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 is available through GSA Advantage!™, a menu-driven database system. For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov.

Multiple Award Schedule
Federal Supply Group: Professional services
Contract Number: GS00F070CA

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

Contract Period: March 16, 2020 - March 15, 2025
Price List current as of Modification #PA-0043 effective February 25, 2022

Contractor: Marstel-Day, LLC
10708 Ballantraye Drive, Suite 208
Fredericksburg, VA 22407-4701

Business Size: Small Business

Telephone: (703) 839-5513
Extension: N/A
FAX Number: (540) 204-9192
Web Site: www.marstel-day.com
E-mail: sd@marstel-day.com
Contract Administration: Sean Donahoe, Ph.D.
CUSTOMER INFORMATION:

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:

<table>
<thead>
<tr>
<th>SIN</th>
<th>Recovery</th>
<th>SIN Description</th>
<th>Page Reference</th>
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<td>5416111RC</td>
<td>Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services</td>
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<td>OLM</td>
<td>OLMRC</td>
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1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. 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: Prices are based on an hourly rate for each one (1) Labor Category; prices are not based on geographic location.

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 Descriptions starting on page 9.

2. Maximum Order: $1,000,000.00

3. Minimum Order: $100.00

4. Geographic Coverage (delivery Area): Domestic Only

5. Point(s) of production (city, county, and state or foreign country): Same as company address

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

7. Quantity discounts: None Offered

8. Prompt payment terms: 2%, 10 Days, Net 30

Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9. Foreign items (list items by country of origin): None

10a. Time of Delivery: Specified on the Task Order

10b. Expedited Delivery. Items available for expedited delivery are noted in this price list. Contact Contractor

10c. Overnight and 2-day delivery. Contact Contractor for rates for overnight and 2-day delivery.

10d. Urgent Requirements. Contact Contractor
11. **F.O. B Points(s):** Destination

12a. **Ordering Address(es):** Same as company address

12b. **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.

13. **Payment address(es):** Same as company address

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

15. **Export Packing Charges (if applicable):** N/A

16. **Terms and conditions of rental, maintenance, and repair (if applicable):** N/A

17. **Terms and conditions of installation (if applicable):** N/A

18a. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A

18b. **Terms and conditions for any other services (if applicable):** N/A

19. **List of service and distribution points (if applicable):** N/A

20. **List of participating dealers (if applicable):** N/A

21. **Preventive maintenance (if applicable):** N/A

22a. **Special attributes such as environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** N/A

22b. 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/. N/A

23. **Unique Entity Identifier (UEI) number:** C15ZAGUWMNK7

24. **Notification regarding registration in System for Award Management (SAM) database:** Registered
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<th>Minimum Years of Experience*</th>
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** SCLS labor categories
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<th>SIN(s)</th>
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<th>Minimum Years of Experience*</th>
<th>Contractor or Customer Facility</th>
<th>Domestic or Overseas</th>
<th>Unit of Issue</th>
<th>GSA Price (including IFF)</th>
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</tbody>
</table>

** SCLS labor categories

*Education/Certification Level and Experience Substitution*
Marstel-Day allows experience to substitute for minimum education requirements and education to substitute for minimum year of experience. Marstel-Day’s criteria for substitutions are as follows:

**Undergraduate:**
- An associate degree will equal 2 years of experience.
- A relevant bachelor’s degree will equal 4 years of experience.
- A relevant Master’s Degree will equal 6 years of experience.
- A Doctorate will equal 8 years of experience.

**Education:** For every year of full-time specific field experience, the person shall be credited with one-half year of degree qualifications toward the values stated in the labor category descriptions.

GSA and/or the ordering activity may have access to any employee resume (by request) before, during, or after assignment of any GSA order. If for some extenuating reason a person assigned to an order must be replaced or substituted, the ordering activity will be notified in advance, in writing, and the substituted personnel will meet or exceed the required qualifications for the departing employees labor category.

**Service Contract Labor Standards (SCLS) Matrix**

Service Contract Labor Standards (SCLS), 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 matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).

<table>
<thead>
<tr>
<th>SCLS Eligible Labor Category</th>
<th>SCLS Equivalent Code &amp; Title</th>
<th>Wage Determination</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrator</td>
<td>01261 – Personnel Assistant (Employment) I</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Clerical</td>
<td>01111 General Clerk</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Illustrator</td>
<td>13041 – Illustrator I</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Field Technician</td>
<td>01051 – Data Entry Operator I</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Office Automation Assistant</td>
<td>01052 – Data Entry Operator II</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Writer/Technical Editor</td>
<td>01611 – Word Processor I</td>
<td>2015-4281</td>
</tr>
</tbody>
</table>

Marstel-Day acknowledges that, upon award of a Schedule contract, it must comply with the base rate and fringe benefit rate requirements of the prevailing SCLS wage determination (WD) Revision Number incorporated into the Schedule contract. No prevailing rate WD may be incorporated into a task order as the order may then be in conflict with the Schedule contract terms and conditions. However, WDs based on collective bargaining agreements (CBAs) may be incorporated into a task order if the task order is found to be a successor contract as used in FAR Subpart 22.10; a CBA WD would be applicable only to the task order it is incorporated into and no other orders under that Schedule contract.

**SCLS Eligible Labor Categories**

Marstel-Day has proposed labor categories/services which are subject to the SCLS by placing a double asterisk (**) next to the labor category name/service.

