GENERAL SERVICES ADMINISTRATION

FEDERAL SUPPLY SERVICE

FEDERAL SUPPLY GROUP: PROFESSIONAL SERVICES

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.GSAAdvantage.gov

GSA Multiple Award Schedule

Contract No. GS00F055CA

Price List Current as of Modification #PO-0016, effective February 27, 2020

Contract Period: February 27, 2020 through February 26, 2025

For more information on ordering from Federal Supply Schedules, go to the GSA Schedules home page at http://www.gsa.gov/schedules-ordering

For more information, please contact: Mariana Danailov (VP, Finance): 720-898-4114, mdanailov@toeroek.com

Toeroek Associates, Inc.
300 Union Blvd Ste 520
Lakewood, CO 80228

(303) 420-7735 (telephone)
(303) 420-7658 (facsimile)
www.toeroek.com

Small Business
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CUSTOMER INFORMATION

1a. Awarded Special Item Numbers (SIN):
SIN 541611 - Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
SIN 541620- Environmental Consulting Services
SIN 562910REM - Environmental Remediation Services
SIN OLM - Order-Level Materials (OLM)

1b. Please see Appendix A for Price List.

1c. Please see Appendix A for Labor Category Descriptions.

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

3. Minimum Order: $100.00.


5. Point(s) of production: Lakewood, CO and Toeroek offices worldwide.

6. Discount from list prices or statement of net price: Government net prices (discounts already deducted).

7. Quantity discounts: No quantity discounts are available.

8. Prompt payment terms: No special discount is offered for prompt payment. Payment terms are net 30 days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9a. Acceptance of Government Credit Cards: Government purchase cards are accepted up to the micro-purchase threshold.

9b. Acceptance of Government Credit Cards: Government purchase cards are not accepted above the micro-purchase threshold.

10. Foreign items: Not Applicable.

11a. Time of Delivery: Specified in each task order.

11b. Expedited Delivery: Specified in each task order.

11c. Overnight and 2-day delivery. Specified in each task order.

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

13a. **Ordering Address:**

Toeroek Associates, Inc.
300 Union Blvd Ste 520
Lakewood, CO 80228

Phone 303-420-7735
Facsimile 303-420-7658

13b. **Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. **Payment address:** Same as company address. For wire or ACH payments, Toeroek will provide necessary information on invoice.

15. **Warranty provision:** Contractor’s standard commercial warranty.

16. **Export Packing Charges:** Not Applicable.

17. **Terms and conditions of Government purchase card acceptance:** Government Commercial Credit Cards will be acceptable for payments. Bank account information for wire transfer payments or ACH payments will be shown on the invoices.

18. **Terms and conditions of rental, maintenance, and repair:** Not Applicable.

19. **Terms and conditions of installation:** Not Applicable.

20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices:** Not Applicable.

20a. **Terms and conditions for any other services:** Not Applicable.

21. **List of service and distribution points:** Not Applicable.

22. **List of participating dealers:** Not Applicable.

23. **Preventive maintenance:** Not Applicable.

24a. **Special attributes such as environmental attributes, (e.g., recycled content, energy efficiency, and/or reduced pollutants):** Not Applicable.

24b. **Section 508:** If applicable, Section 508 compliance information on Electronic and Information Technology (EIT) supplies and services will be addressed on a task order basis. The EIT standards can be found at: [www.Section508.gov](http://www.Section508.gov).

25. **Data Universal Numbering System (DUNS) Number:** 825211824.

26. **Notification regarding registration in System for Award Management (SAM) database:** Toeroek Associates is registered in the System for Award Management (SAM) database.
COMPANY INFORMATION

Toeroek Associates, Inc. (“Toeroek”) is a highly qualified small business headquartered in Lakewood, Colorado, with offices in Washington, DC, Chicago, Illinois, Dallas, Texas, and Berkeley, California. Since its founding in 1993, Toeroek has provided scientific, operational, programmatic, management, and policy expertise to federal programs across the country.

We are proven, successful performers on multiple government contracts. As a small business, we are able to respond rapidly to our client’s needs. We are flexible, we can change direction quickly and we are always committed to delivering the highest quality of work. With demonstrated experience performing at levels that consistently exceed our client’s expectations, we know where best to direct our efforts to get the most out of a limited budget.

