CSS-Dynamac
Scientific Minds. Common Sense Solutions.

GENERAL SERVICES ADMINISTRATION

Federal Acquisition 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. The INTERNET address for **GSA** *Advantage*!™ is: **http://www.GSAAdvantage.gov.**

Schedule for - Consolidated
Federal Supply Group: CORP   Class:
Contract Number: GS00F217CA

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at http://www.gsa.gov/schedules-ordering

Contract Period: July 24, 2015 – July 23, 2020

Contractor: Consolidated Safety Services Incorporated (D.B.A. CSS-Dynamac)
10301 Democracy Ln Ste 300
Fairfax, VA 22030 2545

Business Size: Large Business

Telephone: (703) 877-3325
Extension:
FAX Number: (703) 691-4615
Web Site: www.css-dynamac.com
E-mail: dharvey@css-dynamac.com
Contract Administration: Dixie K Harvey

Price list current through Contract Award Dated July 24, 2015

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CUSTOMER INFORMATION

1a. Table of Awarded Special Item Numbers (SINs)

SIN	Recovery	SIN Description
C874-1	C874-1RC	Integrated Consulting Services
C874-7	C874-7RC	Integrated Business Program Support Services
C899-1	C899-1RC	Environmental Consulting Services
C899-3	C899-3RC	Environmental Training Services
C899-7	C899-7RC	Geographic Information Systems (GIS) Services

- ♦ Please refer to Appendix A for SIN labor category descriptions.

- ♦ Please refer to Appendix B for SIN awarded labor rates.

1b. Lowest Price Model Number: Not applicable.

1c. Lowest Unit Prices

Please refer to Appendix A for awarded Special Item Number (SIN) labor category descriptions to include a description of all corresponding commercial job titles, experience, functional responsibility and education for employees and subcontractors who may perform services.

2. Maximum Order: $1,000,000.00

3. Minimum Order: $100.00

4. Geographic Coverage (delivery Area): Domestic and Overseas

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: All prices herein are NET; basic discounts have been deducted.

7. Quantity Discounts: None Offered

8. Prompt Payment Terms: Net 30 days

9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold: Yes

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: will accept over $2,500

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

11a. Time of Delivery: To be negotiated with ordering agency per individual task orders.

11b. Expedited Delivery: Items are available for expedited delivery. Contact CSS-Dynamac for rates for expedited delivery.

11c. Overnight and 2-day Delivery: Items are available for overnight and 2-day delivery. Contact CSS-Dynamac for rates for overnight and 2-day delivery.

11d. Urgent Requirements: When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

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

13a. Ordering Address(es): Same as Contractor

13b. Ordering Procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).

14. Payment Address(es): Same as company address

15. Warranty Provision: Contractor's standard commercial warranty.

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

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): None

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

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

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

20a. Terms and conditions for any other services (if applicable): N/A

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

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

23. Preventive Maintenance (if applicable): N/A

24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: N/A

24b. Section 508 Compliance Information: If applicable, Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services at www.section508.gov/. To be addressed on a task order basis.

25. Data Universal Numbering System (DUNS) number: 604863704

26. Notification regarding registration in Central Contractor Registration (CCR) database: Registered

27. Uncompensated Overtime: Uncompensated overtime is used. A copy of our policy is available upon request.

28. All Other Direct Costs: All other direct costs (ODCs) will be negotiated with the ordering agency. A General & Administrative (G & A) charge or a Subcontract Handling charge will be added to all ODCs, including travel, in accordance with the approved provisional rates in effect at the time of the order, not to exceed 12%.

TERMS AND CONDITIONS

1. The clause at FAR 52.212-4, Contract Terms and Conditions-Commercial Items (Feb. 2002), applies to orders under this schedule.

2. Requirements Exceeding the Maximum Order Threshold:

In accordance with FAR 8.404, before placing an order that exceeds the maximum order threshold, ordering offices shall:

   a. Review additional schedule contractors' catalogs/price lists or use the GSA Advantage!™ on-line shopping service;

   b. Based upon the initial evaluation, generally seek price reductions from the schedule contractor(s) appearing to provide the best value (considering price and other factors); and

   c. After price reductions have been sought, place the order with the schedule contractor that provides the best value and results in the lowest overall cost alternative (see FAR 8.404(a)). If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

For orders exceeding the maximum order threshold, CSS-Dynamac may:

   a. Offer a new, lower price for this requirement;

   b. Offer the lowest price available under the contract; or

   c. Decline the order (orders must be returned in accordance with FAR 52.216-19).