**SCLS Eligible Labor Categories Economic Price Adjustment**

Marstel-Day acknowledges that all price adjustments for the base contract period and all options exercised shall be in accordance with clause 52.222-43, Fair Labor Standards Act and Service Contract Act Price Adjustment (Multiple Year and Option Contracts). When a modification is issued to all contract holders incorporating a revised index of wage determinations, contractors shall notify the Contracting Officer of any increase/decrease claimed under clause 52.222-43 within 30 calendar days after receipt of the modification.
In addition to clause 52.222-43, the economic price adjustment method the Marstel-Day selected in the Economic Price Adjustment section above will apply.

**Order-Level Materials (OLMs)**

Order-Level Materials (OLMs) are supplies and/or services acquired in direct support of an individual task or delivery order placed against a Federal Supply Schedule (FSS) contract or FSS blanket purchase agreement (BPA). OLMs are not defined, priced, or awarded at the FSS contract level. They are unknown before a task or delivery order is placed against the FSS contract or FSS BPA. OLMs are only authorized for inclusion at the order level under a Time-and-Materials (T&M) or Labor-Hour (LH) Contract Line Item Number (CLIN) and are subject to a Not To Exceed (NTE) ceiling price. OLMs include direct materials, subcontracts for supplies and incidental services for which there is not a labor category specified in the FSS contract, other direct costs, and indirect costs. OLMs are purchased under the authority of the FSS Program and are not "open market items."

Items awarded under ancillary supplies/services or other direct cost (ODC) SINs are not OLMs. These items are defined, priced, and awarded at the FSS contract level, whereas OLMs are unknown before an order is placed. Ancillary supplies/services and ODC SINs are for use under all order type CLINs (Fixed-Price (FP), T&M, and LH), whereas the Order-Level Materials SIN is only authorized for use under T&M and LH order CLINs. The Order-Level Materials SIN is only authorized for use in direct support of another awarded SIN. Price analysis for OLMs is not conducted when awarding the FSS contract or FSS BPA; therefore, GSAR 538.270 and 538.271 do not apply to OLMs. OLMs are defined and priced at the ordering activity level in accordance with GSAR clause 552.238-82 Special Ordering Procedures for the Acquisition of Order-Level Materials. Prices for items provided under the Order-Level Materials SIN must be inclusive of the Industrial Funding Fee (IFF). The cumulative value of OLMs in an individual task or delivery order cannot exceed 33.33% of the total value of the order.
LABOR CATEGORY DESCRIPTIONS

DESCRIPTIONS FOR CATEGORIES AWARDED UNDER SIN(S) 541620, 611430, 541370GIS

ADMINISTRATOR
Experience: Four years of relevant experience including familiarity with word processing, spreadsheet, and presentation software.
Position Description: Performs administrative project support in areas of program management, project control, report generation, financial management, security requirements, employee benefits and worker compensation programs. Maintains project files and coordinates schedules to facilitate travel, completion of proposals, contract deliverables, task order reviews, briefings/presentations, and meetings preparation. Works independently or under general direction and uses judgment and initiative in general office management and problem solving.
Education: High School Diploma or equivalent years in experience.

TECHNICIAN
Experience: None required.
Position Description: Performs project support as directed. Assists in developing strategies and implementation of complex programs in the areas of environmental, safety and occupational health.
Education: Associates Degree or completion of a technical school program in related area or the equivalent years in experience.

CONSULTANT
Experience: Recognized for achievements and technical expertise in a specific subject matter with five years’ experience in a related field.
Position Description: Develops and applies advanced methods, theories, and research techniques in the investigation and solution of complex concept, planning, design, or implementation problems.
Education: Advanced degree in related discipline or equivalent years in experience.

SENIOR COMPUTER SPECIALIST
Experience: Information technology subject matter expert with over five years of relevant experience.
Position Description: Provides high-level expertise concerning complex software applications involving new technologies, methods, concepts, or approaches. Based on functional and technical, administrative and information management functions, performs general programming support to implement corrections or enhancements to application software. Runs diagnostics on computer hardware, assigns and manages passwords, forms computer network administration and loads application programs on desktop computers. Provides technical support in the areas of network administration and configuration, Email, modems, computer system software and hardware evaluation, selection, installation, maintenance, and problem solving. Analyzes network characteristics (e.g., security, traffic, connect time, transmission speeds, packet sizes, and throughput) and recommends procurement, removals, and modifications to network components. Performs database management for a specific project. Plans and uses appropriate software and hardware for technical support to customers in a responsive and cost-effective manner. Maintains a variety of databases.
Education: Advanced Degree in computer science and associated disciplines or equivalent years in experience.

SENIOR CONSULTANT
Experience: Subject matter expert with over ten years of relevant experience including five years of supervisory or management experience.
Position Description: Serves as the project manager for a large, complex task order (or a group of task orders affecting similar program areas). Expertise in the management and control of funds and resources. Provides management and technical direction to project personnel. Works directly with the contract-level Contracting Officer's Representative (COR), the task order-level COR(s), government management personnel and customer agency representatives. Accountable for project planning, execution and performance. Increasing responsibilities in the reviews and preparation of incoming customer requests for proposals and secures senior management approval for submittal of proposals to customer.
Education: Advanced Degree in associated discipline or equivalent years in experience.
EXECUTIVE CONSULTANT
Experience: Recognized for achievements and technical expertise in a specific subject matter with twenty years of experience in a related field.
Position Description: Possesses unique experience, skills, and expert knowledge in highly specialized technical, functional, and/or process areas within the environmental, safety and occupational health discipline or across engineering or law and regulatory compliance disciplines. Applies best industry practices and standards, leading-edge technology, and innovative solutions to difficult problems. Works directly with customer management to apply advanced principles, theories, and concepts and develops comprehensive solutions to complex problems.
Education: Master’s degree or years in experience, with professional certification and national recognition in broad subject areas.

