally possess demonstrated ability and experience in management consulting and cross-team facilitation at the senior management level. Other areas of expertise may include, but is not limited to, business process reengineering, statistical process control, individual and organizational assessment and evaluation, process modeling and simulation, strategic and business planning, change management, organizational development, and the development of leadership/management skills. Directs the activities of Specialists 1 and Specialists, or other staff as necessary on activated related to the specified field or discipline.

Minimum Education: BA/BS or related Business or relevant field; MA/MS in related field

Functional Specialist I

Minimum/General Experience: Six years of relevant experience

Functional Responsibility: Possesses demonstrated knowledge in designated field or discipline. Possess significant experience providing solutions to an organization's challenges through the application of knowledge gained through similar prior engagements. Participate in the development of solutions by leveraging knowledge of the designated field or discipline. Contributes to the implementation of strategy and helps assess the impact of industry trends, policy, and/or standard methodologies. Direct the activities of Specialists or other staff as necessary on activities related to the specified field or discipline.

Minimum Education: BA/BS or related Business or relevant field; MA/MS in related field

Management Consultant III

Minimum/General Experience: Nine years of relevant experience

Functional Responsibility: Senior expert that possesses demonstrated knowledge, extensive experience in the development of solutions, recommendations, or outcomes across multiple complex tasks in multiple organizations. Define project objectives and strategic direction. Is responsible for providing leadership and vision to client and project teams and serves as a key facilitator between multiple teams to achieve objectives of complex efforts. Direct the activities of more junior Management Consultants or other staff as necessary.

Minimum Education: BA/BS or related Business or relevant field

Management Consultant II

Minimum/General Experience: Five years of relevant experience

Functional Responsibility: Possesses demonstrated knowledge, experience, and ability in the development of solutions, recommendations, or outcomes across multiple complex tasks and/or organizations. Evaluates option in the context of project objectives and contributes to the implementation of strategic direction. Supports project objectives through activities such as conducting interviews, gathering data, and developing recommendations in support of project objectives. Direct the activities of Management Consultants or other staff as necessary.

Minimum Education: BA/BS or related Business or relevant field

Management Consultant I

Minimum/General Experience: Three years of relevant experience

Functional Responsibility: Possesses knowledge, some experience, and capabilities in the development of solutions, recommendations, or outcomes across multiple tasks and/or organizations. Support the development of solutions to address organization's challenges. Supports project objectives and helps assess the impact of industry trends, policy, or standard methodologies. Conduct activities in support of project team's objectives. Work closely with senior Management Consultants or Task Leads.

Minimum Education: BA/BS or related Business or relevant field

Task Lead

Minimum/General Experience: Six years of relevant experience

Functional Responsibility: Experienced in task management, responsible for ensuring successful task completion within the scheduled timeframe consistent with the established scope of work to include both the technical and financial solutions. Organizes, directs, and coordinates the planning and production of all activities associated with assigned tasks.

Minimum Education: BA/BS or related Business or relevant field

Technical Editor/Graphic Designer

Minimum/General Experience: Four years of relevant experience

Functional Responsibility: Edits scientific documentation (reports and other project deliverables) to ensure accuracy of spelling, grammar, punctuation, and references. Copy edits to ensure consistency and appropriateness of tone and style, as well as consistency of formatting. Provide substantive editing when needed to ensure good organization and logical flow of text. Develop diagrams, flow charts, and other images to accompany text from reports and other project deliverables. Create brochures, flyers, posters, photo collages, and PowerPoint or custom slides. Design newsletters, letterhead, CD labels, certificates, programs, or report covers for project deliverables. Develop technical illustrations, including tables and graphs, Gantt charts, chart, maps, and other conceptual models.

Minimum Education: BA/BS or related Business or relevant field

Facilitator III

Minimum/General Experience: Seven years of relevant experience

Functional Responsibility: Mediates or facilitates dialogue or dispute resolution processes involving large numbers of participants, national policy implications or high levels of conflict, including conducting assessments and providing strategic advice. Organizes and leads project teams in providing dispute resolution services and facilitation from initiation to execution.

Minimum Education: BA/BS or related Business or relevant field; MA/MS in related field

Facilitator II

Minimum/General Experience: Five years of relevant experience

Functional Responsibility: Facilitates small to medium size groups (including break-out sessions at workshops, intra-organizational meetings, and small multi-party stakeholder meetings), coordinates internal team, and oversees meeting logistics work of support staff, meeting summaries, and reports.

