

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

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! is: <http://www.fss.gsa.gov>.

**CORPORATE CONTRACT FOR
PROFESSIONAL ENGINEERING SERVICES (PES)
FSC GROUP 87, FSC CLASS 871
ENVIRONMENTAL SERVICES
FSC GROUP 89, FSC CLASS 899
INFORMATION TECHNOLOGY PROFESSIONAL SERVICES
FSC GROUP 70, FSC CLASS 7010**

CONTRACT NUMBER: GS-00F-0078N

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://pub.fss.gsa.gov>.

Period Covered by Contract: AUGUST 21, 2003 THROUGH AUGUST 18, 2008

Pricelist current through Modification # 0002, dated February 21, 2006



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Rapid City, SD 57709-0725
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Contract Administration: Tom Zeller**

General Services Administration

Business Size: Small

Data Universal Number System (DUNS) number: **06-15-30416**

GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY SERVICES

SIN C D3XX - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

- C D301 IT Facility Operation and Maintenance
- C D302 IT Systems Development Services
- C D306 IT Systems Analysis Services
- C D307 Automated Information Systems Design and Integration Services
- C D308 Programming Services
- C D310 IT Backup and Security Services
- C D311 IT Data Conversion Services
- C D316 IT Network Management Services
- C D399 Other Information Technology Services, Not Elsewhere Classified

ENGINEERING AND TECHNICAL SERVICES

C R425 - ENGINEERING AND TECHNICAL SERVICES

- 871-1 Strategic Planning for Technology Programs/Activities
- 871-2 Concept Development and Requirements Analysis
- 871-3 System Design, Engineering and Integration
- 871-4 Test and Evaluation
- 871-5 Integrated Logistics Support
- 871-6 Acquisition and Life Cycle Management

ENVIRONMENTAL SERVICES

C F999 - OTHER ENVIRONMENTAL SERVICES, STUDIES AND ANALYTICAL SUPPORT

- 899-1 Environmental Planning Services & Documentation
- 899-2 Environmental Compliance Services
- 899-3 Environmental Occupational Training Services
- 899-4 Waste Management Services
- 899-8 Remediation Services

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CUSTOMER INFORMATION

1a. Table of awarded Special Item Numbers (SIN's) with appropriate cross-reference to item descriptions and awarded price(s). [See attached pricelist]

CORPORATE SIN	SIN DESCRIPTION	CROSSWALK INDIVIDUAL SCHEDULE SIN
C D3XX INFORMATION TECHNOLOGY PROFESSIONAL SERVICES		
C D301	IT Facility Operation and Maintenance Services	132-51
C D302	IT Systems Development Services	132-51
C D306	IT Systems Analysis Services	132-51
C D307	IT Systems Design and Integration Services	132-51
C D308	Programming Services	132-51
C D310	IT Backup and Security Services	132-51
C D311	IT Data Conversion Services	132-51
C D316	Telecommunications Network Management Services	132-51
C D399	Other IT and Telecommunication Services	132-51
C R425 ENGINEERING AND TECHNICAL SERVICES		
PEDs: MECHANICAL, CHEMICAL, CIVIL, ELECTRICAL		
C R425	Strategic Planning for Technology Programs/Activities	871-1
C R425	Concept Development and Requirements Analysis	871-2
C R425	System Design, Engineering and Integration	871-3
C R425	Test and Evaluation	871-4
C R425	Integrated Logistics Support	871-5
C R425	Acquisition and Life Cycle Management	871-6
C F999 OTHER ENVIRONMENTAL SERVICES, STUDIES AND ANALYTICAL SUPPORT		
C F999	Environmental Planning Services & Documentation	899-1
C F999	Environmental Compliance Services	899-2
C F999	Environmental Occupational Training Services	899-3
C F999	Waste Management Services	899-4
C F999	Remediation Services	899-8

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. **NOT APPLICABLE**

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item. **SEE ATTACHED PRICELIST**

2. Maximum order: SIN C R425 \$750,000.00; SIN C F999 \$1,000,000; SIN C D3XX \$500,000

3. Minimum order: \$100.00
4. Geographic coverage (delivery area): **Domestic**
5. Point(s) of production (city, county, and state or foreign country): **Same as contractor.**
6. Discount from list prices or statement of net price: **Prices shown herein are Net discounted. See attached.**
7. Quantity discounts: **None**
8. Prompt payment terms: **0% NET 30 days**
- 9a. Notification that Government purchase cards are accepted below the micropurchase threshold. [] **Yes**
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micropurchase threshold. [] **Yes**
10. Foreign items (list items by country of origin). **None**
- 11a. Time of delivery. (Contractor insert number of days.) **Per agreed to delivery on each Task Order.**
- 11b. Expedited Delivery. The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price lists that have expedited delivery. **N/A**
- 11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery. **N/A**
- 11d. Urgent Requirements. The Contractor will note in its price list the "Urgent Requirements" clause of its contract and advise agencies that they can also contact the Contractor's representative to effect a faster delivery. **N/A**
12. F.o.b. point(s). **Destination**
- 13a. Ordering address(es):
RE/SPEC Inc.
PO Box 725
Rapid City, SD 57709-0725
- 13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules/ordering).
14. Payment address(es):
RE/SPEC Inc.
PO Box 725
Rapid City, SD 57709-0725

15. Warranty provision. **N/A**
16. Export packing charges, if applicable. **N/A**
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micropurchase level): **N/A**
18. Terms and conditions of rental, maintenance, and repair (if applicable). **N/A**
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., recycled content, energy efficiency, and/or reduced pollutants). **N/A**
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/.
25. Data Universal Number System (DUNS) number: **061-53-0416**
26. Notification regarding registration in Central Contractor Registration (CCR) database. **REGISTERED**

**TERMS AND CONDITIONS APPLICABLE
TO INFORMATION TECHNOLOGY (IT)
PROFESSIONAL SERVICES**

1. SCOPE

a. The prices, terms and conditions stated under Information Technology Professional Services apply exclusively to IT Services within the scope of this Information Technology Schedule.

b. The Contractor shall provide services at the Contractor's facility and/or at the Government location, as agreed to by the Contractor and the ordering office.

2. PERFORMANCE INCENTIVES

a. When using a performance based statement of work, performance incentives may be agreed upon between the Contractor and the ordering office on individual fixed price orders or Blanket Purchase Agreements, for fixed price tasks, under this contract in accordance with this clause.

b. The ordering office must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.

c. To the maximum extent practicable, ordering offices shall consider establishing incentives where performance is critical to the agency's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

d. The above procedures do not apply to Time and Material or labor hour orders.

**3. ORDERING PROCEDURES FOR
SERVICES (REQUIRING A
STATEMENT OF WORK)**

FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SINs) within a Schedule. GSA has established special ordering procedures

for services that require a Statement of Work. These special ordering procedures take precedence over the procedures in FAR 8.404 (b)(2) through (b)(3).

GSA has determined that the prices for services contained in the contractor's price list applicable to this Schedule are fair and reasonable. However, the ordering office using this contract is responsible for considering the level of effort and mix of labor proposed to perform a specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

(a) When ordering services, ordering offices shall—

(1) Prepare a Request (Request for Quote or other communication tool):

(i) A statement of work (a performance-based statement of work is preferred) that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.

(ii) The request should include the statement of work and request the contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering office makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials proposal may be requested. The firm-fixed price shall be based on the rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any travel costs or other incidental costs related to performance of the services ordered, unless the order provides for

reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor-hour and time-and-materials orders.

(iii) The request may ask the contractors, if necessary or appropriate, to submit a project plan for performing the task, and information on the contractor's experience and/or past performance performing similar tasks.

(iv) The request shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical qualification of responses. If consideration will be limited to schedule contractors who are small business concerns as permitted by paragraph (2)(i) below, the request shall notify the contractors that will be the case.

(2) Transmit the Request to Contractors:

(i) Based upon an initial evaluation of catalogs and price lists, the ordering office should identify the contractors that appear to offer the best value (considering the scope of services offered, pricing and other factors such as contractors' locations, as appropriate). When buying IT professional services ONLY, the ordering office, at its discretion, may limit consideration to those schedule contractors that are small business concerns. This limitation is not applicable when buying supplies and/or services under other SINs. The limitation may only be used when at least three (3) small businesses that appear to offer services that will meet the agency's needs are available, if the order is estimated to exceed the micro-purchase threshold.

(ii) The request should be provided to three (3) contractors if the proposed order is estimated to exceed the micro-purchase

threshold, but not exceed the maximum order threshold. For proposed orders exceeding the maximum order threshold, the request should be provided to additional contractors that offer services that will meet the agency's needs. Ordering offices should strive to minimize the contractors' costs associated with responding to requests for quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, when possible.

(3) Evaluate Responses and Select the Contractor to Receive the Order:

After responses have been evaluated against the factors identified in the request, the order should be placed with the schedule contractor that represents the best value. (See FAR 8.404)

(b) The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPAs) for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering office the opportunity to secure volume discounts. When establishing BPAs, ordering offices shall—

(1) Inform contractors in the request (based on the agency's requirement) if a single BPA or multiple BPAs will be established, and indicate the basis that will be used for selecting the contractors to be awarded the BPAs.

(i) SINGLE BPA: Generally, a single BPA should be established when the ordering office can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for

service arises. The schedule contractor that represents the best value should be awarded the BPA. (See FAR 8.404)

(ii) MULTIPLE BPAs: When the ordering office determines multiple BPAs are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing the BPAs. When multiple BPAs are established, the authorized users must follow the procedures in (a)(2)(ii) above and then place the order with the Schedule contractor that represents the best value.

(2) Review BPAs Periodically: Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value. (See FAR 8.404)

(c) The ordering office should give preference to small business concerns when two or more contractors can provide the services at the same firm-fixed price or ceiling price.