SENIOR EXECUTIVE CONSULTANT
Experience: Recognized for achievements and technical expertise in a specific subject matter with twenty-five years of experience in a related field.
Position Description: Possesses unique experience, skills, and expert knowledge in highly specialized technical, functional, and/or process areas within the environmental, safety and occupational health discipline or across the engineering or law and regulatory compliance disciplines. Applies best industry practices and standards, leading-edge technology, and innovative solutions to difficult problems. Works directly with customer management to apply advanced principles, theories, and concepts and develops comprehensive solutions to complex problems.
Education: Ph.D. or equivalent years in experience, with professional certification and national recognition in broad subject areas.

FORESTER
Experience: A minimum 4 years of relevant experience.
Position Description: May manage forested lands for economic, recreational, and conservation purposes. May inventory the type, amount, and location of standing timber, appraise the timber's worth, negotiate the purchase, and draw up contracts for procurement. May determine how to conserve wildlife habitats, creek beds, water quality, and soil stability, and how best to comply with environmental regulations. May devise plans for planting and growing new trees, monitor trees for healthy growth, and determine the best time for harvesting. May develop forest management plans for public and privately-owned forested lands.
Education: Bachelor’s degree in related discipline or equivalent years in experience.

HYDROLOGIST
Experience: A minimum 5 years of relevant experience.
Position Description: Performs hydrogeological assessments regarding groundwater flows to avoid contamination or determine cleansing alternatives. Records data, prepares reports, prepares hydrogeological illustrations based on findings.
Education: Bachelor’s degree in related discipline or equivalent years in experience.

CIVIL/ENVIRONMENTAL ENGINEER
Experience: A minimum 6 years of relevant experience.
Position Description: Plans, manages, supervises, and technically directs most tasks under minimum supervision on complex projects involving design development, analysis, review, and specifications; analytic or scientific studies; conceptual, developmental, and, planning functions; field surveys; construction documents; mathematical formulations and equations; and investigative research and reporting. May train Jr. and mid-level personnel. Typically supervises multiple employees on a project basis and in some cases, may have direct supervisory responsibility.
Education: Bachelor’s degree in related discipline or equivalent years in experience.
GIS ANALYST
Experience: A minimum 4 years of relevant experience.
Position Description: Performs all conventional aspects of GIS design and analysis. Demonstrates mid-level cartographic, data management and analytical skills. May provide some technical guidance to less experienced GIS professionals. Work as a mid-level technical expert in design, development, implementation and testing of simple to moderately complex GIS applications.
Education: Bachelor’s degree in related discipline or equivalent years in experience.

ILLUSTRATOR
Experience: A minimum 5 years of relevant experience.
Position Description: Individual may possess knowledge and experience in the development and usage of computer graphics, charts, drawings, documents and schematics. Specific duties may include proofing for visual appearance and developing free-hand Illustrations.
Education: High School Diploma or equivalent years in experience.

EDITOR
Experience: A minimum 5 years of relevant experience.
Position Description: Prepare, rewrite and edit copy to improve readability, or supervise others who do this work. Read copy or proof to detect and correct errors in spelling, punctuation, and syntax. Plan the contents of publications according to the publication's style, editorial policy, and publishing requirements. Verify facts, dates, and statistics, using standard reference sources.
Education: Bachelor’s degree in related discipline or equivalent years in experience.

MID LEVEL ENVIRONMENTAL SCIENTIST
Experience: A minimum 7 years of relevant experience.
Position Description: Under limited review, performs scientific environmental studies related to a specific site. Records data, prepares reports, provides analyses and interpretations of findings based on scientific experimentation and existing knowledge. Determines the proper methodology for scientific studies for individual environmental sites.
Education: Bachelor’s degree in related discipline or equivalent years in experience.

JUNIOR LEVEL ENVIRONMENTAL SCIENTIST
Experience: A minimum 5 years of relevant experience.
Position Description: Under close supervision, is trained to perform scientific environmental studies related to a specific site. Records data and assists in preparing reports. Assists in ensuring compliance with all Federal, state, and local regulations.
Education: Bachelor’s degree in related discipline or equivalent years in experience.

FIELD TECHNICIAN
Experience: A minimum 5 years of relevant experience.
Position Description: Individual may possess knowledge and experience in the application of principles, methods, and techniques of general engineering technology, reviews project specifications and confers with Engineers concerning assistance required. Duties may include plan preparation, acceptance testing, and evaluation of field conditions.
Education: Bachelor’s degree in related discipline or equivalent years in experience.