A delivery order that exceeds the maximum order may be placed with the Contractor selected in accordance with FAR 8.404. The order will be placed under the contract. Sales for orders that exceed the Maximum Order shall be reported in accordance with GSAR 552.238-74.

3. Orders:

a. Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders by the individuals or activities designated. Such orders may be issued during the contract term from date of award through contract expiration date.

b. All delivery orders are subject to the terms and conditions of this contract. In the event of conflict between a delivery order and this contract, the contract shall control. If mailed, a delivery order is considered "issued" when the Government deposits the order in the mail. Orders may be issued orally or by facsimile, or by electronic commerce methods only if authorized in the contract.

4. Travel:

Travel that may be required to meet an agency's need shall be negotiated individually by the ordering agency on an as-needed basis. Costs for transportation, lodging, meals, and incidental expenses incurred by the contractor's personnel on official company business are allowable, but are subject to the limitations contained in the Federal Travel Regulation. The Industrial Funding Fee does not apply to travel and per diem charges.   Travel costs are also assessed with General and Administration cost. No fee is applied to travel costs.

5. Performance Incentives:

When using a performance-based statement of work, performance incentives may be agreed upon between the Contractor and the ordering office on individual fixed-price orders or BPAs, for fixed price tasks. The ordering office must establish a maximum performance incentive price for these services and/or total solutions on individual orders or BPAs. To the maximum extent practicable, ordering offices shall consider establishing incentives where performance is critical to the agency's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks. The above procedures do not apply to Time and Material or Labor Hour orders.

6. Service Contract Act:
The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (**) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide). A matrix of SCA labor categories is listed below:

SCA Eligible Labor Category	SCA Equivalent Code Title	Wage Determination No
Administrative Assistant I	01111 - General Clerk I	2005-2103
Administrative Assistant II	01112 - General Clerk II	2005-2103
Administrative Assistant III	01113 - General Clerk III	2005-2103
Data Keyer	01111 - General Clerk I	2005-2103

7. Software and Technical Data: FAR clause 52.227-14, Rights in Data-General (June 1987) governs software and technical data under this contract.

8. Limitation of Liability: Except as otherwise provided by an express warranty, CSS-Dynamac will not be liable to the Government for consequential damages resulting from any defect or deficiencies in accepted items.

AUTHORIZED SPECIAL ITEMS NUMBER (SIN) DESCRIPTIONS

SIN 874-1:   INTEGRATED CONSULTING SERVICES

Under SIN 874-1, CSS-Dynamac will provide expert advice, assistance, guidance or counseling in support of agencies' mission oriented business integration efforts. This may also include studies, analyses and reports documenting any proposed developmental, consultative or implementation efforts.

CSS-Dynamac provides consulting services, particularly as they relate to safety and health programs, regulatory compliance evaluation, and liaison activities between the scientific community and the public. Consultants typically perform reviews of the technical and administrative aspects of a program through review of existing documentation (manuals, procedures, training materials); interviews; job description, function and performance analyses; job safety analysis; and comparison with industry standards and government regulations. Consultants then develop appropriate recommendations, training programs, white papers, public information documents, performance metrics, and/or policies and procedures.

SIN 874-7:   INTEGRATED BUSINESS PROGRAM SUPPORT SERVICES

Under SIN 874-7, CSS-Dynamac will provide services in the management, integration, and programs and projects.

CSS-Dynamac serves as the program management entity on a number of contracts, specifically those where CSS-Dynamac staff perform full-time, on-site at the client's duty station. Project and program management activities performed by CSS-Dynamac include development of policies and procedures, development and implementation of performance measures, development and monitoring of budget, staffing and conflict resolution, quality assurance of deliverables, and liaison with the clients.

SIN 899-1:   ENVIRONMENTAL CONSULTING SERVICES

CSS-Dynamac will provide operational services, advice, or guidance in support of agencies' Environmental Consulting Services. Examples include, but are not limited to:

♦   Environmental Impact Statements Under NEPA

♦   Endangered Species and/or Wetlands Analysis

♦   Watershed and Other Natural Resource Management Plans

♦   Archeological and/or Cultural Resource Management Plans

♦   Environmental Program Management and Environmental Regulation Development

♦   Economic, Technical and/or Risk Analysis

♦   Vulnerability Assessments

♦   Biochemical Protection

♦   Identification and Mitigation of Threats

SIN 899-3:   ENVIRONMENTAL TRAINING SERVICES

CSS-Dynamac will provide services, advice, or guidance in support of agencies' Environmental Training Services. Examples of the areas of training include, but are not limited to:

♦   Environmental Management Planning and Operations and Maintenance (O&M) Planning

♦   Environmental Audits, Awareness, Compliance and Management

♦   Hazardous Materials and Waste Training to Include Compliance

♦   Emergency Response Plans

♦   Compliance with Environmental Laws and Regulations

♦   Pollution Prevention

♦   National Environmental Policy Act (NEPA)

Training can be conducted on- of off-site on any number of Environmental related issues.