(d) When the ordering office's requirement involves both products as well as executive, administrative and/or professional, services, the ordering office should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the best value. (See FAR 8.404)

The ordering office, at a minimum, should document orders by identifying the contractor from which the services were purchased, the services purchased, and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For agency requirements in excess of the micro-purchase threshold, the order file should document the evaluation of Schedule contractors' quotes that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.

Ordering procedures for other services available on schedule at fixed prices for specifically defined services or tasks should use the procedures in FAR 8.404. These procedures are listed in the pricelist, under "Information for Ordering Offices," paragraph #12.

4. ORDER

a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.

b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

5. PERFORMANCE OF SERVICES

a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering office.

b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering office.

c. The Agency should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.

d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the

date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

6. INSPECTION OF SERVICES

The Inspection of Services–Fixed Price (AUG 1996) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection–Time-and-Materials and Labor-Hour (JAN 1986) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

7. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 Rights in Data – General, may apply.

8. RESPONSIBILITIES OF THE GOVERNMENT

Subject to security regulations, the ordering office shall permit Contractor access to all facilities necessary to perform the requisite IT Services.

9. INDEPENDENT CONTRACTOR

All IT Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the Government.

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.
“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its

chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed Government contract, without some restriction on activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the Government, ordering offices may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

11. INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for IT services. Progress payments may be authorized by the ordering office on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

12. PAYMENTS

For firm-fixed price orders the Government shall pay the Contractor, upon submission of proper invoices or vouchers,

the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts (Alternate I (APR 1984)) at FAR 52.232-7 applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts (FEB 2002) (Alternate II (FEB 2002)) at FAR 52.232-7 applies to labor-hour orders placed under this contract.

b. Pricing for all IT Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices.

13. RESUMES

Resumes shall be provided to the GSA Contracting Officer or the user agency upon request.

14. INCIDENTAL SUPPORT COSTS

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering agency in accordance with the guidelines set forth in the FAR.

15. APPROVAL OF SUBCONTRACTS

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

16. DESCRIPTION OF IT SERVICES AND PRICING

a. The Contractor shall provide a description of each type of IT Service offered. IT Services should be presented in the same manner as the Contractor sells to its commercial and other Government customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.

**USA COMMITMENT TO PROMOTE
SMALL BUSINESS PARTICIPATION
PROCUREMENT PROGRAMS**

1. PREAMBLE

Contractor provides commercial products and services to the Federal Government. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

2. COMMITMENT

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in Federal Government contracts. To accelerate potential opportunities please contact the Contractor.



SUGGESTED FORMATS FOR BLANKET PURCHASE AGREEMENTS

BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE
(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (Agency) and (Contractor) enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s)_____

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will futher decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the Government that works better and costs less.

Signatures

Agency _____ Date _____

Contractor _____ Date _____



BPA NUMBER _____

**(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT**

Pursuant to GSA Federal Supply Schedule Contract Number(s) _____, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (Ordering Agency):

(1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

MODEL/PART NUMBER	*SPECIAL BPA DISCOUNT/PRICE
_____	_____
_____	_____

(2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____

(3) The Government estimates, but does not guarantee, that the volume of purchases through this agreement will be _____.

(4) This BPA does not obligate any funds.

(5) This BPA expires on _____ or at the end of the contract period, whichever is earlier.

(6) The following office(s) is hereby authorized to place orders under this BPA:

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

(7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

(8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);
- (e) Purchase Order Number;

- (f) Date of Purchase;
 - (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
 - (h) Date of Shipment.
- (9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.
- (10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

BASIC GUIDELINES FOR USING "CONTRACTOR TEAM ARRANGEMENTS"

Federal Supply Schedule Contractors may use "Contractor Team Arrangements" (see FAR 9.6) to provide solutions when responding to a customer agency requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions of the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customer's needs, or -
- Federal Supply Schedule Contractors may individually submit a Schedules "Team Solution" to meet the customer's requirement.
- Customers make a best value selection.

LABOR CATEGORY DESCRIPTIONS ENGINEERING PROFESSIONAL SERVICES

ANALYST CLASSIFICATION

Analyst I, II

Minimum/General Experience: Entry level to 3 years.

Functional Responsibility: Works under close supervision. Performs assignments designed to develop professional scientific work knowledge and abilities. Receives specific and detailed instructions as to required tasks and results expected. Work is checked during progress and is reviewed for accuracy upon completion. Performs a variety of routine tasks that are planned to provide experience and familiarization with the engineering staff, methods, practices, and programs of the company.

Minimum Education: Bachelor's degree

Staff Analyst II, III

Minimum/General Experience: Three to ten years of experience.

Functional Responsibility: Independently evaluates, selects, and applies standard scientific techniques, procedures, and criteria, using judgment in making minor adaptations and modifications. Assignments have clear and specified objectives and require the investigation of a limited number of variables. Performance at this level requires developmental experience in a professional scientific position and generally, graduate level science education. Receives instructions on specific assignment objectives, complex features, and possible solutions. Assistance is furnished on unusual problems and work is reviewed for application of sound professional judgment. Performs work which usually involves conventional types of plans, investigations, or equipment with relatively few complex features for which there are precedents. Assignments usually include one or more of the following: process design and development, preparation of specifications, process study, research investigations, report preparation, and other activities of limited scope requiring knowledge of principles and techniques commonly employed in the specific narrow area of assignments. May supervise or coordinate the work of drafters, technicians, and others who assist in specific assignments.

Minimum Education: Bachelor's degree

Project Analyst I, II

Minimum/General Experience: Ten or more years of experience.

Functional Responsibility. As a fully competent scientist in all conventional aspects of the subject matter of the functional area of the assignments, plans and conducts work requiring judgment in the independent evaluation, selection, and substantial adaptation and modification of standard

techniques, procedures, and criteria. Devises new approaches to problems encountered. Requires sufficient professional scientific experience to assure competence as a fully trained worker; and for positions primarily of a research nature, completion of all requirements for a doctoral degree in science may be required. Independently performs most assignments with instructions as to the general results expected. Receives technical guidance on unusual or complex problems and supervisory approval on proposed plans for projects. Plans, schedules, conducts, or coordinates detailed phases of the scientific work in a part of a major project or in a total project of moderate scope. Performs work which involves conventional scientific practices but may include a variety of complex features such as unsuitability of standard approaches or difficult coordination requirements. Work requires a broad knowledge of precedents in the specialty area and a good knowledge of principles and practices of related specialties. May supervise engineers, analysts, or technicians on assigned work.

Minimum Education: Bachelor's degree

ENGINEER CLASSIFICATION

Engineer I, II

Minimum/General Experience: Entry level to 3 years of experience in engineering.

Functional Responsibility: Works under close supervision. Performs assignments designed to develop professional engineering work knowledge and abilities. Receives specific and detailed instructions as to required tasks and results expected. Work is checked during progress and is reviewed for accuracy upon completion. Performs a variety of routine tasks that are planned to provide experience and familiarization with the engineering staff, methods, practices, and programs of the company.

Minimum Education: Bachelor's degree in Engineering

Staff Engineer II, III

Minimum/General Experience: Three to ten years of experience in engineering.

Functional Responsibility: Independently evaluates, selects, and applies standard engineering techniques, procedures, and criteria, using judgment in making minor adaptations and modifications. Assignments have clear and specified objectives and require the investigation of a limited number of variables. Performance at this level requires developmental experience in a professional engineering position and generally, graduate level engineering education. Receives instructions on specific assignment objectives, complex features, and possible solutions. Assistance is furnished on unusual problems and work is reviewed for application of sound professional judgment. Performs work which usually involves conventional types of plans, investigations, or equipment with relatively few complex features for which there are precedents. Assignments usually include one or more of the following: Equipment design and development, test of materials, preparation of specifications, process study, research investigations, report preparation, and other activities of limited scope requiring knowledge of principles and techniques

commonly employed in the specific narrow area of assignments. May supervise or coordinate the work of drafters, technicians, and others who assist in specific assignments.

Minimum Education: Bachelor's degree in Engineering

Project Engineer I, II

Minimum/General Experience: Ten or more years of experience in engineering.

Functional Responsibility: As a fully competent engineer in all conventional aspects of the subject matter of the functional area of the assignments, plans and conducts work requiring judgment in the independent evaluation, selection, and substantial adaptation and modification of standard techniques, procedures, and criteria. Devises new approaches to problems encountered. Requires sufficient professional engineering experience to assure competence as a fully trained worker; and for positions primarily of a research nature, completion of all requirements for a doctoral degree in engineering may be required. Independently performs most assignments with instructions as to the general results expected. Receives technical guidance on unusual or complex problems and supervisory approval on proposed plans for projects. Plans, schedules, conducts, or coordinates detailed phases of the engineering work in a part of a major project or in a total project of moderate scope. Performs work which involves conventional engineering practices but may include a variety of complex features such as unsuitability of standard approaches or difficult coordination requirements. Work requires a broad knowledge of precedents in the specialty area and a good knowledge of principles and practices of related specialties. May supervise engineers, analysts, or technicians on assigned work.

Minimum Education: Bachelor's degree in Engineering

Resident Research Engineer/Staff Scientist I, III

Minimum/General Experience: Twenty years of experience with Bachelor's degree, ten years of experience with a Master's degree, five years of experience with a Ph.D. in engineering.