CADD SPECIALIST
Experience: A minimum 5 years of relevant experience.
Position Description: Prepares complex drawings, layouts, sketches, maps, and graphic representations of engineering designs by hand or using computer-aided design software. Incumbents at this level provide some design recommendations. Performs calculations based on the designs. May function as a trainer for less experienced drafting technicians.
Education: Bachelor’s degree in related discipline or equivalent years in experience.
OFFICE AUTOMATION ASSISTANT
Experience: A minimum 5 years of relevant experience.
Position Description: Uses varied functions of multiple office automation software to produce a wide range of documents, formats, etc. Assists in developing look and format of reports and in identifying and solving problems in existing methods or procedures. Assists in developing training aids for use by office members and providing them with hands-on-training. May create elementary macros to simplify and expedite assignments and provide instructions on their use to others in the office. Performs simple troubleshooting of system and/or software problems encountered by co-workers. Transmits and receives documents and messages electronically using personal computers or workstations that are networked or linked to other computers or workstations.
Education: Bachelor’s degree in related discipline or equivalent years in experience.

POLICY ANALYST SENIOR
Experience: A minimum 9 years of relevant experience.
Position Description: Must have excellent research and writing skills including the ability to complete succinct policy briefs as well as lengthy reports, exceptional ability to coordinate complex projects. Participation in research projects on which you are lead or supporting role to produce policy briefs, memos, and full-length reports as required. Develop policy recommendations for reports based on national best practices and models.
Education: Bachelor’s degree in related discipline or equivalent years in experience.

RESEARCHER
Experience: A minimum 3 years of relevant experience.
Position Description: May be tasked to assist projects teams by collecting data from multiple sources to include the web, client data, conducting interviews, administering survey’s or coordinating activities associated with meetings, workshops, focus groups or training activities. May be required to input data obtained from interviews, surveys or results of focus groups into a database for analysis. May participate in developing research plans and surveys and performing statistical and other analyses to facilitate the interpretation of data.
Education: Bachelor’s degree in related discipline or equivalent years in experience.

GIS EXPERT MID
Experience: A minimum 4 years of relevant experience.
Position Description: Serves as the lead technical role for success project execution when managing GIS projects and/or tasks. Works as high-level technical expert in design, development, implementation and testing of complex GIS applications. Possesses the competency to work on all phases of GIS projects as well mentoring and managing junior staff. Plans and conducts work requiring judgment in the independent evaluation, selection and adaptation of GIS Best Practices, techniques, procedures and criteria.
Education: Bachelor’s degree in related discipline or equivalent years in experience.

PROJECT MANAGER Sr
Experience: A minimum 14 years of relevant experience.
Position Description: Responsibilities may include planning, risk management, technical quality along with ensuring technical requirements are met, deliverables are accurate and submitted on time, cost, schedules and controls are managed appropriately, and manage staff resources. May interact with customers to provide project status and resolve any project issues. May manage lower level project managers and task order managers.
Education: Bachelor’s degree in related discipline or equivalent years in experience.
TECHNICAL LEAD
Experience: A minimum 9 years of relevant experience.
Position Description: Work closely with clients to understand business requirements; develop appropriate technical solutions and lead the technical implementation; provide leadership and systems design expertise to medium to large size project teams that are responsible for technical aspects of the development cycle; develop sound technical plans; and provide technical support implementing large systems (design through rollout) including methodology, design approaches, and architectural considerations.
Education: Bachelor’s degree in related discipline or equivalent years in experience.

BIOLOGIST
Experience: A minimum 2 years of relevant experience.
Position Description: Studies origin, relationship, development, anatomy, functions, and chemical processes of living organisms. Analyzes materials to determine their toxic or nontoxic properties. Performs biological chemical research in the development of biochemical detection equipment, pharmaceuticals, medical products, and biochemical processes. Conducts analysis on interactions of numerous chemical compounds. Performs qualitative and quantitative analyses of biochemical properties to determine integrated relationships.
Education: Bachelor’s degree in related discipline or equivalent years in experience.

MILITARY LAND USE PLANNER JR
Experience: A minimum 3 years of relevant experience.
Position Description: Coordinate data collection efforts and primary research activities with military installations, local governments, agencies and other stakeholders to ensure that indicator data are available and reliable; Manage research and compile data from multiple sources, including consultants, web research, information requests, data analysis, etc. Maintain lists of contacts from relevant organizations to distribute information and respond to comments and issues.
Education: Bachelor’s degree in related discipline or equivalent years in experience.

PROJECT MANAGER
Experience: A minimum 9 years of relevant experience.
Position Description: Individual may possess knowledge and experience with assignments that include gathering and correlating basic data as well as performing routine analysis/evaluations. Duties may include developing project requirements, site investigations, facility requirements development, budget and programming support, analyses and project execution. Individual may also be familiar with planning, supervising and overseeing the overall project tasks.
Education: Bachelor’s degree in related discipline or equivalent years in experience.