Our two primary lines of business stem from our technical roots in Health Physics and Environmental Science. Our expertise has grown to include comprehensive regulatory compliance and enforcement support, records management, and combating weapons of mass destruction (CWMD) in biological, chemical, and nuclear domains. Toeroek has twice been recognized as EPA’s Small Business of the Year.

We currently support seven EPA regions, the Defense Threat Reduction Agency, the US Air Force, and the US Army across multiple mission areas. We have successfully served as both a prime contractor and a small-business team partner, and we hold a Top Secret facility clearance with cleared staff on site at government and contractor facilities.
SERVICES OFFERED

SIN 541611 - Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services

Strategic Planning
- Management Consulting Services
- Program/Project Management Support
- Strategic Planning
- Acquisition/Grant Management Support
- Actuarial Services
- Customer Survey Services
- Facilitation Services
- Financial Consulting Services
- Financial, Economic and Regulatory Analysis Support

SIN 541620 - Environmental Consulting Service
- Archaeology and Cultural Resource Services
- Environmental Management Systems (EMS)
- NEPA Related Services

SIN 562910REM - Environmental Remediation Services
- Environmental Reclamation Services
- Environmental Remediation Services
# APPENDIX A: PRICE LIST AND LABOR CATEGORY DESCRIPTIONS

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All Rates include 0.75% Industrial Funding Fee.
TOEROEK LABOR CATEGORY DESCRIPTIONS

PROGRAM MANAGER
Plans, conducts and supervises projects of major significance, necessitating advanced knowledge and the ability to originate and apply new and unique methods and procedures. Supplies technical advice and counsel to other professionals. Generally operates with wide latitude for unreviewed action.

**Experience & Education:** Minimum of eight years experience in managing and administering contracts and projects; with demonstrated success in simultaneously managing multiple projects and supervising all levels of project personnel, and bachelor’s degree in related field

PRINCIPAL INVESTIGATOR
Plans, conducts and supervises scientific and technical projects of major significance, necessitating advanced knowledge and the ability to originate and apply new and unique methods and procedures. Supplies technical advice and counsel to other professionals. Generally operates with wide latitude for unreviewed action.

**Experience & Education:** Minimum of ten years’ experience in managing and administering contracts and projects; with demonstrated success in simultaneously managing multiple projects and supervising all levels of project personnel and bachelor’s degree in related field

PROJECT MANAGER
Plans, conducts and supervises projects of major significance, necessitating advanced knowledge and the ability to originate and apply new and unique methods and procedures. Supplies technical advice and counsel to other professionals. Generally operates with some latitude for unreviewed action.

**Experience & Education:** Minimum of eight years’ experience in managing and administering contracts and projects; with demonstrated success in simultaneously managing multiple projects and supervising all levels of project personnel and bachelor’s degree in related field.

TASK LEADER
Under the direction of a Program or Project Manager, plans, organizes, and controls the overall activities of one or more task order under the direction of the Program Manager. Responsible for project management, configuration management, technical work, quality of work, scheduling, and costs associated with a specific project. Requires knowledge of and the ability to originate and apply new and unique methods and procedures to minimize costs and maximize efficiency in achieving the requirements of the project. Provides technical and administrative direction for project personnel, including the review of work products for correctness, adherence to design concepts and client requirements, and progress in accordance with schedules. Coordinates with the Program Manager to ensure problem resolution and client satisfaction. Prepares milestone status reports and delivers presentations of the finished product.
Experience & Education: Minimum of five years’ experience in managing and administering task orders; with demonstrated success in managing and supervising all levels of project personnel, and bachelor’s degree in related field

CONSULTANT
Provides consulting to managers, supervisors and workforce on the topic called for in the task order. Conducts and assists with benchmarking and surveys. Facilitates improvement efforts. Functions as subject matter expert. Performs technical review of deliverables.

Experience & Education: Minimum of ten years’ relevant experience and bachelor’s degree in information systems, business, management, scientific or technical discipline

SENIOR CONSULTANT
Provides consulting to senior managers on the topic called for in the task order. Designs, organizes, leads, and conducts executive level workshops, benchmarking, and surveys. Facilitates improvement efforts. Gives lectures and speeches or writes articles. Functions as subject matter expert. Performs technical review of deliverables.