Functional Responsibility: Applies intensive and diversified knowledge of engineering principles and practices in broad areas of assignments and related fields. Makes decisions independently on engineering problems and methods, and represents the organization in conferences to resolve important questions and to plan and coordinate work. Requires the use of advanced techniques and the modification and extension of theories, precepts, and practices of the field and related sciences and disciplines. The knowledge and expertise required for this level of work usually result from progressive experience as a Project Engineer, and usually requires a doctoral degree in engineering. Supervision and guidance relate largely to overall objectives, critical issues, new concepts, and policy matters. Consults with supervisor concerning unusual problems and developments. One or more of the following: (1) In a supervisory capacity, plans, develops, coordinates, and directs important engineering projects or a number of small projects with many complex features. A substantial portion of the work supervised is comparable to that described for a Project Engineer. (2) As individual researcher or worker, carries out complex or novel assignments requiring the development of new or improved techniques and procedures. Work is expected to result in the development of new or refined equipment, materials, processes, products, and/or scientific methods. Assesses the feasibility and soundness of proposed engineering evaluation tests or equipment when necessary data are insufficient or confirmation by testing is

advisable. Usually performs as a staff advisor and consultant as to a technical specialty or a program function. Supervises, coordinates, and reviews the work of a small staff of engineers and technicians; estimates personnel needs and schedules and assigns work to meet completion date. Or, as a Staff Scientist, may be assisted on projects by other engineers, analysts, or technicians.

Minimum Education: Bachelor's degree in Engineering

Resident Consultant/Senior Staff Scientist I, II, III

Minimum/General Experience: Ten years of experience with a Ph.D., fifteen years of experience with a Master's degree in engineering.

Functional Responsibility: Has full technical responsibility for interpreting, organizing, executing, and coordinating assignments. Plans and develops engineering projects concerned with unique or controversial problems which have an important effect on major company programs. This involves exploration of subject area, definition of scope and selection of problems for investigation, and development of novel concepts and approaches. Maintains liaison with individuals and units within or outside the organization with responsibility for acting independently on technical matters pertaining to the field. Work at this level usually requires extensive progressive experience including experience as a Resident Research Engineer or Staff Scientist. Supervision received is essentially administrative, with assignments given in terms of broad, general objectives and limits. One or more of the following: (1) In a supervisory capacity, plans, develops, coordinates, and directs large and important projects or a project of major scope and importance. Extent of responsibilities generally requires a few (three to five) subordinate supervisors or team leaders that may include a Staff Scientist or Resident Research Engineer. (2) As individual researcher or worker, (a) conceives, plans, and conducts research in problem areas of considerable scope and complexity, or (b) serves as the technical specialist for the organization (division or company) in the application of advanced theories, concepts, principles, and processes for an assigned area of responsibility (i.e., subject matter, function, type of facility or equipment, or product). Keeps abreast of new scientific methods and developments affecting the organization for the purpose of recommending changes in emphasis of programs or new programs warranted by such developments. Plans, organizes, and supervises the work of a staff of engineers and technicians. Evaluates progress of the staff and results obtained, and recommends major changes to achieve overall objectives. Or, as individual researcher, may be assisted on individual projects by other engineers, analysts, or technicians.

Minimum Education: Master's degree in Engineering

Principal Consultant I, II

Minimum/General Experience: Fifteen years experience in engineering.

Functional Responsibility: Makes decisions and recommendations that are recognized as authoritative and have a far-reaching impact on extensive engineering and related activities of the company. Negotiates critical and controversial issues with top level engineers and officers of other organizations and companies. Individuals at this level demonstrate a high degree of creativity, foresight, and mature judgment in planning, organizing, and guiding extensive engineering programs and activities of outstanding novelty and importance. May receive general administrative direction. One or both of the following: (1) In a supervisory capacity, is responsible for (a) an

important segment of a very extensive and highly diversified engineering program of a company, or (b) the entire engineering program of a company is responsible for deciding the kind and extent of engineering and related programs needed to accomplish the objectives of the company, for choosing the scientific approaches, for planning and organizing facilities and programs, and for interpreting results. (2) As individual researcher and consultant, formulates and guides the attack on problems of exceptional difficulty and marked importance to the company or industry. Problems are characterized by their lack of scientific precedents and source material, or lack of success of prior research and analysis so that their solution would represent an advance of great significance and importance. Performs advisory and consulting work for the company as a recognized authority for broad program areas or in an intensely specialized area of considerable novelty and importance. Supervises several subordinate supervisors or team leaders, some of whose positions are Resident Consultants or Principal Consultants. As an individual researcher and consultant, may be assisted on individual projects by other engineers, analysts, or technicians.

Minimum Education: Ph.D. in Engineering

ENGINEERING TECHNICIAN CLASSIFICATION

This job classification covers all employees who meet one or more of the following criteria:

1. Provide technical support for engineers, analysts, and scientists in such areas as research, design, development, and testing.
2. Operate and maintain computer, electrical, electronic, or hydraulic and mechanical equipment.
3. Have practical backgrounds in science or engineering and have basic knowledge in these fields as demonstrated by the completion of a degreed program of study at either a vocational technology school, a technical science school, or some similar technology school or by equivalent training and experience. May also have a basic knowledge of mathematics or computer science.

This classification specifically excludes draftspersons or CAD technicians/operators. Maintenance workers or workers who perform routine tasks requiring no special technical training are also excluded. This classification comprises six categories and employees that may be nonexempt or exempt from the Fair Labor Standards Act, depending on their job functions. A description of the six categories is given below.

Engineering Technician I

Minimum/General Experience: Entry level position for personnel having little or no experience in research, development, design, and instrumentation.

Functional Responsibility: Work is closely supervised in process and checked at conclusion by an engineer, analyst, scientist or a more experienced technician. Performs simple routine tasks of an uncomplicated nature following documented procedures or detailed verbal instructions. Conscientiously completes assigned tasks.

Minimum Education: Secondary education and some engineering technology education may be required.

Engineering Technician IV

Minimum/General Experience: Ten to fifteen year's of experience in research, development, design, and instrumentation.

Functional Responsibility: Generally supervises other technicians performing routine work and checks work upon completion. For Oadvanced assignments, initial instructions and advice from supervisor or engineer are given; however, work is performed independently and checked only on completion by an engineer, analyst, scientist, or a more experienced technician. Performs technical assignments that are not completely standardized or prescribed in addition to supervising other personnel engaged in performance of routine assignments. Troubleshoot problems encountered within their specialty and develop solutions or corrective actions based on sound judgment. Develop procedures that enhance production and quality and design minor specialty or test components. Assist in the design of major specialty or test components. Interface with vendors and clients for procurement of materials required in technical activities. *May* be responsible for the direction of others on a long-term basis. Custodians of specialized equipment and delicate instruments that require periodic maintenance, repair, and/or calibration. Development of technical design drawings and specifications of materials and equipment. Interface with vendors or clients.

Minimum Education: Completion of a degree in an engineering technology-related field and some education through job-related short courses, academic courses, or other related training may be required.

Engineering Technician V

Minimum/General Experience: Fifteen to twenty years of experience in research, development, design, and instrumentation.

Functional Responsibility: Little or no supervision required for most assignments. Work may be checked at completion only. Performs technical assignments that are nonroutine and of substantial variety. May plan assignments and generally supervises personnel for the completion of assignments. Conducts tests or performs assignments that require selection, adaptation, or modification of existing equipment and procedures. Assists in and reviews the design of major specialty or test components. Frequent contact with vendors, clients, and other professionals such as scientists, engineers, and analysts. Generally responsible for the direction of others on a long-term basis. Custodians of specialized equipment and delicate instruments which require periodic maintenance, repair, and/or calibration. Development and review of technical design drawings and specifications. Interface with professionals on a routine basis.

Minimum Education: Completion of a degree in an engineering technology-related field is normally required and, in addition, a 4-year degree in engineering or engineering technology may be required.

ENVIRONMENTAL PROFESSIONAL SERVICES

ANALYST CLASSIFICATION

Analyst I, II

Minimum/General Experience: Entry level to 3 years.

Functional Responsibility: Works under close supervision. Performs assignments designed to develop professional scientific work knowledge and abilities. Receives specific and detailed instructions as to required tasks and results expected. Work is checked during progress and is reviewed for accuracy upon completion. Performs a variety of routine tasks that are planned to provide experience and familiarization with the engineering staff, methods, practices, and programs of the company.

Minimum Education: Bachelor's degree

Staff Analyst I, II

Minimum/General Experience: Three to ten years of experience.

Functional Responsibility: Independently evaluates, selects, and applies standard scientific techniques, procedures, and criteria, using judgment in making minor adaptations and modifications. Assignments have clear and specified objectives and require the investigation of a limited number of variables. Performance at this level requires developmental experience in a professional scientific position and generally, graduate level science education. Receives instructions on specific assignment objectives, complex features, and possible solutions. Assistance is furnished on unusual problems and work is reviewed for application of sound professional judgment. Performs work which usually involves conventional types of plans, investigations, or equipment with relatively few complex features for which there are precedents. Assignments usually include one or more of the following: process design and development, preparation of specifications, process study, research investigations, report preparation, and other activities of limited scope requiring knowledge of principles and techniques commonly employed in the specific narrow area of assignments. May supervise or coordinate the work of drafters, technicians, and others who assist in specific assignments.

Minimum Education: Bachelor's degree

Project Analyst I, II

Minimum/General Experience: Ten or more years of experience.

Functional Responsibility. As a fully competent scientist in all conventional aspects of the subject matter of the functional area of the assignments, plans and conducts work requiring judgment in the independent evaluation, selection, and substantial adaptation and modification of standard techniques, procedures, and criteria. Devises new approaches to problems encountered. Requires sufficient professional scientific experience to assure competence as a fully trained worker; and for

positions primarily of a research nature, completion of all requirements for a doctoral degree in science may be required. Independently performs most assignments with instructions as to the general results expected. Receives technical guidance on unusual or complex problems and supervisory approval on proposed plans for projects. Plans, schedules, conducts, or coordinates detailed phases of the scientific work in a part of a major project or in a total project of moderate scope. Performs work which involves conventional scientific practices but may include a variety of complex features such as unsuitability of standard approaches or difficult coordination requirements. Work requires a broad knowledge of precedents in the specialty area and a good knowledge of principles and practices of related specialties. May supervise engineers, analysts, or technicians on assigned work.