SIN 899-7:   GEOGRAPHIC INFORMATION SYSTEMS (GIS) SERVICES

CSS-Dynamac will provide services relating to the use and application of Geographic Information Systems (GIS). Services will cover all phases of GIS application, including but not limited to:

♦   Environmental Impact Analyses

♦   Environmental Regulatory Compliance

♦   Habitat Conservation Plans

♦   Natural Resource Planning

APPENDIX A: LABOR CATEGORY DESCRIPTIONS FOR ALL SINS

Labor Category Descriptions for MOBIS SINs 874-1 and 874-7

Provided in alphabetical order

CSS-Dynamac provides a variety of levels of expertise, experience, and services such as consultants, subject-matter experts, program managers, and related support services. In all cases, one year of experience may be substituted for one year of education. Professional and technical certification programs may be substituted for years of education, based on credit hour equivalents. A Bachelors degree is considered to require four years of education, a Masters degree requires six years of education, and a Ph.D. requires eight years of education.

Administrative Assistant I	**MOBIS SINs: 874-1, 874-7**
Education: High school equivalent	**Experience:** 2 years of secretarial or administrative experience

- ♦ Provides non-technical support to project staff
- ♦ Supports the Senior Administrative Assistant and other project staff as needed including copying, collating, organizing materials, ordering supplies, and mailings
- ♦ Proficient in word processing software products. Working knowledge of presentation software products
- ♦ General knowledge of government documents and procedures
- ♦ Collates information into meaningful reports and presentation materials

Administrative Assistant II	**MOBIS SINs: 874-1, 874-7**
Education: High school equivalent	**Experience:** 4 years of secretarial or administrative experience

- ♦ Provides non-technical support to project staff
- ♦ Provides a broad spectrum of administrative support including copying, collating, organizing materials, ordering supplies, conducting mailings, and providing on-site support such as registration and information desk services
- ♦ Proficient in MS Office and Corel Office Suite word processing, spreadsheets, presentation, and other administrative software products

Administrative Assistant III	**MOBIS SINs: 874-1, 874-7**
Education: Associates degree	**Experience:** 4 years of secretarial or administrative experience

- ♦ Provides non-technical support to project staff
- ♦ Provides a broad spectrum of administrative support including copying, collating, organizing materials, ordering supplies, conducting mailings, and providing on-site support such as registration and information desk services
- ♦ Prepares routine correspondence, proof-reads and edits non-technical reports
- ♦ Highly proficient in MS Office and Corel Office Suite word processing, spreadsheets, presentation, and other administrative software products

Budget Analyst - Senior	**MOBIS SINs: 874-1, 874-7**
Education: Bachelor's degree or professional certification	**Experience:** 5 years experience specifically relating to budget analysis and financial management

- ♦ Provides expertise in budget and financial management principles, practices, and requirements
- ♦ Provides technical assistance in the review of operational and financial plans
- ♦ Provide support in evaluating and improving budget formulation and execution processes
- ♦ May provide guidance for the development of budget monitoring systems

Consultant I	**MOBIS SINs: 874-1, 874-7**
Education: Bachelor's degree	**Experience:** 5 years of experience

- ♦ Has experience in consulting on program assessment and design
- ♦ Provides expertise for programmatic and technical review, literature review, technology assessment
- ♦ Develops comprehensive reports and presentations and delivers results to clients
- ♦ Provides technical and management skills for managing technical projects

Consultant II	**MOBIS SINs: 874-1, 874-7**
Education: Master's degree	**Experience:** 10 years of experience

- ♦ Has extensive expertise and experience in consulting on program assessment and design
- ♦ Provides expertise for programmatic and technical review, literature review, technology assessment
- ♦ Develops comprehensive reports and presentations and delivers results to clients
- ♦ Provides technical and management skills for managing large, complex technical projects