COMMUNITY PLANNER, SENIOR
Experience: A minimum 8 years of relevant experience.
Position Description: Individual may possess knowledge and experience in a wide range of assignments in the area of planning. Requires the ability and expertise to use advanced techniques and the modification and extension of theories, precepts and practices of particular field of specialty resulting from progressive experience. Supervision and guidance provided largely on overall objectives, critical issues, new concepts, and policy matters. Acts as mentor for lower level employees. Increasing budget, cost control and technical responsibility. In an individual research capacity, performs complex or novel assignments requiring the development of new or improved techniques, procedures, processes, products, equipment and methods. In a staff specialist capacity, develops and evaluates plans and criteria for a variety of projects and activities to be carried out by others; assesses the feasibility and soundness of proposed evaluation tests, products 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, a type of facility or equipment or a program function.
Education: Bachelor’s degree in related discipline or equivalent years in experience.
COMMUNITY PLANNER
Experience: A minimum 5 years of relevant experience.
Position Description: Individual may possess knowledge and experience in a wide range of assignments in the area of planning. Individual may also possess experience with analytical/independent problem solving, facility requirements development, engineering site investigations and evaluation, budget and programming support, environmental analyses and program execution. Specific duties may include gathering and correlating basic data, performing routine analyses/evaluations, coordinating the activities of junior professionals or technicians, planning, conducting and supervising various project tasks.
Education: Bachelor’s degree in related discipline or equivalent years in experience.

SENIOR CIVIL ENGINEER
Experience: A minimum 10 years of relevant experience.
Position Description: Fully competent level in all conventional aspects of the subject matter or the functional area of the assignments. Work at this level requires sufficient professional experience to assure competence as a fully trained worker. Plans and conducts work requiring judgment in the independent evaluation, selection and substantial adaptation and modification of standard techniques, procedures and criteria. Work requires a broad knowledge of precedents in specialty area and a good knowledge of principles/practices in related specialties. Devises new approaches to problems encountered and coordinates various technical aspects of work. Independently performs most assignments with technical/administrative instructions as to results expected. Receives technical guidance on unusual or complex problems and supervisory approval on proposed plans for projects. Acts as mentor for lower level employees. Certain positions may supervise the work of a few engineers, scientists, planners, landscape architects, technicians, draftsmen or other alternative positions may perform a purely technical role. Certain degree of project management responsibility depending on individual’s capabilities and career path.
Education: Bachelor’s degree in related discipline or equivalent years in experience.

CIVIL ENGINEER
Experience: A minimum 7 years of relevant experience.
Position Description: Performs work involving conventional and straightforward plans, investigations, surveys, structures or other problems with relatively few complex features for which precedents exist. Assignments have clear and specified objectives and require the investigation of a limited number of variables and may include equipment design/development, test of specifications, process study, research investigations, or report. Independently evaluates, selects and applies standard techniques, procedures and criteria using judgment and knowledge of principles and techniques in making minor adaptations and modifications. Assistance may be furnished by engineers, scientists, planners, landscape architects or technicians on unusual problems and work is reviewed for application of sound professional judgment. May be required to supervise or coordinate the work of draftsmen, technicians, landscape architects, clerks and others assisting in specific. May be required to either manage tasks on large projects or manage phases of small projects. Developing external or internal client interaction and marketing skills.
Education: Bachelor’s degree in related discipline or equivalent years in experience.

SENIOR ECONOMIST
Experience: A minimum 11 years of relevant experience.
Position Description: Individual may possess knowledge and experience with planning, conducting and supervising activities with regards to economic issues. Duties may include gathering and correlating basic data, conducting analyses and performing economic evaluations. Research and analyze economic issues. Is expected to conduct surveys and collect data. Analyze data using mathematical models and statistical techniques. Prepare reports, tables, and charts that present research results. Interpret and forecast market trends. Advise businesses, governments, and individuals on economic topics. Design policies or make recommendations for solving economic problems. Write articles for publication in academic journals and other media sources. May manager related programs and projects.
Education: Bachelor’s degree in related discipline or equivalent years in experience.
ECONOMIST
Experience: A minimum 6 years of relevant experience.
Position Description: Individual may possess knowledge and experience with planning, conducting and supervising activities with regards to economic issues. Duties may include gathering and correlating basic data, conducting analyses and performing economic evaluations.
Education: Bachelor’s degree in related discipline or equivalent years in experience.

PUBLIC/AGENCY FACILITATOR
Experience: A minimum 9 years of relevant experience.
Position Description: May facilitate seminars, conferences focus groups or working groups as it relates to a specific program or project. Required to utilize a variety of instructional strategies (methods, techniques) and resources (media, technologies, etc.) to conduct outreach. May provide program and project management support as needed.
Education: Bachelor’s degree in related discipline or equivalent years in experience.

PUBLIC INVOLVEMENT SPECIALIST
Experience: A minimum 9 years of relevant experience.
Position Description: Organize and staff meetings (including small groups, project briefings, large public meetings, and conferences). Develop and implement civic engagement plans for multiple projects. Develop and maintain project databases, if necessary. Develop and/or edit written materials including website text, press releases, meeting invitations and project fact sheets. Various administrative tasks, including meeting minutes and after-action reports, as required by the client.
Education: Bachelor’s degree in related discipline or equivalent years in experience.

REAL ESTATE SPECIALIST/APPRAISER
Experience: A minimum 10 years of relevant experience.
Position Description: The position will perform full property valuations via market research, comparable investigation, fieldwork such as property inspections and neighborhood tours, and interviews with property managers, developers, leasing agents, appraisers, lenders, and real estate brokers. Typical reports shall include rental income pro-formats, operating expense analysis, cash flow projections, marketplace trends, and property fundamentals. Appraised properties will focus on a variety of commercial real estate such as apartments, shopping centers, industrial warehouses, hotels/motels, subdivision land, office buildings, and others.
Education: Bachelor’s degree in related discipline or equivalent years in experience.