Minimum Education: Bachelor's degree

ENGINEER CLASSIFICATION

Engineer I, II

Minimum/General Experience: Entry level to 3 years of experience in engineering.

Functional Responsibility: Works under close supervision. Performs assignments designed to develop professional engineering work knowledge and abilities. Receives specific and detailed instructions as to required tasks and results expected. Work is checked during progress and is reviewed for accuracy upon completion. Performs a variety of routine tasks that are planned to provide experience and familiarization with the engineering staff, methods, practices, and programs of the company.

Minimum Education: Bachelor's degree in Engineering

Staff Engineer I, II

Minimum/General Experience: Three to ten years of experience in engineering.

Functional Responsibility: Independently evaluates, selects, and applies standard engineering techniques, procedures, and criteria, using judgment in making minor adaptations and modifications. Assignments have clear and specified objectives and require the investigation of a limited number of variables. Performance at this level requires developmental experience in a professional engineering position and generally, graduate level engineering education. Receives instructions on specific assignment objectives, complex features, and possible solutions. Assistance is furnished on unusual problems and work is reviewed for application of sound professional judgment. Performs work which usually involves conventional types of plans, investigations, or equipment with relatively few complex features for which there are precedents. Assignments usually include one or more of the following: Equipment design and development, test of materials, preparation of specifications, process study, research investigations, report preparation, and other activities of limited scope requiring knowledge of principles and techniques commonly employed in the specific narrow area of assignments. May supervise or coordinate the work of drafters, technicians, and others who assist in specific assignments.

Minimum Education: Bachelor's degree in Engineering

Project Engineer I, II

Minimum/General Experience: Ten or more years of experience in engineering.

Functional Responsibility: As a fully competent engineer in all conventional aspects of the subject matter of the functional area of the assignments, plans and conducts work requiring judgment in the independent evaluation, selection, and substantial adaptation and modification of standard techniques, procedures, and criteria. Devises new approaches to problems encountered. Requires sufficient professional engineering experience to assure competence as a fully trained worker; and for positions primarily of a research nature, completion of all requirements for a doctoral degree in engineering may be required. Independently performs most assignments with instructions as to the general results expected. Receives technical guidance on unusual or complex problems and supervisory approval on proposed plans for projects. Plans, schedules, conducts, or coordinates detailed phases of the engineering work in a part of a major project or in a total project of moderate scope. Performs work which involves conventional engineering practices but may include a variety of complex features such as unsuitability of standard approaches or difficult coordination requirements. Work requires a broad knowledge of precedents in the specialty area and a good knowledge of principles and practices of related specialties. May supervise engineers, analysts, or technicians on assigned work.

Minimum Education: Bachelor's degree in Engineering

Resident Consultant/Senior Staff Scientist I, II

Minimum/General Experience: Ten years of experience with a Ph.D., fifteen years of experience with a Master's degree in engineering.

Functional Responsibility: Has full technical responsibility for interpreting, organizing, executing, and coordinating assignments. Plans and develops engineering projects concerned with unique or controversial problems which have an important effect on major company programs. This involves exploration of subject area, definition of scope and selection of problems for investigation, and development of novel concepts and approaches. Maintains liaison with individuals and units within or outside the organization with responsibility for acting independently on technical matters pertaining to the field. Work at this level usually requires extensive progressive experience including experience as a Resident Research Engineer or Staff Scientist. Supervision received is essentially administrative, with assignments given in terms of broad, general objectives and limits. One or more of the following: (1) In a supervisory capacity, plans, develops, coordinates, and directs large and important projects or a project of major scope and importance. Extent of responsibilities generally requires a few (three to five) subordinate supervisors or team leaders that may include a Staff Scientist or Resident Research Engineer. (2) As individual researcher or worker, (a) conceives, plans, and conducts research in problem areas of considerable scope and complexity, or (b) serves as the technical specialist for the organization (division or company) in the application of advanced theories, concepts, principles, and processes for an assigned area of responsibility (i.e., subject matter, function, type of facility or equipment, or product). Keeps abreast of new scientific methods and developments affecting the organization for the purpose of recommending changes in emphasis of programs or new programs warranted by such developments. Plans, organizes, and supervises the work of a staff of engineers and technicians. Evaluates progress of the staff and results obtained, and recommends major changes to achieve overall objectives. Or, as individual researcher, may be assisted on individual projects by other engineers, analysts, or technicians.

Minimum Education: Master's degree in Engineering

ENGINEERING TECHNICIAN CLASSIFICATION

This job classification covers all employees who meet one or more of the following criteria:

1. Provide technical support for engineers, analysts, and scientists in such areas as field work, installation of instruments, monitoring stations, and data gathering.
2. Operate and maintain computer, electrical, electronic, or hydraulic and mechanical equipment.
3. Have practical backgrounds in science or engineering and have basic knowledge in these fields as demonstrated by the completion of a degreed program of study at either a vocational technology school, a technical science school, or some similar technology school or by equivalent training and experience. May also have a basic knowledge of mathematics or computer science.

This classification specifically excludes draftspersons or CAD technicians/operators. Maintenance workers or workers who perform routine tasks requiring no special technical training are also excluded. This classification comprises six categories and employees that may be nonexempt or exempt from the Fair Labor Standards Act, depending on their job functions. A description of the six categories is given below.

Engineering Technician I

Minimum/General Experience: Entry level position.

Functional Responsibility: Work is closely supervised in process and checked at conclusion by an engineer, analyst, scientist or a more experienced technician. Performs simple routine tasks of an uncomplicated nature following documented procedures or detailed verbal instructions. Conscientiously completes assigned tasks.

Minimum Education: Secondary education and some engineering technology education may be required.

Engineering Technician IV

Minimum/General Experience: Ten to fifteen years of experience in field work, instrumentation, and test procedures.

Functional Responsibility: Generally supervises other technicians performing routine work and checks work upon completion. For advanced assignments, initial instructions and advice from supervisor or engineer are given; however, work is performed independently and checked only on completion by an engineer, analyst, scientist, or a more experienced technician. Performs technical assignments that are not completely standardized or prescribed in addition to supervising other personnel engaged in performance of routine assignments. Troubleshoot problems

encountered within their specialty and develop solutions or corrective actions based on sound judgment. Develop procedures that enhance production and quality and design minor specialty or test components. Assist in the design of major specialty or test components. Interface with vendors and clients for procurement of materials required in technical activities. *May* be responsible for the direction of others on a long-term basis. Custodians of specialized equipment and delicate instruments that require periodic maintenance, repair, and/or calibration. Development of technical design drawings and specifications of materials and equipment. Interface with vendors or clients.

Minimum Education: Completion of a degree in an engineering technology-related field and some education through job-related short courses, academic courses, or other related training may be required.

Engineering Technician V

Minimum/General Experience: Fifteen to twenty years of experience in field work, instrumentation, and test procedures.

Functional Responsibility: Little or no supervision required for most assignments. Work may be checked at completion only. Performs technical assignments that are nonroutine and of substantial variety. May plan assignments and generally supervises personnel for the completion of assignments. Conducts tests or performs assignments that require selection, adaptation, or modification of existing equipment and procedures. Assists in and reviews the design of major specialty or test components. Frequent contact with vendors, clients, and other professionals such as scientists, engineers, and analysts. Generally responsible for the direction of others on a long-term basis. Custodians of specialized equipment and delicate instruments which require periodic maintenance, repair, and/or calibration. Development and review of technical design drawings and specifications. Interface with professionals on a routine basis.

Minimum Education: Completion of a degree in an engineering technology-related field is normally required and, in addition, a 4-year degree in engineering or engineering technology may be required.

GEOLOGIST CLASSIFICATION

Geologist I, II

Minimum/General Experience: Entry level position.

Functional Responsibility: Works under supervision. Works in a *learning* capacity, receiving on-the-job training. Performs elementary geologic investigations, calculations, and interpretations. Prepares geologic illustrations and reports. Makes written and oral presentations, primarily for internal use.

Minimum Education: B.S. or higher degree and little or no prior applicable experience.

Staff Geologist I, II

Minimum/General Experience: Three or more years of applicable experience.

Functional Responsibility: Works under *general* supervision. Works on projects of moderate difficulty, with work being reviewed in some detail. Performs intermediate-level geologic investigations, calculations, and interpretations required independent study and responsible judgment. Prepares geologic illustrations and reports. Work may include client contact. Makes written and oral presentations.

Minimum Education: B.S. or higher degree. Is *not* certified or registered as a Professional Geologist. Should be enrolled as a Candidate for Certification or Geologist-in-Training (or equivalent).

Project Geologist I, II, III

Minimum/General Experience: Ten or more years of applicable experience.

Functional Responsibility: Works under *direction* (minimal supervision). Works on more complex projects required independent study and responsible judgment. Work includes client contact. May supervise Junior and Staff Geologists to a limited extent.

Minimum Education: B.S. degree or higher degree. May be active in professional affairs. Is qualified to be, and should be, certified or registered as a Professional Geologist.

INFORMATION TECHNOLOGIES PROFESSIONAL SERVICES

INFORMATION TECHNOLOGIES SPECIALIST LABOR CATEGORIES

Level 1: Specialist Trainee

Minimum/General Experience: Level I is the base entry level to information technologies- (IT-) related work for those with minimal entry qualifications.