Consultant III	**MOBIS SINs: 874-1, 874-7**
Education: Ph.D., MD, or other post-graduate or professional degree	**Experience:** 15 years; recognized expert in field

- ♦ Policy level consultation
- ♦ Has extensive expertise and experience, and is recognized as an expert in their field (e.g., testifies at hearings, invited key note speaker, peer-reviewed publications)
- ♦ Provides expertise for programmatic and technical review, literature review, technology assessment
- ♦ Critical thinking and analysis in subject-matter in the context of larger programmatic scope (e.g., strategic planning, funding allocations)
- ♦ Develops comprehensive reports and presentations, delivers results to upper-level management, and can be legally sworn to expert testimony
- ♦ Provides technical and management skills for managing large, complex technical projects

Minutes Taker	**MOBIS SINs: 874-1, 874-7**
Education: Bachelor's degree. Subject-matter specific knowledge	**Experience:** 2 years of relevant experience

- ◆ Works directly with client to determine expected outcome of meeting recording including action items, verbatim text, and summaries
- ◆ Records meeting activities by hand and/or using recording devices

Minutes Taker - Senior	**MOBIS SINs: 874-1, 874-7**
Education: Bachelor's degree. Subject-matter specific knowledge	**Experience:** 5 years of relevant experience

- ◆ Works directly with client to determine expected outcome of meeting recording including action items, verbatim text, and summaries
- ◆ Records meeting activities by hand and/or using recording devices
- ◆ Has specific knowledge of meeting subject matter to facilitate recording of highly technical discussions

Program Assistant	**MOBIS SINs: 874-1, 874-7**
Education: Bachelor's degree.	**Experience:** 2 years of experience in project activity monitoring

- ◆ Assists Program Managers in project management activities. May manage small, short-term projects or tasks.
- ◆ Compiles activity reports and expenditures
- ◆ Prepares requests for expenditures and submits to Program Managers
- ◆ Reviews costs and timesheets and submits to Program Managers
- ◆ Serves as Program Manager in his/her absence
- ◆ Reviews all deliverables and submits to Program Managers for approval
- ◆ Drafts monthly technical and financial reports
- ◆ Assists with staff assignments and problem resolution

Program Manager	**MOBIS SINs: 874-1, 874-7**
Education: Bachelor's degree or specialized field certification	**Experience:** 5 years of experience in program management including 2 years supervisory experience

- ◆ Manages less complex projects or manages tasks or groups of personnel on larger, more complex projects
- ◆ Determines program objectives and requirements, performance indicators and quality control activities
- ◆ Performs day-to-day management of overall contract support operations
- ◆ Designs and enforces quality control programs
- ◆ Organizes, directs, and coordinates the planning and production of all contract support activities. Has authority and responsibility to identify and commit resources required to support effort

- Designs and enforces quality control programs
- Develops monthly reports
- Monitors expenditures, reviews and approves all costs associated with project activities
- Resolves problems in a timely manner
- Maintains contact with industry and trade associations to remain current on industry activities and trends
- Acts as the focal point for communication between the contractor staff and the agency COTR or his/her designee
- Chairs staff meetings; provides guidance to staff; ensures that all deliverables are met; prepares and maintains the schedule of all contract activities
- Coordinates any training requirements
- Maintains an updated working knowledge of the activities of each project staff member and project task
- Responsible for evaluation of existing staff, recruiting new staff and handling all related personnel actions

Program Manager - Senior	**MOBIS SINs: 874-1, 874-7**
Education: Master's degree or specialized field certification	**Experience:** 10 years of supervisory and project management experience including 5 years management of complex, multi-task projects

- Manages complex projects, usually involving multiple tasks, project locations and groups of personnel
- Determines program objectives and requirements, performance indicators and quality control activities
- Performs day-to-day management of overall contract support operations
- Organizes, directs, and coordinates the planning and production of all contract support activities
- Has authority and responsibility to identify and commit resources required to support effort
- Establishes and alters (as necessary) project management structure to direct effective contract support activities
- Monitors and approves subcontractor activities and expenditures
- Designs and enforces quality control programs
- Develops Work Plans, Management Plans, and Cost Estimates
- Develops monthly technical and financial reports
- Monitors expenditures, reviews and approves all costs associated with project activities
- Resolves problems in a timely manner
- Maintains contact with industry and trade associations to remains current on industry activities and trends;
- Acts as the focal point for communication between the contractor staff and the agency COTR or his/her designee
- Chairs staff meetings; provides guidance to staff; ensures that all deliverables are met; prepares and maintains the schedule of all contract activities
- Coordinates any training requirements
- Maintains an updated working knowledge of the activities of each project staff member and project task
- Responsible for evaluation of existing staff, recruiting new staff and handling all related personnel actions