Experience & Education: Minimum 15 years’ relevant experience, recognized expert in field of study and bachelor’s degree in information systems, business, management, scientific or technical discipline

INFORMATION SYSTEMS SPECIALIST I
Applies systems analysis techniques to define and develop information systems, including application requirements and system alternative solutions. Supports development of system requirements, program specifications, and implements the selected system. Applies knowledge of hardware, software, and user needs in the design of information system elements.

Experience & Education: Minimum two years’ experience in systems engineering, programming, and analysis and bachelor’s degree in related field

INFORMATION SYSTEMS SPECIALIST II
Applies sophisticated systems engineering and analysis techniques to define and develop complex information systems on multiple platforms and development environments. Conducts feasibility studies to determine new or changed procedures or applications of information technology in particular system functional areas. Defines functional requirements and oversees/conducts system testing and implementation. Combines expert knowledge of hardware, software, and user needs in the design of a complete information system. Provides technical direction to members of the project team. Responsible for overseeing the design and development of entire, large information systems.

Experience & Education: Minimum of five years’ experience in systems analysis, programming, or engineering, with demonstrated success in applying systems analysis techniques to define and develop complex information systems, and bachelor’s degree in related field
DATABASE ADMINISTRATOR
Designs and generates databases. Performs functions related to the maintenance and management of established databases. Responsible for control of data storage, retrieval, analysis, access, and security. Develops standards, procedures, and conventions for database usage.

Experience & Education: Minimum of four years’ experience in database maintenance and management and bachelor’s degree in related field

SENIOR ENVIRONMENTAL ATTORNEY
Applies concepts of environmental law and CERCLA liability theories to various environmental projects. Applies a thorough understanding of environmental regulations to evaluate compliance with environmental laws and regulations. Reviews reports for appropriate interpretation of legal statutes, advises clients on environmental law and case development, and assists in the development of environmental and enforcement policy. Functions independently and exercises independent judgment. Reviews the work of other members on the project team. Makes presentations to clients.

Experience & Education: Minimum of ten years’ experience in environmental law, with excellent verbal and written communication skills and bachelor’s and JD degrees

ENVIRONMENTAL ATTORNEY I
Under the supervision of senior staff, applies concepts of environmental law and CERCLA liability theories to various environmental projects. Applies a thorough understanding of environmental regulations to evaluate compliance with environmental laws and regulations. Conducts searches for potentially responsible parties, researches case law, performs corporate research, uses online information services, researches corporate asset transfers, establishes chain of title, and coordinates project objectives independently with clients and their counsel. Uses automated litigation support software and manages case records. May perform document reviews for supporting theories of a case. Performs privilege reviews. Prepares written reports.

Experience & Education: Minimum of two years’ experience in environmental law, with excellent verbal and written communication skills and bachelor’s and JD degrees

ENVIRONMENTAL ATTORNEY II
Applies concepts of environmental law and CERCLA liability theories to various environmental projects. Applies a thorough understanding of environmental regulations to evaluate compliance with environmental laws and regulations. Conducts searches for potentially responsible parties, researches case law, performs corporate research, uses online information services, researches corporate asset transfers, establishes chain of title, and coordinates independently with clients and their counsel. Uses automated litigation support software and manages case records. May perform document reviews for supporting theories of a case. Performs privilege reviews. Prepares written reports. Makes presentations to clients.

Experience & Education: Minimum of four years’ experience in environmental law, with excellent verbal and written communication skills and bachelor’s and JD degrees
ANALYST
Provides independent analytical services in specialized scientific areas. Coordinates with management and client personnel to ensure that work will satisfy the client’s needs. Develops procedures and organizes project work. Verifies and validates data, evaluates complex data and reports results.
**Experience & Education:** Minimum of five years’ relevant experience and bachelor’s degree in related field

RESEARCH ASSISTANT
Under close supervision, collects and assesses environmental information. Compiles information for reports and performs database queries.
**Experience & Education:** Entry level - Minimum of high school diploma

RESEARCHER I
Under supervision of more senior staff, supports a variety of environmental policy, regulatory and program evaluation projects by conducting literature searches, creating and managing data sets, analyzing data and drafting findings, assisting in web application development, analyzing cost and program performance data, and performing data base queries. Assists in the preparation of project memoranda, reports, and briefing and presentation materials. May perform limited compliance audits of sites and facilities.
**Experience & Education:** Entry level - Minimum of bachelor’s degree