Functional Responsibility: Operates within a structured and closely supervised environment. Will normally undergo a planned program of training and/or experience acquisition designed to establish familiarity with basic IT functions and processes. After initial training, will be able to function effectively across a set of tasks that are largely routine and predictable, but that will provide a broad foundation as a basis for progression. Will be expected to seek guidance from supervisors when unexpected situations arise. Must demonstrate an organized approach toward work and the ability to produce required results within a supervised structure. Must possess basic oral and written communication skills. Must be capable of learning new processes as required and, under supervision, apply newly acquired knowledge.

Minimum Education: High school diploma.

Level III: Specialist

Minimum/General Experience: Minimum of 3–4 years satisfactory performance with evidence of aptitude for systems work. Possess and/or show evidence of a systematic, disciplined, and analytical approach to problem-solving. Demonstrate above-average interpersonal skills and the ability to put people at ease.

Functional Responsibility: Within a structured and closely supervised environment, work with colleagues and users to investigate requirements, information flows, and processes and procedures based on an understanding of the application area, and produce documentation according to the required standards, methods, and tools. Apply techniques to information gathered on a general understanding of the application-specific activity. Specify the logical information flows, processes, data objects, and dialogues (between an IT and its users) for a system that will meet the requirements. Be aware of, and take into account, any limitations of both technical and nontechnical features of the target implementation environment, external interfaces (including the man-machine) and convert a limited part of the logical specification into a physical design. Construct and interpret test plans of limited scope and execute them in a thorough and reliable manner. Use required standards, methods, and tools as directed. Document all work carried out to the standards required. Effectively and persuasively present technical problems, processes, and solutions, both orally and in writing. Within limited timeframes, plan and schedule own work competently.

Minimum Education: Minimum of associate's degree or equivalent experience. Obtain training in IT development life cycles, definition tools, and standards methods. Obtain understanding of data management techniques and communication technology. Broaden knowledge of IT and its uses within own and client/user organizations. Acquire professional awareness by reading and taking an interest in technical activities outside of employment wherever possible.

Level IV: Specialist

Minimum/General Experience: Minimum of 5–6 years of satisfactory performance in a commercial, administrative, or industrial work environment with a good understanding of practices and an aptitude for systems work. Possess a systematic, disciplined, and analytical approach to problem solving. Possess above average interpersonal skills and experience handling user contact with minimal supervision. Broad understanding of IT concepts and practices, particularly those in common use within own and client/user organizations.

Functional Responsibility: Within a supervised environment, carry out tasks, selecting from and using available standards, methods, and tools. Work with colleagues, clients, and users in carrying out investigations of requirements, analyses, and specification of information flows, processes and procedures, data objects and dialogues between an IT and its users, and verify that the system will meet requirements using appropriate techniques. Understand, and take account of, any limitations of both technical and nontechnical features of the target implementation environment and external interfaces (including the man-machine interface) and convert a logical specification into an appropriate physical design. Construct or modify (using programming languages, generations, etc.), test, correct, and document complex program modules from specifications to achieve a well-engineered product. Construct and interpret test plans and execute them in a thorough and reliable manner. Work with colleagues and clients/users to install a fully tested software system in a user environment, incorporating any required revisions to manual and clerical procedures. Understand life cycles and practical techniques for achieving quality throughout the life cycle. Understand the need for attributes of any properly engineered system, such as fitness for purpose, reliability, efficiency, security, safety, maintainability, and cost effectiveness. Be familiar with relevant software and hardware in local use; use technical manuals fluently to address new software and hardware. Be responsible for quality and timeliness of own work and capable of guiding less experienced colleagues. Must document, to the standards required, all work carried out. Must be capable of effective and persuasive presentation of technical problems, processes, and solutions, both orally and in writing. Plan and schedule own work accurately within set targets; estimate and plan for simple (up to three months) projects.

Minimum Education: Minimum of associate's degree or equivalent experience. Obtain training in development tools or methods. Broaden technical or specialist knowledge (e.g., database management systems/data analysis methods, communications, quality management, security, and architectures). Study techniques and IT concepts to broaden skill base and enhance ability to understand workable solutions to users' requirements. Acquire professional awareness by reading and taking an interest in technical activities outside of employment.

Level V: Specialist

Minimum/General Experience: Minimum of 7–8 years of satisfactory performance within any development substream. Experience in problem solving within development context. Knowledgeable of IT, applications and practices with expertise in area of specialization. Must have been involved in all major stages of development projects.

Functional Responsibility: With minimal supervision, seek more effective solutions and implement such solutions through improvements in client/user arrangements, systems, procedures, and equipment (either alone or as part of a team). Assist in the review of problems affecting the efficient production of service, determine available options, and recommend courses of action. Investigate requirements, analysis, modeling, and specification of information flows, process and

procedures, and data objects and dialogues (between an IT and its users) that will meet requirements. Devise acceptance tests of systems on behalf of users and take responsibility for their proper execution. Communicate a knowledgeable level with IT specialists in other areas such as systems engineering, data management, communications, systems, programming, and service delivery. Understand all technical areas (and software products) relevant to own work. Apply available standards, methods, and tools in an effective way, and produce a consistently high standard of documentation of both a technical and descriptive nature. Arrange, prepare, and conduct meetings and presentations for a wide range of audiences, demonstrating consistently high communication and persuasion skills.

Minimum Education: Associate's degree or equivalent experience. Obtain training in the functions and policies of own and client/user organizations in order to qualify for greater systems responsibility. Maintain up-to-date knowledge of systems, design tools, and methods. Seek information on all software and hardware products or solutions that may affect future strategies or policies related to area of expert knowledge. Acquire greater professional exposure by taking part in industry activities outside of immediate employment.

Level VI: Specialist

Minimum/General Experience: Minimum of 9–14 years of satisfactory performance within the development stream. Experience with all stages of major project development, particularly with having seen a project through all stages. Capable of problem solving within the development context. Possess broad IT knowledge and expertise in a technical specialist area or a specific area for a client/user organization.

Functional Responsibility: With minimal supervision, conduct investigative work and manage implementation through improvement in organizational arrangements, systems, procedures, and equipment. Apply and monitor the use of required tools, methods, and standards in an intelligent and effective way. Cooperate with senior users to conduct investigations, requirements specifications, and feasibility studies. Maintain technical awareness to analyze, model, and classify alternatives according to technical feasibility and performance. Utilize experience and skills in assessing and advising on the practicality of alternatives comparing technical limitations with operational realities. Provide direction and leadership, accepting responsibility for decisions within area of service/expertise. Take responsibility for detailed specification and modeling of recommended solutions using resources, standards, methods, and tools as required. Maintain contact; bring systems to implementation as detailed by policies and methods. Plan, arrange, and control meetings and relations with user staff. Take responsibility for the proper conduct of such relations. Plan and organize presentations and proposals. Recognize potential assignments and consult with colleagues as necessary.

Minimum Education: Associate's degree or equivalent experience. Maintain up-to-date knowledge of all aspects of IT. Seek knowledge of all software and hardware products and solutions that may affect future strategies or policies related to specialty area. Obtain management training in any skills appropriate to needs. Acquire broad professional exposure by taking part in industry activities outside of immediate employment.

Level VII: Specialist

Minimum/General Experience: Minimum of 15–20 years of satisfactory performance in both technical and user environments. Proven ability in the areas essential to development work. Posses broad and detailed IT knowledge and understanding of all aspects of the development life cycle. Be capable of high productivity across the range of standard tasks

Functional Responsibility: Working closely with users and staff, seek out, analyze, model, specify, develop, and implement solutions that satisfactorily combine technical constraints and cost considerations with client/user objectives, resulting in workable, maintainable solutions. Pay full attention to internal and external standards and requirements such as audit standards, data management standards good practice, and legislation when developing solutions. Provide direction and leadership within defined area of authority. Make a significant contribution to the definition of strategies to effectively use IT in a client/user area and be able to draw upon understanding of state-of-the-art use of techniques relevant to any area of specialization. Maintain good knowledge of, advise on, and justify operational, hardware and software policies, and effectiveness of current systems. Similarly advise on and justify standards, methods, and procedures for general applicability. Write and speak fluently on all aspects of work and communicate effectively with all levels of own and client/user management.

Minimum Education: Associate's degree or equivalent experience. Maintain up-to-date knowledge of all aspects of IT that impact own and client/user processes. Ensure that applications and product knowledge remain state-of-the-art in relation to service/specialization offered. Seek knowledge of all software and hardware products and solutions that may affect future strategies or policies related to development. Obtain management and financial training to establish an understanding of the environment of management. Be professionally active and exert influence outside own organization, particularly in field of technical specialization.

INFORMATION TECHNOLOGIES ANALYST LABOR CATEGORIES

Level III: Analyst

Minimum/General Experience: Minimum 3–4 years of satisfactory performance in a relevant full-time work experience coupled with appropriate training courses in IT. Possess the ability to rapidly absorb and apply complex technical details. Evidence of above average interpersonal skills and the ability to put people at ease. Appreciate the relevant concepts and applications of communications in IT. Evidence of a systematic, disciplined, and analytical approach to problem-solving.

Functional Responsibility: Provide detailed guidance and support to users/customers in the systems, products. Assist users experiencing difficulties in using information systems, products, or services, investigating situations to diagnose underlying causes and providing solutions whenever possible to enable continued operation. Provide an effective interface between the user and the service provider(s), referring problems with full diagnostic information, following progress to resolution, and implementing solutions or workarounds within acceptable timeframes. Demonstrate, plan requirements for, and install and commission hardware/software systems, products, and services and their upgrades in cooperation with users/customers. Interpret technical and procedural manuals on behalf of nontechnical users and provide routine training in normal

usage of systems, products, and services, providing information on the full range of capabilities. Assist users/customers in defining their needs for new or enhanced systems, products, or services, and in evaluating potential solutions; assist in selection criteria and in requirements definitions. Demonstrate a calm, rational, and organized approach to tasks when under pressure and be capable of managing own time effectively, particularly in achieving agreed upon service levels. Apply all relevant standards, procedures, and tools, and produce all required documentation. Demonstrate excellent communication skills, displaying tact and clarity in written, graphic, and oral communication.