Minimum Education: BA/BS or related Business or relevant field; MA/MS in related field

Facilitator I

Minimum/General Experience: Five years of relevant experience

Functional Responsibility: Conducts information collection and coordination as part of a project team. Also, facilitates subcommittees, breakout sessions at workshops, intra-organizational meetings, and small multi-party stakeholder meetings and workshops. In addition, organizes conferences, large meetings, report production, and web-site development and maintenance. Conducts convening interviews, drafts meeting summaries and reports, coordinates internal team, and oversees meeting logistics work of support staff.

Minimum Education: BA/BS or related Business or relevant field

Computer Program/Applications/Systems Analyst-Programmer

Minimum/General Experience: Five years of relevant experience

Functional Responsibility: Implements and maintains operations systems and subsystems, implements training applications on various computing platforms and equipment configurations, integrates equipment and audio visual/multimedia/video teleconferencing delivery systems, design, install, and maintain appropriate systems software programs; and identifies, evaluates, tailors, and directs the implementation of vendor-supplied software and courseware, performs systems re-generations where applicable to reflect changes in peripheral configuration; ensures the maintenance of adequate software systems documentation; and recommends to content developers and customers the operating capabilities and systems configurations required for delivery of training products/services.

Minimum Education: BA/BS or related Business or relevant field

Document/Design Production Specialist

Minimum/General Experience: Three years of relevant experience

Functional Responsibility: Develops diagrams, flow charts, and other images to accompany text from reports and other project deliverables. In addition, creates brochures, flyers, posters, photo collages, and PowerPoint or custom slides. Also, designs newsletters, letterhead, CD labels, certificates, programs, or report covers for project deliverables. Contribution includes developing technical illustrations, including tables and graphs, Gantt charts, chart, maps, and other conceptual models.

Minimum Education: High School Diploma or equivalent

Instructional System Designer

Minimum/General Experience: Three years of relevant experience

Functional Responsibility: Designs and develops complex, diverse instructional systems design projects, including paper-based and computer-based formats, using Instructional Systems Development (ISD) model. Additionally, develops instructionally valid training, testing, and post-training evaluation materials by analyzing and interpreting user requirements, technical specifications, application features, and functions to translate them into appropriate training formats. Possesses the ability to use a formal, structured approach to design and develop training materials in various formats, such as for classroom training, computer based training, e-learning and web-based courses, demonstrations, and presentations.

Minimum Education: BA/BS or related Business or relevant field

Instructor

Minimum/General Experience: Three years of relevant experience

Functional Responsibility: Provides course instruction. Training may be via formal or informal settings including classroom training, presentations, demonstrations, one-on-one assistance, and web based training. Systematically assists with development of new training as well as modifications or customization of existing training materials. For formal training sessions, ensures all training materials are available, and ensure all equipment is functional prior to start of session.

Minimum Education: BA/BS or related Business or relevant field

Multimedia Developer/Designer/Video Producer

Minimum/General Experience: Five years of relevant experience

Functional Responsibility: Designs and produces graphics in support training development courseware and provides technical knowledge and expertise on computer graphics, digital photography, videos, animations, sequencing, and audio/visual effects in various authoring and software packages. Develops graphic user interfaces and designs illustrations for web and CD-ROM applications. Effectively utilizes creative techniques to produce stimulating educational materials for adult learners. Develops technology based instructional programs, training manuals and instructor guides, perform data entry, graphics preparation, database applications and administration, spreadsheet preparation, word processing, and other similar functions.

Minimum Education: BA/BS or related Business or relevant field

Technical Writer/Editor

Minimum/General Experience: Three years of relevant experience

Functional Responsibility: Designs, writes, formats, updates, and edits material for training courses, outreach, and website postings that include, but are not limited to, technical narratives for training courses, student training aids, training manuals, instruction guides, lesson plans, policies and procedures, webinars, and computer-based training applications. Conducts research and ensures the use of proper technical terminology for courseware and associated training materials.

Minimum Education: BA/BS or related Business or relevant field

Training Specialist-Logistics & Scheduling

Minimum/General Experience: Four years of relevant experience

Functional Responsibility: Schedules, coordinates, and communicates all aspects of training courses for students and instructors from the start to the close-out of both on-line training (electronic Internet-based forums and discussion groups, video conferencing, and other electronic communications) and off-line courses. Establishes, generates, and maintains tracking of all relevant files, documents, and correspondence relative to requests for and delivery of training. Handles logistics of providing training materials, as well as coordinating with instructors and students in support of scheduling travel, lodging, and conferences. Responsible for the testing, certification, and maintenance processes for numerous and varying courses.