RESEARCHER II
Under supervision of more senior staff, supports a variety of environmental policy, regulatory and program evaluation projects by conducting literature searches, creating and managing data sets, analyzing data and drafting findings, assisting in web application development, analyzing cost and program performance data, and performing data base queries. Assists in the preparation of project memoranda, reports, and briefing and presentation materials. May perform limited compliance audits of sites and facilities.
**Experience & Education:** Minimum of three years’ relevant experience and bachelor’s degree

RESEARCHER III
Supports a variety of environmental policy, regulatory and program evaluation projects by conducting literature searches, creating and managing data sets, analyzing data and drafting findings, assisting in web application development, analyzing cost and program performance data, and performing data base queries. Assists in the preparation of project memoranda, reports, and briefing and presentation materials. May perform compliance audits of sites and facilities.
**Experience & Education:** Minimum of five years’ experience and bachelor’s degree

SCIENTIST I
Under supervision of more senior staff, compiles laboratory analyses, verifies and validates data, evaluates complex data and reports results.
Experience & Education: Minimum of three years’ related experience and bachelor’s degree in chemistry, biology, geology, environmental or nuclear science or related discipline

SCIENTIST II
Under supervision of more senior staff, compiles laboratory analyses, verifies and validates data, evaluates complex data and reports results.

Experience & Education: Minimum of five years’ related experience and bachelor’s degree in chemistry, biology, geology, environmental or nuclear science or related discipline

SCIENTIST III
Compiles laboratory analyses, verifies and validates data, evaluates complex data and reports results.

Experience & Education: Minimum of eight years’ related experience and bachelor’s degree in chemistry, biology, geology, environmental or nuclear science or related discipline

SCIENTIST IV
Compiles laboratory analyses, verifies and validates data, evaluates complex data and reports results.

Experience & Education: Minimum of ten years’ related experience and master’s degree in chemistry, biology, geology, environmental or nuclear science or related discipline

COMMUNITY RELATIONS SPECIALIST
Specializes in the process of getting community members actively involved in planning for and cleaning up a Superfund site. Arranges public meetings; creates Fact Sheets, handouts, posters; coordinates with clients and members of the public. Posts public notices and tracks comments. Creates and maintains databases and performs mass mailings.

Experience & Education: Minimum of five years’ related experience and college degree

IMAGING SPECIALIST

Experience & Education: Minimum of five years’ experience in document imaging, and high school diploma

FINANCIAL ANALYST I

**Experience & Education:** Minimum of three years’ accounting experience with at least two years in government accounting and generating DCAA schedules, and accounting degree

**FINANCIAL ANALYST II**

**Experience & Education:** Minimum of five years’ accounting experience with at least two years in government accounting and generating DCAA schedules, and accounting degree

**ADMINISTRATIVE ASSISTANT I**
Under supervision, performs administrative duties and assists in specific tasks of a more technical nature. Reads and evaluates the substance of various documents, organizes them based on content, source and use. Requires knowledge of automated document management systems.

**Experience & Education:** Minimum of one year general work experience with good organizational skills, and high school diploma

**ADMINISTRATIVE ASSISTANT II**
Performs administrative duties and assists in specific tasks of a more technical nature. Generates documentation and spreadsheets and maintains contract files. Requires proficiency in commercial software, including knowledge of techniques for document production, spreadsheet, electronic graphics, and database programs.
Experience & Education: Minimum of two years' experience with good organizational skills, and high school diploma

ADMINISTRATIVE ASSISTANT III
Provides specialized and complex administrative and secretarial support to a corporate officer. Demonstrates strong organizational and technical skills, including a high level of competence in office procedures. Exercises sound judgment making independent decisions and operates with a minimum of supervision. May supervise other administrative staff.
Experience & Education: Minimum of five years’ experience with good organizational skills. Experience supervising personnel, and college degree

PRINCIPAL MANAGEMENT CONSULTANT
Top-level executive responsible for providing strategic direction, vision, leadership, and program management to the team and client in support of project goals. Contributes to organizational direction through regular involvement with senior level client leadership and team members. Responsible for overall technical, business, and financial management of programs and projects. Develops sound approaches for complex problems and provides expertise at the highest Government and corporate levels.
Experience & Education: Minimum of 20 years’ experience and bachelor's degree