Minimum Education: Bachelor's degree

Level IV: Analyst

Minimum/General Experience: Minimum of 5–6 years experience with satisfactory performance and a good understanding of the use of computer systems and an aptitude for service delivery work. Possess a systematic, disciplined, and analytical approach to problem solving. Possess above-average interpersonal skills and experience handling contact with users, other staff, and suppliers, all with minimum supervision. Possess broad understanding of IT concepts and practices, particularly those commonly used within the client/user organization, and of communication concepts and applications.

Functional Responsibility: With minimal supervision, perform defined tasks associated with the planning, installation, upgrading, operation, control, maintenance, and effective use of systems, products, and service available; demonstrate creativity in applying knowledge to nonstandard situations. Maintain a good understanding of relevant concepts, protocols, standards, hardware, software, media, service, and facilities, including characteristics of systems attached to networks or services provided through networks. Assist users experiencing difficulties using information systems, products, or services, investigating complex situations to diagnose underlying causes and to recover or continue operation. For requests that cannot be resolved, provide an effective interface between users and service providers, supplying all necessary diagnostic information according to established procedures; set priorities for resolution, monitor progress, and apply escalation procedures for problems not achieving satisfactory progress. Propose, discuss, and evaluate potential solutions and implement agreed field modifications or workarounds as directed. Demonstrate all features and plan requirements, and install (including field modification) and commission hardware/software systems, products, and services and their upgrades in conjunction with users/customers. Interpret technical manuals and documentation, and provide instruction manuals for nontechnical users; provide training in usage of systems, products, and services, providing information on the full-range of capabilities, including dealing with exceptional conditions. Assist users/customers in defining needs for new or enhanced systems, products, or services; assess feasibility and practicality of potential solutions and specify requirements; assist in establishing selection criteria and producing proposals. Demonstrate a calm, rational, and clear thinking approach to tasks when under pressure; take full responsibility for the quality and timeliness of own work and plan and estimate for tasks to be done with or by users; demonstrate commitment to achieving agreed-upon service levels. Effectively apply all relevant standards, procedures, and tools, and guide less experienced staff and users in their use. Effectively and persuasively present problems, processes, and solutions orally, graphically, and in writing.

Minimum Education: Bachelor's degree

Level V: Analyst

Minimum/General Experience: Minimum of 7–8 years of satisfactory performance in relevant work environments, which include direct involvement in IT work, and formal training in IT fundamentals and operations. Experience with relevant services, products, operational procedures, equipment, and software, including any control languages and specialized peripheral or communications devices. Be thoroughly familiar with the concepts and practices required to implement effective IT solutions, particularly those commonly used in the customer/user organization. Possess above average interpersonal skills with substantial experience handling user contact.

Functional Responsibility: Solve problems for all levels of user/customer personnel in the expert use of systems, products, and services available to them; demonstrate creativity in applying knowledge of complex and nonstandard solutions. Assist users using IT products, or services, including situations referred investigating complex situations to diagnose underlying causes; implement solutions or workarounds and assist users to recover and continue in operation. For requests that cannot be resolved, provide an effective interface; apply guidelines for setting priorities for resolution, monitor progress, and apply escalation procedures for problems not achieving satisfactory progress; handle all complaints efficiently and professionally. Propose, discuss and evaluate solutions, and implement agreed field modifications or workarounds. Demonstrate all features and requirements, and install (including field modifications) and commission hardware/software systems, products, and services and their upgrades, in conjunction with users/customers. Interpret technical documentation; devise new or revised procedures for using systems, products, or services; provide training to all levels of users in all modes of usage; and inform them of the full range of capabilities, including dealing with exceptional conditions. Assist users/customers in defining needs for new or enhanced systems, products, or services; assess feasibility, advise on cost effectiveness of options, and specify requirements; establish selection criteria and produce proposals. Demonstrate a calm, rational, and clear thinking approach to tasks when under pressure; schedule and plan work; supervise and reach objectives, particularly those relating to quality and agreed-upon service levels. Apply all standards, procedures, and tools, and guide users/customers in their use; monitor compliance by users whenever possible. Effectively and persuasively present complex problems, processes, and solutions orally, graphically, and in writing.

Minimum Education: Bachelor's degree

Level VI: Analyst

Minimum/General Experience: Minimum of 9–14 years of satisfactory performance in a relevant work environment, which must have included experience installing, using, or supporting IT. Must be thoroughly familiar with the relevant standards, procedures, and tools in use for system support and development and service delivery. Be thoroughly knowledgeable of the relevant hardware and software systems, products, and services available to users. Possess above average communication skills and substantial experience dealing with colleagues and clients/users.

Functional Responsibility: Ensure that all requests for service from users/customers, whether for guidance in usage or solutions to difficulties in using systems, products, or services, are handled promptly and effectively; ensure that users make effective use of the service/facilities available to them. Be creative in application/service of expertise, diagnosing underlying causes and devising solutions or workarounds to ensure that effects on operations are minimized. Ensure that priority setting and escalation procedures are applied effectively and that all complaints are responsibly and professionally resolved. Regularly monitor the incidence, status, and speed of resolution of

inquiries and problems; devise improvements such as further training of users or staff and recommend changes to systems, products, or services. Provide users/customers with information regarding systems, products, services, and people; advise users on the possible effects of plans/policies on their operation. Assist users/customers in requirements planning for new or enhanced systems, products, or services provide cost-effective proposals, priorities, plans, and policies; ensure that users' needs are taken into account in the formulation of plans and policies. Provide leadership to clients/users regarding planning, estimating, controlling, and reporting work, assuring its quality and timeliness in achieving agreed service levels. Monitor usage of established standards and procedures and ensure compliance by users and support staff; define standards and procedures and keep them under frequent review for improvements to increase efficiency. Communicate effectively with all levels of own and client/user staff, orally, graphically, and in writing, to facilitate the understanding of technical and business issues by technical and nontechnical staff.

Minimum Education: Bachelor's degree

Level VII: Analyst

Minimum/General Experience: Minimum of 15–20 years of satisfactory performance in a relevant work environment which included responsibility and thorough knowledge of operational hardware and software environments. Must have made a major contribution at a technical level in the design, implementation, and maintenance of large and/or complex system environments. Possess broad IT knowledge, coupled with expert knowledge of theory and practice within the industry at large.

Functional Responsibility: Responsible for the planning, installing, upgrading, operation, control, maintenance, and effective use of one or more major IT. Guarantee the integrity of information delivered and sent by users and of agreed levels of service and performance, such as throughput, availability, and response time. Responsible for tasks such as: (a) understanding requirements of installed and planned IT, particularly with respect to requirements and characteristics of associated hardware and software, and deliverables for performance and quality of service; (b) preparing and presenting proposals and plans for implementation and operation; (c) evaluating hardware/software services and other services for systems/networks; (d) managing installations and upgrades; (e) monitoring and reviewing performance, throughput, availability, and exceptional incidents, and proposing and implementing consequential improvements; and (f) providing assistance to users as well as other staff and suppliers. Ensure that resources (people, equipment, software, services funding) are properly utilized and accounted for. Within agreed standards and policies, plan work, monitor, and report on progress, performance, and quality. Propose solutions whenever appropriate on matters referred upward. Ensure that requirements for supporting services are effectively and efficiently met, including technical interviews for selection of staff, assessment of performance, and development of staff. Maintain good knowledge of, and be able to recommend and justify, policies and proposals. Write and speak fluently on all aspects of support service with customers, users, and suppliers.

Minimum Education: Bachelor's degree

INFORMATION TECHNOLOGIES CONSULTANT LABOR CATEGORIES**Level III: Consultant**

Minimum/General Experience: Minimum 3–4 years of satisfactory performance in a relevant full-time work experience coupled with appropriate training courses in IT. Possess the ability to rapidly absorb and apply complex technical details. Evidence of above average interpersonal skills and the ability to put people at ease. Appreciate the relevant concepts and applications of communications in IT. Evidence of a systematic, disciplined, and analytical approach to problem-solving.

Functional Responsibility: Provide detailed guidance and support to users/customers in the systems, products. Assist users experiencing difficulties in using information systems, products, or services, investigating situations to diagnose underlying causes and providing solutions whenever possible to enable continued operation. Provide an effective interface between the user and the service provider(s), referring problems with full diagnostic information, following progress to resolution, and implementing solutions or workarounds within acceptable timeframes. Demonstrate, plan requirements for, and install and commission hardware/software systems, products, and services and their upgrades in cooperation with users/customers. Interpret technical and procedural manuals on behalf of nontechnical users and provide routine training in normal usage of systems, products, and services, providing information on the full range of capabilities. Assist users/customers in defining their needs for new or enhanced systems, products, of services, and in evaluating potential solutions; assist in selection criteria and in requirements definitions. Demonstrate a calm, rational, and organized approach to tasks when under pressure and be capable of managing own time effectively, particularly in achieving agreed upon service levels. Apply all relevant standards, procedures, and tools, and produce all required documentation. Demonstrate excellent communication skills, displaying tact and clarity in written, graphic, and oral communication.

Minimum Education: Master's degree

Level IV: Consultant

Minimum/General Experience: Minimum of 5–6 years of experience with satisfactory performance and a good understanding of the use of computer systems and an aptitude for service delivery work. Possess a systematic, disciplined, and analytical approach to problem solving. Possess above-average interpersonal skills and experience handling contact with users, other staff, and suppliers, all with minimum supervision. Possess broad understanding of IT concepts and practices, particularly those commonly used within the client/user organization, and of communication concepts and applications.