WRITER/TECHNICAL EDITOR
Experience: A minimum 5 years of relevant experience.
Position Description: Organize material and complete writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology. Maintain records and files of work and revisions. Edit, standardize, or make changes to material prepared by other writers or establishment personnel. Confer with customer representatives, vendors, plant executives, or publisher to establish technical specifications and to determine subject material to be developed for publication. Review published materials and recommend revisions or changes in scope, format, content, and methods of reproduction and binding.
Education: Bachelor’s degree in related discipline or equivalent years in experience.

SENIOR PROGRAM ANALYST
Experience: A minimum 10 years of relevant experience.
Position Description: May provide leadership and guidance to the program and technical staff in identifying and investigating challenges involving strategy, policy, performance, process, and technical issues related to project requirements. May directly interface with customer’s technical leads to ensure client requirements are met. May manage or direct other project staff.
Education: Bachelor’s degree in related discipline or equivalent years in experience.
PRINCIPAL
Experience: A minimum 15 years of relevant experience.
Position Description: Provide subject matter expertise, deep understanding, and thorough knowledge of subject matter related to mission-oriented business integrated services such as consulting, and business program support services disciplines. Applies principles, methods, and knowledge of specific functional areas of expertise to specific task order requirements. Provides advice on esoteric problems which require extensive knowledge of the subject matter. Designs and prepares technical reports, studies, and related documentation, makes charts and graphs to record results based on various analytical methodologies, prepares and delivers presentations, and briefings as required by the task order.
Education: Bachelor’s degree in related discipline or equivalent years in experience.

NATURAL RESOURCES MGT PLANNER
Experience: A minimum 11 years of relevant experience.
Position Description: Works with all sources of available assistance to plan for the allocation, management and protection of natural resources. Organize and implement studies and surveys for data collection purposes. Determine whether studies will be conducted internally or externally. Analyze data obtained from research, and use it to determine natural resource management conclusions. Make presentations to the general public which demonstrate how a specific plan for the management of natural resources is in everyone’s best interest. Explain the benefits and costs of various natural resource management programs and plans. Justify final proposed plan, demonstrating why it is the best option in terms of natural resource management.
Education: Bachelor’s degree in related discipline or equivalent years in experience.

ANALYST/IT
Experience: A minimum 5 years of relevant experience.
Position Description: Responsible for managing the systems analysis, programming and computer operations. In cases where public comment on NEPA documents number in the hundreds, VHB is quite often asked to develop a comment response database that allows multiple agency personnel to review comments being written by multiple individuals. The ITSL often creates response systems for us that will allow agency personnel to review and alter comments in “real time.” Furthermore, creation of interactive Webpages, kiosk formats, and other tools are often requested by agencies to meet the requirements of the public review processes of NEPA.
Education: Bachelor’s degree in related discipline or equivalent years in experience.
ATTORNEY

**General Experience:** Licensed to practice law in one or more states (and/or the District of Columbia) in the United States of America and at least seven years’ experience as a law practitioner.

**Functional Responsibility:** Has supervisory skills to manage complex legal matters and oversee the professional performance of associates, counsel and legal assistants. Has superior knowledge of the law and has excellent writing and oral skills.

**Education:** Graduate of a fully accredited law school located in the United States of America or commensurate jurisdiction.

STRATEGY & POLICY ANALYST

**General Experience:** Supervisory and management experience. Specific experience areas include requirements definition, work planning, control of budget, schedule, and task execution, and personnel management and supervision. Minimum fifteen (15) years of experience.

**Functional Responsibility:** Provides management, doctrine, and policy analysis support, and assists in or performs analysis of alternative courses of action for planning, organizing, staffing, directing and controlling program functions. Provides options for developing organizational and procedural strategies for implementing new programs/business functions. Develops new or improved mechanisms to support interaction with external organizations. Develops strategic and implementation plans and other mission-critical documents using knowledge of specific agency requirements, communications and management information systems planning requirements and other efforts using strong oral and written communication skills. Evaluates business plans, policies, organization, and implementation. Supplies knowledge of systems management from a business viewpoint, including staffing, budgeting, costing, process improvement, and acquisitions. Financial management duties can include the preparation of monthly profit and loss presentations, budgeting and forecasting, task order and proposal pricing, and various internal financial reports.

**Education:** Advanced degree at the Master’s level or equivalent years in experience.

PROGRAM MANAGER

**General Experience:** Served on multiple medium and small projects and served as the lead analyst with ten (10) years of experience, at least two (2) years of experience on progressively larger, more technically complex projects.

**Functional Responsibility:** Responsible for integrating results from multiple subtasks.

**Education:** Advanced degree at the Master’s level or equivalent years in experience.

SENIOR TECHNICAL SPECIALIST

**General Experience:** Served on multiple medium and small projects and served as the lead analyst with ten (10) years of experience, at least two (2) years of experience on progressively larger, more technically complex projects.

**Functional Responsibility:** Responsible for integrating results from multiple subtasks. Provides specific technical expertise in business, economics, or other disciplines.

**Education:** Advanced degree at Master’s level or equivalent years in experience.

RESEARCH ANALYST

**Experience:** Four (4) years of progressive experience in MOBIS-related analytical activities. Relevant experience in areas appropriate for the work undertaken, but not limited to, the following discipline areas: information systems, decision sciences, planning, science, engineering, design, meeting facilitation, political science, international relations, business or management, economics, or other social sciences.