SENIOR MANAGEMENT CONSULTANT
Executive level expert possessing demonstrated knowledge, experience, and ability in the development and/or implementation of solutions, recommendations, or outcomes across multiple complex tasks and/or organizations. Assesses client needs and develops strategic direction and implementation plans for new or modified systems, procedures, or organizations. Develops and evaluates multiple options in the context of project objectives. Maintains and manages relationships with senior level management within the client organization, including program status updates and briefings as needed. Recognized leader in project teams and client interactions. Supervises multiple team members in various disciplines. Capable of managing complex, multi-functional projects and programs.
Experience & Education: Minimum of 15 years’ experience and bachelor's degree

MANAGEMENT CONSULTANT
Senior level expert possessing demonstrated knowledge, experience, and ability in the development and/or implementation of solutions, recommendations, or outcomes across multiple complex tasks and/or organizations. Develops strategic direction and implementation plans for new or modified systems, procedures, or organizations. Develops and evaluates multiple options in the context of project objectives. Supports project objectives through activities such as gathering and reviewing data, generating recommendations and/or alternative methods of proceeding, and presenting results in multiple formats. Supervises multiple team members in various disciplines. Capable of managing complex, multi-functional projects.
Experience & Education: Minimum of ten years’ experience and bachelor’s degree
CONSULTANT
Possesses demonstrated knowledge, experience, and ability in the development of solutions, recommendations, or outcomes across multiple complex tasks and/or organizations. Evaluates options in the context of project objectives and contributes to the implementation of strategic direction. Supports project objectives through activities such as gathering and reviewing data, generating recommendations and/or alternative methods of proceeding, and presenting results in multiple formats. May oversee and manage projects.

Experience & Education: Minimum of five years’ experience and bachelor’s degree

PROGRAM MANAGER
Provides oversight and executive level management to overall contract operations often involving multiple projects/tasks and groups of personnel at multiple locations. The Program Manager maintains and manages relationships with senior level management within the client organization, including program status updates and briefings as needed. The Program Manager is responsible for managing multiple contract operations, ensuring quality standards and work performance on all task orders and projects. Additionally, the Project Manager plans, organizes and oversees work efforts, assigns resources, manages personnel, and monitors overall project and contract performance.

Experience & Education: Minimum of nine years’ experience and bachelor’s degree

PROJECT MANAGER
Performs day-to-day management of contract support operations, possibly involving multiple tasks and groups of personnel at multiple locations, on a single project. Demonstrates skills in the scope of work encompassed by the task order; provides technical guidance to the project team in performance of the work, and reviews the quality of all work products. Organizes, directs, and coordinates the planning and production of all contract support activities. Responsible for staffing, project planning, project financials, and staff direction and oversight. Maintains and manages the client interface at the COTR level of the client organization. Assists the Program Manager as required in managing contract performance.

Experience & Education: Minimum of four years’ experience and bachelor’s degree

PRINCIPAL INVESTIGATOR
Executive level technical/analytical expert with extensive, demonstrated knowledge of all phases of a complex client project. Leads and/or participates in all phases of a project by providing high-level project definition, requirements analysis, functional analysis, design, integration, project deliverables, documentation, and implementation on complex problems that require extensive subject matter expertise. Primary technical point of project contact for clients and other interested parties. Proven track record of successful completion of complex technical projects.

Experience & Education: Minimum of ten years’ experience and master’s degree in relevant field
SUBJECT MATTER EXPERT 3
Executive level expert with extensive, demonstrated, and peer-recognized knowledge of specialized scientific and/or engineering methodologies and principles to address client’s needs in complex technical projects. Applies scientific and/or engineering methodologies to principles, practices, theories, technology, technical specifications, and other relevant concepts toward complex technical project objectives. Capable of developing, assessing, designing, and reviewing technical specifications, approaches, and concepts. Proven track record of multiple successful technical projects in complex subject areas. Able to successfully and succinctly communicate problem statements, design or analysis methods, and results obtained to team members and clients. Recognized as a leader in project teams, client interactions, and interchanges with other interested parties. May provide technical program or project management and/or direction to technical project teams for complex, multi-faceted projects.