Minimum Education: High School Diploma or equivalent

Webinar Support Specialist

Minimum/General Experience: Three years of relevant experience

Functional Responsibility: Develops and implements guidelines and protocol for conducting Webinars, stakeholder outreach, posting presentations and discussions, and streamlining the current Webinar process to get further outreach and participation. For each web cast, provides administrative and logistical support for scheduling, registering, and following-up with participants. In addition, facilitates webinars by setting up the technical aspects and assisting the presenters with using the web conference technology.

Minimum Education: BA/BS or related Business or relevant field

Administrative Support I

Minimum/General Experience: Two years of relevant experience

Functional Responsibility: Support contract administrators and business support people in the company. Assists in administering contracts, preparing cost estimates, may have contact with client contract administrators. Works under the supervision of senior administrative staff, but operates with some latitude for independent action.

Minimum Education: High School Diploma or equivalent

Communication Specialist I

Minimum/General Experience: Zero years of relevant experience

Functional Responsibility: Entering classification for professional staff with some related experience and relevant academic discipline. Under close supervision of senior or mid-level staff, performs basic research, writing, and editing. Directed and evaluated for work from senior or mid-level staff. Additionally, works on task levels that require less independent action or decision-making latitude.

Minimum Education: BA/BS or related Business or relevant field

Senior Computer Scientist

Minimum/General Experience: Eight years of relevant experience

Functional Responsibility: Designs, develops, and maintains software tools, database systems, report generators, and data entry programs. Is capable of managing data in both PC and mainframe environments and operates with wide latitude for independent action.

Minimum Education: BA/BS or related Business or relevant field

Contracts Manager

Minimum/General Experience: Ten years of relevant experience

Functional Responsibility: Senior contract administrators and business support people in the company. Administers and negotiates contracts prepares and/or reviews all cost estimates, interfaces with client contract administrators. In addition, serves as in-house contractual consultants. Also operates with wide latitude for independent action.

Minimum Education: BA/BS or related Business or relevant field

Technical Specialist

Minimum/General Experience: Six years of relevant experience

Functional Responsibility: Specializes in subject or content related to the environmental work, such as expertise in Public Health Risk Assessment, Risk Management, Radioactive Waste Management, Superfund Cleanup, Global warming, Climate change or Green Chemistry. Additionally, provides specialized expertise to projects or contracts for work under their specialized expertise. This could include, research, writing documents, modeling, briefings, technology overviews, technical guidance and regulatory support in the area.

Minimum Education: BA/BS or related Business or relevant field; MA/MS in related field

Peer Review Coordinator

Minimum/General Experience: Five years of relevant experience

Functional Responsibility: Coordinates Peer Reviews for various scientific documents and developing standards for government agencies. The work includes: identifying expertise, getting contracts out to experts, setting up timeline, coordinating materials posting, conflict of interest identification, synthesizing comments, assisting with logistics of organizing comment resolution meeting between peer reviewers.

Minimum Education: BA/BS or related Business or relevant field

Analyst III

Minimum/General Experience: Five years of relevant experience

Functional Responsibility: Senior expert with extensive knowledge and experience developing and applying analytic methodologies and principles, and is recognized as a leader within SIN functions. Leads the application of analytic techniques and helps define project objectives and strategic direction. Responsible for providing leadership and vision to client and project teams around the methodology. Additionally, resolves complex problems, which require an in-depth knowledge of analytic methodologies and principles. Identifies technological and business strengths, establishes data systems that leverage and capitalize on the knowledge of employees, and finds ways to use that knowledge to maximize opportunities and improves business processes, collects data, analyzes training support functions and other training areas, and recommends business process improvements. Develops alternatives showing where the work is processed differently under different circumstances for validating business process improvements, performs statistical and financial analyses, identifies best practices throughout organization and communicates/implements these practices, provides overall technical and financial direction to the knowledge management function and develops controls, budgets, and measurements to monitor progress. Also, directs the activities of more junior Analysts or other staff as necessary on activities related to the application of analytical techniques and methodologies. Managerial and supervisory skills required.

Minimum Education: BA/BS or related Business or relevant field

Analyst II

Minimum/General Experience: Three years of relevant experience

Functional Responsibility: Possesses demonstrated knowledge and experience applying analytic methodologies and principles to address client needs. Applies analytic techniques in the evaluation of project objectives and contributes to the implementation of strategic direction. Perform analyst functions including data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives. Conduct activities in support of project team's objectives. Writes meeting summaries, arranges logistics for meetings and trainings, provides outreach materials and contacts, records flip charts in meetings, tracks expenses for projects, and works as liaison to committees and subcommittees. Arranges and facilitates conference calls on routine issues. Work closely with Analyst III, Task Leads, or Project Manager. Direct the activities of junior staff as necessary.