**Functional Responsibility:** The Research Analyst performs high-level analytical and operational MOBIS implementation consulting assignments. He or she is responsible for research and analysis functions, collects specified research data, interprets basic research data, and reviews research publications for MOBIS-related projects.

**Education:** Bachelor’s degree or equivalent years in experience.

JUNIOR TECHNICAL SPECIALIST

**Experience:** Served on multiple medium and small projects and served as the lead analyst with less than two (2) years of experience.

**Functional Responsibility:** Provides specific technical expertise in business, economics, or other disciplines, performing entry-level analytical assignments.

**Education:** Bachelor’s degree or equivalent years in experience.
CLERICAL
Experience: Minimum of three (3) years’ experience in a professional office environment is required. Must have knowledge of word processing and at least two (2) software packages (Microsoft Word, Excel, and PowerPoint preferred).
Functional Responsibility: Conducts a variety of clerical and administrative activities. Maintains program/project/task files. Plans and coordinates meetings and makes travel arrangements for staff. Provides word processing/spreadsheet/graphics as directed; other duties as assigned.
Education: High School Diploma.

SENIOR CONSULTANT
Experience: Minimum of 10 years experience.
Position Description: Develops solutions to project requirements related to mission-oriented business integrated services such as consulting, training, and business program support services disciplines. May prepare and deliver presentations to colleagues, subordinates, and Government representatives. May produce or review substantive or complex technical or program documentation reflecting detailed knowledge of technical or functional business areas as identified in the statement of work. May be required to interact with agency heads and directors on strategy development, implementation and quality improvement engagements to accomplish project requirements. May supervise other employees, function as task lead or perform as an individual contributor.
Education: Master’s degree or equivalent years in experience.

EXECUTIVE CONSULTANT
Experience: Minimum of 20 years experience.
Position Description: Brings unique experience and skills in a particular business subject matter. Expert in the management and control of funds and resources using complex reporting mechanisms, manages multi-task contracts and/or subcontracts of various types and complexity. Serves as the authorized interface with the Government Contracting Officer (CO). Responsible for formulating and enforcing work standards, assigning contractor and subcontractor schedules; reviewing work discrepancies; supervising contractor and subcontractor personnel; communicating policies, purposes, and goals of the organization to subordinates; and responsible for the overall contract performance. Reviews incoming customer requests for proposals, identifies proposal requirements, reviews terms and conditions for acceptability, coordinates proposal development, and authorizes submittal of proposals to customer. Establishes and alters (as necessary) the corporate management structure to direct effective contract support activities. Negotiates and makes binding decisions for the company.
Education: Master’s degree or above or equivalent years in experience, with professional certification and national recognition in broad subject areas.

ILLUSTRATOR
Experience: A minimum 5 years of relevant experience.
Position Description: Individual may possess knowledge and experience in the development and usage of computer graphics, charts, drawings, documents and schematics. Specific duties may include proofing for visual appearance and developing free-hand Illustrations.
Education: High School Diploma or equivalent.

POLICY ANALYST SENIOR
Experience: A minimum 9 years of relevant experience.
Position Description: Must have excellent research and writing skills including the ability to complete succinct policy briefs as well as lengthy reports, exceptional ability to coordinate complex projects. Participation in research projects on which you are lead or supporting role to produce policy briefs, memos, and full-length reports as required. Develop policy recommendations for reports based on national best practices and models.
Education: Bachelor’s degree in related discipline or equivalent years in experience.

PROJECT MANAGER Sr
Experience: A minimum 14 years of relevant experience.
Position Description: Responsibilities may include planning, risk management, technical quality along with ensuring technical requirements are met, deliverables are accurate and submitted on time, cost, schedules and controls are managed appropriately, and manage staff resources. May interact with customers to provide project status and resolve any project issues. May manage lower level project managers and task order managers.
Education: Bachelor’s degree in related discipline or equivalent years in experience.

TECHNICAL LEAD
Experience: A minimum 9 years of relevant experience.

Position Description: Work closely with clients to understand business requirements; develop appropriate technical solutions and lead the technical implementation; provide leadership and systems design expertise to medium to large size project teams that are responsible for technical aspects of the development cycle; develop sound technical plans; and provide technical support implementing large systems (design through rollout) including methodology, design approaches, and architectural considerations.

Education: Bachelor’s degree in related discipline or equivalent years in experience.

PROJECT MANAGER
Experience: A minimum 9 years of relevant experience.

Position Description: Individual may possess knowledge and experience with assignments that include gathering and correlating basic data as well as performing routine analysis/evaluations. Duties may include developing project requirements, site investigations, facility requirements development, budget and programming support, analyses and project execution. Individual may also be familiar with planning, supervising and overseeing the overall project tasks.

Education: Bachelor’s degree in related discipline or equivalent years in experience.

SENIOR COMMUNITY PLANNER
Experience: A minimum 8 years of relevant experience.

Position Description: Individual may possess knowledge and experience in a wide range of assignments in the area of planning. Requires the ability and expertise to use advanced techniques and the modification and extension of theories, precepts and practices of particular field of specialty resulting from progressive experience. Supervision and guidance provided largely on overall objectives, critical issues, new concepts, and policy matters. Acts as mentor for lower level employees. Increasing budget, cost control and technical responsibility. In an individual research capacity, performs complex or novel assignments requiring the development of new or improved techniques, procedures, processes, products, equipment and methods. In a staff specialist capacity, develops and evaluates plans and criteria for a variety of projects and activities to be carried out by others; assesses the feasibility and soundness of proposed evaluation tests, products 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, a type of facility or equipment or a program function.