Experience & Education: Minimum of 12 years’ experience and bachelor’s degree in science or engineering field

SUBJECT MATTER EXPERT 2
Senior level expert with extensive demonstrated knowledge of specialized scientific and/or engineering methodologies and principles to address client’s needs in complex technical projects. Applies scientific and/or engineering methodologies to principles, practices, theories, technology, technical specifications, and other relevant concepts toward complex technical project objectives. Capable of developing, assessing, designing, and reviewing technical specifications, approaches, and concepts. Able to successfully and succinctly communicate problem statements, design or analysis methods, and results obtained to team members and clients. May provide technical project management and/or direction to technical project teams for complex, multi-faceted projects.

Experience & Education: Minimum of eight years’ experience and bachelor’s degree in science or engineering field

SUBJECT MATTER EXPERT 1
Senior level expert with extensive demonstrated knowledge of specialized scientific and/or engineering methodologies and principles to address client’s needs in complex technical projects. Applies scientific and/or engineering methodologies to principles, practices, theories, technology, technical specifications, and other relevant concepts toward complex technical project objectives. Capable of assessing, designing, and reviewing technical specifications, approaches, and concepts. May provide technical project management and/or direction to technical project teams for complex, multi-faceted projects.

Experience & Education: Minimum of six years’ experience and bachelor’s degree in science or engineering field

TECHNICAL SPECIALIST 3
Possesses demonstrated knowledge of specialized scientific and/or engineering methodologies and principles to address client’s needs. Applies scientific and/or
engineering methodologies to principles, practices, theories, technology, technical specifications, and other relevant concepts toward complex technical project objectives. Required job functions may include data collection, review, and analysis; concept design, analysis, or testing, creation of technical performance measurements, background and/or historical research, report writing, and presentation of results in multiple formats. May provide direction to junior level technical specialists and technical project management.

**Experience & Education:** Minimum of four years’ experience and bachelor’s degree in science or engineering field

TECHNICAL SPECIALIST 2
Possesses demonstrated knowledge of specialized scientific and/or engineering methodologies and principles to address client’s needs. Applies scientific and/or engineering methodologies to principles, practices, theories, technology, technical specifications, and other relevant concepts toward complex technical project objectives. Required job functions may include data collection, review, and analysis; concept design, analysis, or testing, creation of technical performance measurements, background and/or historical research, report writing, and presentation of results in multiple formats.

**Experience & Education:** Minimum of two years’ experience and bachelor’s degree in science or engineering field

TECHNICAL SPECIALIST 1
Possesses knowledge of specialized scientific and/or engineering methodologies and principles to address client’s needs. Applies scientific and/or engineering methodologies to principles, practices, theories, technology, technical specifications, and other relevant concepts toward complex technical project objectives. Required job functions may include data collection, review, and analysis; concept design, analysis, or testing, creation of technical performance measurements, background and/or historical research, report writing, and presentation of results in multiple formats.

**Experience & Education:** Minimum of bachelor’s degree in science or engineering field

ANALYST 6
Executive level expert with extensive, demonstrated, and peer-recognized leadership in developing project objectives and applying analytic methodologies and principles to address client’s needs. Applies analytic methodologies to principles, practices, theories, precepts, technology, and other relevant concepts toward project objectives. Capable of extending existing theories and/or models and analyzing results obtained from such extensions. Proven track record of multiple successful analysis projects in complex subject areas. Able to successfully and succinctly communicate problem statements, analysis methods, and results obtained to team members and clients. Recognized as a leader in project teams, client interactions, and interchanges with other interested parties. Capable of directing multiple junior level Analysts, managing multiple task assignments simultaneously, or managing complex, multi-faceted analysis projects.

**Experience & Education:** Minimum of 12 years’ experience and bachelor’s degree
ANALYST 5
Senior level expert with extensive and demonstrated knowledge of applying analytic methodologies and principles to address client’s needs. Applies analytic methodologies to principles, practices, theories, precepts, technology, and other relevant concepts toward project objectives. Capable of extending existing theories and/or models and analyzing results obtained from such extensions. Able to successfully and succinctly communicate problem statements, analysis methods, and results obtained to team members and clients. Capable of directing multiple junior level Analysts, managing multiple task assignments simultaneously, or managing complex, multi-faceted analysis projects. 
**Experience & Education:** Minimum of eight years’ experience and bachelor’s degree