Functional Responsibility: With minimal supervision, perform defined tasks associated with the planning, installation, upgrading, operation, control, maintenance, and effective use of systems, products, and service available; demonstrate creativity in applying knowledge to nonstandard situations. Maintain a good understanding of relevant concepts, protocols, standards, hardware, software, media, service, and facilities, including characteristics of systems attached to networks or services provided through networks. Assist users experiencing difficulties using information systems, products, or services, investigating complex situations to diagnose underlying causes and to recover or continue operation. For requests that cannot be resolved, provide an effective interface between users and service providers, supplying all necessary diagnostic information

according to established procedures; set priorities for resolution, monitor progress, and apply escalation procedures for problems not achieving satisfactory progress. Propose, discuss, and evaluate potential solutions and implement agreed field modifications or workarounds as directed. Demonstrate all features and plan requirements, and install (including field modification) and commission hardware/software systems, products, and services and their upgrades in conjunction with users/customers. Interpret technical manuals and documentation, and provide instruction manuals for nontechnical users; provide training in usage of systems, products, and services, providing information on the full-range of capabilities, including dealing with exceptional conditions. Assist users/customers in defining needs for new or enhanced systems, products, or services; assess feasibility and practicality of potential solutions and specify requirements; assist in establishing selection criteria and producing proposals. Demonstrate a calm, rational, and clear thinking approach to tasks when under pressure; take full responsibility for the quality and timeliness of own work and plan and estimate for tasks to be done with or by users; demonstrate commitment to achieving agreed-upon service levels. Effectively apply all relevant standards, procedures, and tools, and guide less experienced staff and users in their use. Effectively and persuasively present problems, processes, and solutions orally, graphically, and in writing.

Minimum Education: Master's degree

Level V: Consultant

Minimum/General Experience: Minimum of 7–8 years of satisfactory performance in relevant work environments, which include direct involvement in IT work, and formal training in IT fundamentals and operations. Experience with relevant services, products, operational procedures, equipment, and software, including any control languages and specialized peripheral or communications devices. Be thoroughly familiar with the concepts and practices required to implement effective IT solutions, particularly those commonly used in the customer/user organization. Possess above average interpersonal skills with substantial experience handling user contact.

Functional Responsibility: Solve problems for all levels of user/customer personnel in the expert use of systems, products, and services available to them; demonstrate creativity in applying knowledge of complex and nonstandard solutions. Assist users using IT products, or services, including situations referred investigating complex situations to diagnose underlying causes; implement solutions or workarounds and assist users to recover and continue in operation. For requests that cannot be resolved, provide an effective interface; apply guidelines for setting priorities for resolution, monitor progress, and apply escalation procedures for problems not achieving satisfactory progress; handle all complaints efficiently and professionally. Propose, discuss and evaluate solutions, and implement agreed field modifications or workarounds. Demonstrate all features and requirements, and install (including field modifications) and commission hardware/software systems, products, and services and their upgrades, in conjunction with users/customers. Interpret technical documentation; devise new or revised procedures for using systems, products, or services; provide training to all levels of users in all modes of usage; and inform them of the full range of capabilities, including dealing with exceptional conditions. Assist users/customers in defining needs for new or enhanced systems, products, or services; assess feasibility, advise on cost effectiveness of options, and specify requirements; establish selection criteria and produce proposals. Demonstrate a calm, rational, and clear thinking approach to tasks when under pressure; schedule and plan work; supervise and reach objectives, particularly those relating to quality and agreed-upon service levels. Apply all standards, procedures, and tools, and guide users/customers in their use; monitor compliance by users whenever possible. Effectively and persuasively present complex problems, processes, and solutions orally, graphically, and in writing.

Minimum Education: Master's degree

Level VIII: Consultant

Minimum/General Experience: Minimum of 21-26 years of satisfactory performance in relevant work environment. Possess authoritative knowledge and expertise in all matters related to service delivery specialty. Possess broad IT knowledge and a thorough understanding of the workings of own and client/user organization, its IT strategy, and operational objectives.

Functional Responsibility: Responsible for the development and provision of IT services within client/customer organizations where measures of success depend on achieving stated goals, and on the successful implementation or use of IT. Advise Senior Management on the opportunities presented by the effective application of Information Technology at the function or organization level. Advise/determine policies for IT matters, choice of methodology and standards and selling of services or products. Possess leadership skills needed to handle innovation and changes resulting from new IT solutions. Be aware of, and carry out quality management plans. Be aware of and apply any regulatory frameworks of statutory requirements that affect any work or IT proposals. Recognize the need for proper precautions to be taken, and ensure that all necessary methods are applied. Act professionally at all times and encourage professional standards among staff at all levels.

Minimum Education: Master's degree

INFORMATION TECHNOLOGIES ENTERPRISE SPECIALISTS

These labor categories cover the technically specialized functions which support the overall design, development, and implementation of Enterprisewide Information Systems at all phases of the system's lifecycle.

Enterprise Specialist III

Minimum/General Experience: Seven to eight years of experience. Possesses a systematic, disciplined, and analytical approach to problem solving and practical experience. Has excellent communication skills and experience in handling client/user contact effectively. Is knowledgeable of Information Systems concepts and practices with strong knowledge of technical specialty concepts and applications.

Functional Responsibility: Maintains and expands specialty knowledge and application expertise. Maintains detailed knowledge of hardware and software and their actual and potential applications. Applies specialty knowledge and demonstrates creativity in nonstandard situations while providing guidance and consultation to client/user personnel. Works with development groups to devise strategies and architectures, selects and applies appropriate tools and techniques, and produces components as necessary. Has a good understanding of all technologies in the development and delivery of Information Systems.

Minimum Education: Bachelor's degree or equivalent experience.

Enterprise Specialist V

Minimum/General Experience: Eleven to twelve years of experience. Has proven ability in areas essential to technical problem solving. Possesses skills in the execution of difficult and complex client/user tasks. Must have good interpersonal skills and a record of effective client/user communications at all levels. Is knowledgeable of Information Systems concepts and practices with a clear understanding of their dependencies.

Functional Responsibility: Maintains up-to-date specialty technical and application expertise together with the detailed knowledge of the full range of software and hardware available for development. Applies expert knowledge and demonstrates innovation in complex and nonstandard situations. Works with clients/users and development groups to identify most appropriate technical specialty strategies for whole application areas, provides customized solutions, and sets standards and guidelines. Takes full technical responsibility for all stages of lifecycle software/hardware development for complex tools achieving well engineered solutions.

Minimum Education: Bachelor's degree or equivalent experience.

Enterprise Specialist VI

Minimum/General Experience: Thirteen to fifteen years of experience. Capable of major project design and analysis work. Possesses detailed technical knowledge in area(s) of specialization and be capable of high productivity across the range of standard tasks. Possesses excellent interpersonal skills when dealing with staff at all levels. Possess extensive and detailed IT knowledge and a thorough understanding of organizational objective, systems, and policies.

Functional Responsibility: Has authoritative knowledge within technical specialty, including acquisition, representation, reasoning, architectures, and the full range of hardware and software capabilities. Assists in setting policies for effective use within own and client/user organization and demonstrates imagination in the application of complex and nonstandard situations. Must take responsibility for providing expertise to assess users' needs, devise strategies, and monitor and contribute to state-of-the-art work. Accurately estimates and plans projects, organizing own work effectively and providing technical leadership.

Minimum Education: Bachelor's degree or equivalent experience.

Enterprise Specialist VII

Minimum/General Experience: Sixteen to nineteen years of experience. Has proven ability and experience with significant and successful IT projects. Possesses broad understanding of own and client/user organizational structure, policies, and environment and excellent interpersonal skills; works successfully with, or as part of, a senior team. Must have a thorough understanding of the requirements and operational methods of general management and be prepared to undertake analysis and design responsibility.

Functional Responsibility: Respected for competence and excellence in technical specialty. This knowledge should be maintained by constant updating and reading. Responsible for setting policies for significant and strategic use of IT within own and client/user organization. Recognizes and provides new opportunities for more effective and innovative uses of technical specialty in a

wide variety of situations. Works with senior staff and other specialists in

formulating policy and decisions applicable to all areas of IT, including hardware, software, and communications.

Minimum Education: Bachelor's degree or equivalent experience.

SUPPORT SERVICES

Support Staff II – Staff Secretary

Minimum/General Experience: This position requires proficiency in all of the items listed above; in addition to familiarity with company procedures.

Functional Responsibility: Manipulate the word processing system(s) currently in use to achieve nonstandard formats. Exhibit excellent grammatical and proofreading skills to ensure documents are consistent and meet contractor requirements. Establish the priority of tasks with the assistance of the Supervisor and/or other staff members. Plan time according to workload. Identify subsequent tasks such as inclusion of graphics, quality assurance paperwork, ordering of special materials, and production time necessary to complete projects by the deadline. Work with moderate supervision and verification of work.

Minimum Education: A.S. degree in secretarial, computer, and/or word processing related areas with 2–6 years of experience or 6-10 years of related experience. Nonexempt.

Support Staff II – Project Secretary

Minimum/General Experience: This position is to be filled by a highly motivated employee who has gained experience specific to technical work performed by RESPEC and who uses this knowledge to continually seek ways to improve current methods and practices.

Functional Responsibility: Operate various word processing/PC/graphics systems in use at RESPEC in addition to the main system being used. Alter existing word processing macros to accomplish nonstandard documents. Accurately and consistently complete projects from start to finish, including proofreading for correctness and consistency. Establish the priority of tasks, plan time according to workload to meet all deadlines, taking the initiative to assist other staff members. Work with moderate supervision. Assist in the training of new and existing employees in their area of expertise. Continually seek ways to develop overall professional skills.