Subject Matter Expert I	**MOBIS SINs: 874-1, 874-7**
Education: Bachelor's degree	4 years of experience

- Expertise and experience in analyzing subject-specific literature, data, and innovations
- Provides technical review, technical writing, and generates summaries, reports and presentations on technology assessments
- Works under the supervision of Subject Matter Experts II, III, IV or Program Manager

Subject Matter Expert II	**MOBIS SINs: 874-1, 874-7**
Education: Master's degree	**Experience:** 4 years experience

- Expertise and experience in analyzing subject-specific literature, data, and innovations
- Provides technical review, technical writing, and generates summaries, reports and presentations
- Conducts data analysis and prepares data summaries and interpretations
- Edits technical documents
- Responsible for quality control of technical reports generated by Subject-Matter Expert I

Subject Matter Expert III	**MOBIS SINs: 874-1, 874-7**
Education: Master's degree	**Experience:** 10 years of subject matter experience

- Has expertise and experience in analyzing subject-specific literature, data, and innovations.
- Provides technical review, technical writing, and generates summaries, reports and presentations, such as technology assessments and program audits
- Writes or edits technical materials, such as experimental design protocols, survey questions, equipment manuals, web pages, appendices, and operating and maintenance instructions
- Translates technical information into clear, readable documents to be used by technical and non-technical personnel
- Conducts data analysis and prepares data summaries and interpretations
- Serves as primary edit and copy proof reader
- Works independently, directly with client management staff
- Responsible for quality control of technical reports generated by Subject-Matter Experts I & II
- Provides technical and management skills for managing technical projects

Subject Matter Expert IV	**MOBIS SINs: 874-1, 874-7**
Education: Ph.D., MD, or other post-graduate or professional degree	**Experience:** 10 years of subject matter experience

- Has extensive expertise and experience in analyzing subject-specific literature, data, and innovations
- Provides technical review, technical writing, and generates summaries, reports and presentations, such as technology assessments and program audits
- Writes or edits technical materials, such as experimental design protocols, survey questions, equipment manuals, web pages, appendices, and operating and maintenance instructions
- Translates technical information into clear, readable documents to be used by technical and non-technical personnel
- Conducts data analysis and prepares data summaries and interpretations
- Has extensive publication record in peer-review publications
- Works independently, directly with client management staff

- Responsible for quality control of technical reports
- Provides technical and management skills for managing large, complex technical projects

Subject Matter Expert V	**MOBIS SINs: 874-1, 874-7**
Education: Ph.D., MD, other post-graduate or professional degree	**Experience:** 15 years of subject matter experience including research within the field

- Has extensive expertise and experience in analyzing subject-specific literature, data, and innovations
- Provides technical review, technical writing, and generates summaries, reports and presentations, such as technology assessments and program audits
- Writes or edits technical materials, such as experimental design protocols, survey questions, equipment manuals, web pages, appendices, and operating and maintenance instructions
- Translates technical information into clear, readable documents to be used by technical and non-technical personnel
- Conducts data analysis and prepares data summaries and interpretations
- Has extensive publication record in peer-review publications
- Works independently, directly with client management staff
- Responsible for quality control of technical reports
- Provides technical and management skills for managing large, complex technical projects

Technical Writer/Editor I	**MOBIS SINs: 874-1, 874-7**
Education: Bachelor's degree	**Experience:** 3 years of related experience

- Writes or edits technical materials, such as equipment manuals, web pages, appendices, and operating and maintenance instructions
- Participates in preparation of illustrations, photographs, diagrams, and charts; and assists in layout of work
- Organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology
- Performs literature reviews and reviews published materials
- Recommends photographs, drawings, sketches, diagrams, and charts to illustrate material
- Gathers, analyzes, and composes technical information
- Conducts research and ensures the use of proper technical terminology
- Translates technical information into clear, readable documents to be used by technical and non-technical personnel
- Submits all documents for review and approval to more senior Technical Writer/Editor or Program Manager

Technical Writer/Editor II	**MOBIS SINs: 874-1, 874-7**
Education: Master's degree	**Experience:** 4 years of related experience

- Writes or edits technical materials, such as equipment manuals, web pages, appendices, and operating and maintenance instructions