ANALYST 4
Senior level expert with extensive and demonstrated knowledge of applying analytic methodologies and principles to address client’s needs. Applies analytic methodologies to principles, practices, theories, precepts, technology, and other relevant concepts toward project objectives. Capable of extending existing theories and/or models and analyzing results obtained from such extensions. Able to successfully and succinctly communicate problem statements, analysis methods, and results obtained to team members and clients. Capable of directing multiple junior level Analysts and/or managing multiple task assignments simultaneously. 
**Experience & Education:** Minimum of six years’ experience and bachelor’s degree

ANALYST 3
Possesses demonstrated knowledge of applying analytic methodologies and principles to address client’s needs. Applies analytic methodologies to principles, practices, theories, precepts, technology, and other relevant concepts toward project objectives. Required job functions may include data collection, data modeling, testing, creation of performance measurements, background and/or historical research, report writing, and presentation of results in multiple formats. May provide direction to junior level Analysts. 
**Experience & Education:** Minimum of four years’ experience and bachelor’s degree

ANALYST 2
Possesses demonstrated knowledge of applying analytic methodologies and principles to address client’s needs. Applies analytic methodologies to principles, practices, theories, precepts, technology, and other relevant concepts toward project objectives. Required job functions may include data collection, data modeling, testing, creation of performance measurements, background and/or historical research, report writing, and presentation of results in multiple formats. 
**Experience & Education:** Minimum of two years’ experience and bachelor’s degree

ANALYST 1
Possesses knowledge of applying analytic methodologies and principles to address client’s needs. Applies analytic methodologies to principles, practices, theories, precepts, technology, and other relevant concepts toward project objectives. Required job functions may include data collection, data modeling, testing, creation of performance
measurements, background and/or historical research, report writing, and presentation of results in multiple formats.

**Experience & Education:** Minimum of bachelor’s degree

**SUPPORT SPECIALIST 4**
Executive level specialist supporting program and project management staff in all aspects of project implementation, including the preparation of budgets, financial reports, client deliverables, internal reports, briefings, and drawings. Organizes and directs office and administrative functions, including other support staff. Under direction from project management, researches, organizes, writes, edits, proofreads, and produces deliverable documents. Ensures that documentation is accurate and complete, that it meets editorial guidelines and client specifications. Updates, compiles, and presents financial reports and other performance measures. Schedules appointments, arranges meetings and conferences, and plans domestic and international travel. Familiar with client standards and regulations for deliverables and expenditures.

**Experience & Education:** Minimum of 15 years’ experience and high school diploma

**SUPPORT SPECIALIST 3**
Senior level specialist supporting the program and project management staff in the preparation of deliverables, internal reports, briefings, and drawings associated with the project. Under direction from project management, researches, organizes, writes, edits, proofreads, and produces deliverable documents. Ensures that documentation is accurate and complete, that it meets editorial guidelines and client specifications. Updates, compiles, and presents financial reports and other performance measures. Schedules appointments, arranges meetings and conferences, and plans domestic and international travel. Familiar with client standards and regulations for deliverables and expenditures.

**Experience & Education:** Minimum of ten years’ experience and high school diploma

**SUPPORT SPECIALIST 2**
Supports the program and project management staff in the preparation of deliverables, internal reports, briefings, drawings, invoices, and bookkeeping associated with the project. Under direction from project management, researches, organizes, writes, edits, proofreads, and produces deliverable documents.

**Experience & Education:** Minimum of six years’ experience and high school diploma

**SUPPORT SPECIALIST 1**
Supports the program and project management staff in the preparation of deliverables, internal reports, briefings, drawings, and bookkeeping associated with the project.

**Experience & Education:** Minimum of three years’ experience and high school diploma
The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (**) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).

**SCA MATRIX**

<table>
<thead>
<tr>
<th>SCA Eligible Contract Labor Category</th>
<th>SCA Equivalent Code Title</th>
<th>WD Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Assistant I</td>
<td>01020 – Administrative Assistant</td>
<td>15-5419</td>
</tr>
<tr>
<td>Administrative Assistant II</td>
<td>01020 – Administrative Assistant</td>
<td>15-5419</td>
</tr>
<tr>
<td>Administrative Assistant III</td>
<td>01020 – Administrative Assistant</td>
<td>15-5419</td>
</tr>
<tr>
<td>Imaging Specialist</td>
<td>14044 – Computer Operator IV</td>
<td>15-5419</td>
</tr>
</tbody>
</table>