Minimum Education: BA/BS or related Business or relevant field

Analyst I

Minimum/General Experience: One year of relevant experience

Functional Responsibility: Possesses knowledge of applying analytic methodologies and principles to address client's needs. Support analyst functions including data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives. Conduct activities in support of project team's objectives. Work closely with senior Analysts or Team Leads.

Minimum Education: BA/BS or related Business or relevant field

Program Manager

Minimum/General Experience: Fourteen years of relevant experience

Functional Responsibility: Senior executive responsible for providing strategic direction, vision, leadership, and program management to the team. Contribute to organizational direction through regular involvement with senior level client leadership and team members. Maintain productive and effective client relationship with the most senior levels of the client organization. Provides oversight and executive level management to overall contract operations often involving multiple projects/tasks and groups of personnel at multiple locations. The Program Manager maintains and manages relationships with senior level management within the client organization. Responsible for ensuring senior level management within the client organization is aware of overall program status, including all relevant projects and their potential impact on higher level organizational strategic vision. This may include subject matter and unique technical knowledge. The Program Manager is responsible for managing multiple contract operations, ensure quality standards and work performance on all task orders and projects, plans, organizes and oversees work efforts, assigns resources, manages personnel, provides risk management, ensures quality management, monitors overall project and contract performance, etc.

Minimum Education: BA/BS or related Business or relevant field; MA/MS in related field

Project Support Coordinator

Minimum/General Experience: Two years of relevant experience

Functional Responsibility: Creates or edits moderately complex documents. Arranges logistics for meetings and trainings, provides outreach materials and contacts, arranges conference calls and arranges meeting participant travel.

Minimum Education: BA/BS or related Business or relevant field

Project Manager

Minimum/General Experience: Ten years of relevant experience

Functional Responsibility: Performs day-to-day management of contract support operations, possibly involving multiple tasks and groups of personnel at multiple locations, on a single project. Demonstrates skills in the scope of work encompassed by the task order; provides technical guidance to the project team in performance of the work, and reviews the quality of all work products. Organizes, directs, and coordinates the planning and production of all contract support activities. In addition, responsible for staffing, project planning, project financials, and staff direction and oversight. The Project Manager maintains and manages the client interface at the COTR levels of the client organization. Assist the Program Manager as required in managing contract performance.

Minimum Education: BA/BS or related Business or relevant field

Communications Specialist II

Minimum/General Experience: Three years of relevant experience

Functional Responsibility: Designs and develops outreach material for training using multiple technologies. Ensure integrity of training requirements, training hierarchies, instruction materials, and evaluation plans. Interact with stakeholders and subject matter experts to ensure technical accuracy of outreach material.

Minimum Education: BA/BS or related Business or relevant field

Senior Communication Specialist

Minimum/General Experience: Eight years of relevant experience

Functional Responsibility: Senior staff member with broad background in researching, writing, editing, and producing communications products in related disciplines; manages multiple tasks (and/or contracts). Plans, conducts and supervises assignments; oversees staffing and allocation of resources; supplies technical expertise and QA/QC review; initiates liaison between staff and client; and oversees budget. Operate with wide latitude for independent action.

Minimum Education: BA/BS or related Business or relevant field

Senior Scientist

Minimum/General Experience: Ten years of relevant experience

Functional Responsibility: Plans, conducts, and supervises projects of major significance, necessitating advanced knowledge and the ability to original and apply new and unique methods and procedures. Supply technical advice and counsel to other professionals. Operate with wide latitude for independent action.

Minimum Education: BA/BS or related Business or relevant field; MA/MS in related field

Scientist II

Minimum/General Experience: Three years of relevant experience

Functional Responsibility: Under general supervision of senior technical staff, plans, conducts, and supervises assignments normally involving smaller projects. Estimates and schedules work to meet completion dates. Directs assistants, reviews progress and evaluates results, makes changes in methods, design, or equipment where necessary. Operate with some latitude for independent action or decision.

Minimum Education: BA/BS or related Business or relevant field; MA/MS in related field

Scientist I

Minimum/General Experience: Zero years of relevant experience

Functional Responsibility: Works under close supervision of senior or mid-level technical staff. Gathers and correlates basic data and performs routine analyses. Work on less complicated assignments.

Minimum Education: BA/BS or related Business or relevant field