Minimum Education: A.S. degree in secretarial, computer, and/or word processing related areas with 4–10 years of experience or a minimum of 10 years of related experience. Nonexempt.

Support Staff II – Senior Secretary

Minimum/General Experience: This is a senior-level employee who is able to operate very independently to accomplish the duties listed below.

Functional Responsibility: Exercise proficiency with more than one word processing/PC/ graphics systems in use at RESPEC. Posses the capability to formulate word processing macros to accomplish nonstandard documents. Check outgoing documents and assignments for accuracy and completeness and proofread for consistency in format, grammar, and appearance. Complete independent writing assignments by assembling the necessary information, evaluating it, and reporting the results in a written document. Be responsible for the successful completion of specific tasks whether performed alone or with the aid of other personnel after planning a time schedule to meet all deadlines. Work with a minimum of supervision. Exercise initiative by continually developing better and more efficient systems. Anticipate potential problems and formulate or suggest solutions.

Minimum Education: A B.S. or B.A. degree with a minimum of 4 years of experience or an A.S. degree with a minimum of 8 years of experience or a minimum of 12 years of related experience. Exempt.

Support Staff III – Supervisor, Support Staff

Minimum/General Experience: Minimum of 10 years of experience. Skilled in the usage of office hardware and word processing software. Experienced in performing projects independently.

Functional Responsibility: Supervise the collection and distribution of incoming, interoffice, and outgoing mail daily in a timely manner. Supervise the receptionist who answers the switchboard and directs visitors in a pleasant and courteous manner. Alter the telephone system software as required, check operational status routinely, contact maintenance technicians as required. Operate office machines including copier in the assembly of miscellaneous correspondence, faxes, reports, proposals, etc. Copy and assemble reports, proposals, marketing materials, tLMs, etc. Responsible for overseeing the making of travel arrangements. Access available resources for all requested and necessary information. Comply with quality assurance requirements for copying and filing on all relevant contracts. Assist in the planning and coordinating of events, tours, and parties hosted by RESPEC. Maintain the established filing systems within the office. Maintain inventory databases. Obtain files and/or handwritten manuscripts from staff members and incorporate required word processing system commands to achieve the desired formats; proofread text for inconsistencies and incorrect usage and interact closely with staff members to ensure that all modifications are correct; generate tables and figures in the customary and/or required format and placement and review for overall consistency; debug files and pass information gained to other members of the Support Staff; develop the perspective necessary to judge the overall effect of text placement to achieve an aesthetically pleasing presentation or document; and evaluate grammatical and punctuation construction in documents and follow accepted English practices.

Supervision of Support Staff: Hire and train staff members, assign specific responsibilities to specific staff members, delegate assignments to staff and specify priorities, perform performance appraisals, hold staff meetings.

Administrative Support: Oversee maintenance of office facility, purchase office equipment and supplies, maintain files and filing systems, oversee production of documents, organize company

events. Record and distribute the minutes of Managers' Meetings on a timely basis to internal personnel and to members of the Board of Directors. Schedule marketing meetings and post notices, maintain a database of current marketing items which is to be updated several days before each monthly meeting, print a report and distribute to persons who will be attending the meeting.

Minimum Education: B.S. or B.A. degree with 10 years of experience, or an A.S. degree with 14 years of experience, or a minimum of 20 years of related experience with a high school diploma. Nonexempt.

RESPEC GSA SCHEDULE PRICELIST**ENVIRONMENTAL SERVICES**

SIN	Part no	Service	Labor Category	GSA Catalog Price
C F999	ES-RC-II	Environmental Service	Resident Consultant II, Senior Staff Scientist I	\$124.43
C F999	ES-PE-II	Environmental Service	Project Engineer II, Project Analyst II, Project Geologist II	\$90.93
C F999	ES-PE-I	Environmental Service	Project Engineer I, Project Analyst I, Project Geologist I	\$86.15
C F999	ES-SE-II	Environmental Service	Staff Engineer II, Staff Analyst II, Staff Geologist II	\$76.77
C F999	ES-SE-I	Environmental Service	Staff Engineer I, Staff Analyst I, Staff Geologist I	\$71.79
C F999	ES-ENG-II	Environmental Service	Engineer II, Analyst II, Geologist II, Engineering Technician V	\$62.37
C F999	ES-ENG-I	Environmental Service	Engineer I, Analyst I, Geologist I, Engineering Technician IV	\$57.43
C F999	ES-SS-III	Environmental Service	Support Staff III, Engineering Technician I	\$43.07
C F999	ES-SS-I	Environmental Service	Support Staff I	\$33.50

ENGINEERING SERVICES

SIN	Part no	Service	Labor Category	GSA Catalog Price
C R425	EG-PC-II	Engineering Service	Principal Consultant II	\$143.58
C R425	EG-RC-III	Engineering Service	Resident Consultant III, Principal Consultant I	\$138.79
C R425	EG-RC-II	Engineering Service	Resident Consultant II	\$134.01
C R425	EG-RC-I	Engineering Service	Resident Consultant I, Resident Research Engineer III, Staff Scientist III	\$129.22
C R425	EG-RRE-I	Engineering Service	Resident Research Engineer I, Staff Scientist I, Staff Consultant II	\$114.86
C R425	EG-PE-II	Engineering Service	Project Engineer II, Project Analyst II, Project Geologist II	\$100.50
C R425	EG-PE-I	Engineering Service	Project Engineer I, Project Analyst I, Project Geologist I	\$92.85
C R425	EG-SE-III	Engineering Service	Staff Engineer III, Staff Analyst III, Staff Geologist III	\$88.06
C R425	EG-SE-II	Engineering Service	Staff Engineer II, Staff Analyst II, Staff Geologist II	\$82.32
C R425	EG-ENG-II	Engineering Service	Engineer II, Analyst II, Geologist II, Engineering Technician V	\$67.00
C R425	EG-ENG-I	Engineering Service	Engineer I, Analyst I, Geologist I, Engineering Technician IV	\$67.00
C R425	EG-CAD-TIII	Engineering Service	AutoCAD Technician III	\$58.39
C R425	EG-SS-III	Engineering Service	Support Staff III, Engineering Technician I	\$50.25
C R425	EG-SS-II	Engineering Service	Support Staff II	\$40.20

IT PROFESSIONAL SERVICES – ON-SITE

SINs C D301, C D302, C D306, C D307, C D308, C D310, C D311, C D316, C D399

Part Number	Service	Labor Category	GSA Catalog Price with IFF
IT-ES-VII-ON	IT Professional Service	Enterprise Specialist VII	\$84.40
IT-ES-V-ON	IT Professional Service	Enterprise Specialist V	\$73.51
IT-ES-III-ON	IT Professional Service	Enterprise Specialist III	\$62.02
IT-DC-IV-ON	IT Professional Service	Development Consultant IV	\$51.89
IT-SC-III-ON	IT Professional Service	Service Consultant III	\$54.48
IT-DA-VI-ON	IT Professional Service	Development Analyst VI	\$72.97
IT-DA-V-ON	IT Professional Service	Development Analyst V	\$55.61
IT-SA-VII-ON	IT Professional Service	Service Analyst VII	\$70.13
IT-SA-VI-ON	IT Professional Service	Service Analyst VI	\$62.74
IT-SA-V-ON	IT Professional Service	Service Analyst V	\$67.10
IT-SA-IV-ON	IT Professional Service	Service Analyst IV	\$42.02
IT-SS-VIII-ON	IT Professional Service	Service Specialist VII	\$53.97
IT-SS-VI-ON	IT Professional Service	Service Specialist VI	\$53.85
IT-SS-V-ON	IT Professional Service	Service Specialist V	\$45.88
IT-SS-IV-ON	IT Professional Service	Service Specialist IV	\$42.16
IT-DS-VI-ON	IT Professional Service	Development Specialist VI	\$58.36
IT-SS-III-ON	IT Professional Service	Service Specialist III	\$35.16

IT PROFESSIONAL SERVICES – OFF-SITE**SINs C D301, C D302, C D306, C D307, C D308, C D310, C D311, C D316, C D399**

Part Number	Service	Labor Category	GSA Catalog Price with IFF
IT-ES-VI	IT Professional Service	Enterprise Specialist VI	\$138.19
IT-ES-V	IT Professional Service	Enterprise Specialist V	\$121.97
IT-ES-III	IT Professional Service	Enterprise Specialist III	\$101.73
IT-SC-V	IT Professional Service	Service Consultant V	\$89.63
IT-SC-III	IT Professional Service	Service Consultant III	\$87.10
IT-DA-VI	IT Professional Service	Development Analyst VI	\$116.66
IT-DA-V	IT Professional Service	Development Analyst V	\$88.90
IT-SA-VII	IT Professional Service	Service Analyst VII	\$121.21
IT-SA-IV	IT Professional Service	Service Analyst IV	\$68.19
IT-SA-III	IT Professional Service	Service Analyst III	\$84.60
IT-SS-VIII	IT Professional Service	Service Specialist VIII	\$89.39
IT-SS-VI	IT Professional Service	Service Specialist VI	\$88.64
IT-SS-V	IT Professional Service	Service Specialist V	\$77.84
IT-SS-IV	IT Professional Service	Service Specialist IV	\$77.19
IT-SS-III	IT Professional Service	Service Specialist III	\$58.30
IT-DS-VI	IT Professional Service	Development Specialist VI	\$93.31
IT-DS-I	IT Professional Service	Development Specialist I	\$38.83
IT-SU-III	IT Professional Service	Support Staff III	\$52.29
IT-SUP-II	IT Professional Service	Support Staff II	\$38.37