Education: Bachelor’s degree in related discipline or equivalent years in experience.

COMMUNITY PLANNER
Experience: A minimum 5 years of relevant experience.

Position Description: Individual may possess knowledge and experience in a wide range of assignments in the area of planning. Individual may also possess experience with analytical/independent problem solving, facility requirements development, engineering site investigations and evaluation, budget and programming support, environmental analyses and program execution. Specific duties may include gathering and correlating basic data, performing routine analyses/evaluations, coordinating the activities of junior professionals or technicians, planning, conducting and supervising various project tasks.

Education: Bachelor’s degree in related discipline or equivalent years in experience.

SENIOR ECONOMIST
Experience: A minimum 11 years of relevant experience.

Position Description: Individual may possess knowledge and experience with planning, conducting and supervising activities with regards to economic issues. Duties may include gathering and correlating basic data, conducting analyses and performing economic evaluations. Research and analyze economic issues. Is expected to conduct surveys and collect data. Analyze data using mathematical models and statistical techniques. Prepare reports, tables, and charts that present research results. Interpret and forecast market trends. Advise businesses, governments, and individuals on economic topics. Design policies or make recommendations for solving economic problems. Write articles for publication in academic journals and other media sources. May manager related programs and projects.

Education: Bachelor’s degree in related discipline or equivalent years in experience.
ECONOMIST
Experience: A minimum 6 years of relevant experience.
Position Description: Individual may possess knowledge and experience with planning, conducting and supervising activities with regards to economic issues. Duties may include gathering and correlating basic data, conducting analyses and performing economic evaluations
Education: Bachelor’s degree in related discipline or equivalent years in experience.

PUBLIC/AGENCY FACILITATOR
Experience: A minimum 9 years of relevant experience.
Position Description: May facilitate seminars, conferences focus groups or working groups as it relates to a specific program or project. Required to utilize a variety of instructional strategies (methods, techniques) and resources (media, technologies, etc.) in order to conduct outreach. May provide program and project management support as needed.
Education: Bachelor’s degree in related discipline or equivalent years in experience.

WRITER/TECHNICAL EDITOR
Experience: A minimum 5 years of relevant experience.
Position Description: Organize material and complete writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology. Maintain records and files of work and revisions. Edit, standardize, or make changes to material prepared by other writers or establishment personnel. Confer with customer representatives, vendors, plant executives, or publisher to establish technical specifications and to determine subject material to be developed for publication. Review published materials and recommend revisions or changes in scope, format, content, and methods of reproduction and binding.
Education: Bachelor’s degree in related discipline or equivalent years in experience.

SENIOR PROGRAM ANALYST
Experience: A minimum 10 years of relevant experience.
Position Description: May provide leadership and guidance to the program and technical staff in identifying and investigating challenges involving strategy, policy, performance, process, and technical issues related to project requirements. May directly interface with customer’s technical leads to ensure client requirements are met. May manage or direct other project staff.
Education: Bachelor’s degree in related discipline or equivalent years in experience.

PRINCIPAL
Experience: A minimum 15 years of relevant experience.
Position Description: Provide subject matter expertise, deep understanding, and thorough knowledge of subject matter related to mission oriented business integrated services such as consulting, and business program support services disciplines. Applies principles, methods, and knowledge of specific functional areas of expertise to specific task order requirements. Provides advice on esoteric problems which require extensive knowledge of the subject matter. Designs and prepares technical reports, studies, and related documentation, makes charts and graphs to record results based on various analytical methodologies, prepares and delivers presentations, and briefings as required by the task order.
Education: Bachelor’s degree in related discipline or equivalent years in experience.

PUBLIC INVOLVEMENT SPECIALIST
Experience: A minimum 9 years of relevant experience.
Position Description: Organize and staff meetings (including small groups, project briefings, large public meetings, and conferences). Develop and implement civic engagement plans for multiple projects. Develop and maintain project databases, if necessary. Develop and/or edit written materials including website text, press releases, meeting invitations and project fact sheets. Various administrative tasks, including meeting minutes and after-action reports, as required by the client.
Education: Bachelor’s degree in related discipline or equivalent years in experience.
• **Education/Certification Level and Experience Substitution**

Marstel-Day allows experience to substitute for minimum education requirements and education to substitute for minimum year of experience. Marstel-Day’s criteria for substitutions are as follows:

**Undergraduate:**

- An associate degree will equal 2 years of experience.
- A relevant bachelor’s degree will equal 4 years of experience.
- A relevant Master’s Degree will equal 6 years of experience.
- A Doctorate will equal 8 years of experience.

**Education:** For every year of full-time specific field experience, the person shall be credited with one-half year of degree qualifications toward the values stated in the labor category descriptions.

GSA and/or the ordering activity may have access to any employee resume (by request) before, during, or after assignment of any GSA order. If for some extenuating reason a person assigned to an order must be replaced or substituted, the ordering activity will be notified in advanced, in writing, and the substituted personnel will meet or exceed the required qualifications for the departing employees labor category.