- Participates in preparation of illustrations, photographs, diagrams, and charts; and assists in layout of work
- Organizes material and completes writing assignment according to publication standards regarding order, clarity, conciseness, style, and terminology
- Performs literature reviews and reviews published materials; recommends revisions or changes in scope, format, content, and methods of reproduction and binding
- Selects photographs, drawings, sketches, diagrams, and charts to illustrate material
- Gathers, analyzes, and composes technical information
- Conducts research and ensures the use of proper technical terminology
- Translates technical information into clear, readable documents to be used by technical and non-technical personnel
- Responsible for data analysis and interpretation and concept of graphical display of data and/or statistics

Technical Writer/Editor III	**MOBIS SINs: 874-1, 874-7**
Education: Master's degree	**Experience:** 6 years of related experience

- Writes or edits technical materials, such as equipment manuals, web pages, appendices, and operating and maintenance instructions
- Participates in preparation of illustrations, photographs, diagrams, and charts; and assists in layout of work
- Organizes material and completes writing assignment according to publication standards regarding order, clarity, conciseness, style, and terminology
- Performs literature reviews and reviews published materials; recommends revisions or changes in scope, format, content, and methods of reproduction and binding
- Selects photographs, drawings, sketches, diagrams, and charts to illustrate material
- Gathers, analyzes, and composes technical information
- Conducts research and ensures the use of proper technical terminology
- Translates technical information into clear, readable documents to be used by technical and non-technical personnel
- Responsible for data analysis and interpretation and concept of graphical display of data and/or statistics
- Reviews documents prepared by Technical Writer/Editor 1-II

Technical Writer/Editor IV	**MOBIS SINs: 874-1, 874-7**
Education: Ph.D., MD or other professional degree	**Experience:** 10 years of professional writing and editing; extensive publication record

- Integrates knowledge of technology with programmatic issues to develop white papers, program assessments, testimony, and other policy documents
- Directs staff performing literature searches, graphic design, formatting and other document development support, oversees preparation of illustrations, photographs, diagrams, and charts
- Responsible for data analysis and interpretation and concept of graphical display of data and/or statistics
- Responsible for overall organization and presentation of documents according to publication standards regarding order, clarity, conciseness, style, and terminology
- Studies drawings, specifications, mock ups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail
- Performs literature reviews and reviews published materials and recommends revisions or changes in scope, format, content, and methods of reproduction and binding
- Observes production, developmental, and experimental activities to determine operating procedure and detail

- ♦ Edits, standardizes, or makes changes to material prepared by other writers or establishment personnel. Performs final edits of technical documents
- ♦ Quality control of documents produced by Technical Writer/Editor I to III

Visual Designer	**MOBIS SINs: 874-1, 874-7**
Education: Bachelor's degree and training specific to computer graphic design	**Experience:** 2 years in graphic arts including computer assisted design

- ♦ Works with clients on concept, design and draft review of all graphics needs
- ♦ Designs or creates graphics to meet a client's specific needs, such as presentations, packaging, displays, or logos
- ♦ Designs web page layout, coordinating site construction with programmers, coders and managers
- ♦ Creates special effects, animation, or other visual images using film, video, computers, or other electronic tools and media; such as computer games, movies, and videos; for use in training aids and other products or creations
- ♦ Formats typescript and graphic elements using computer software to produce publication-ready material
- ♦ Works with technical staff to facilitate incorporation of graphics into technical documents
- ♦ Working knowledge of commonly used computer graphics software such as Dreamweaver, HTML, and Adobe Illustrator

Visual Designer - Senior	**MOBIS SINs: 874-1, 874-7**
Education: Bachelor's degree and training specific to computer graphic design	**Experience:** 5 years in graphic arts including computer assisted design

- ♦ Works with clients on concept, design and draft review of all graphics needs
- ♦ Designs or creates graphics to meet a client's specific needs, such as presentations, packaging, displays, or logos. Designs web page layout, coordinating site construction with programmers, coders, and managers
- ♦ Creates special effects, animation, or other visual images using film, video, computers, or other electronic tools and media; such as computer games, movies, and videos; for use in training aids and other products or creations
- ♦ Formats typescript and graphic elements using computer software to produce publication-ready material
- ♦ Coordinates all contracts and work with third-party printing companies on mass-production or high-end graphics pieces
- ♦ Works with technical staff to facilitate incorporation of graphics into technical documents
- ♦ Evaluates all graphic-related software and makes recommendations for the procurement of these

- ♦ Proficient in a variety of commonly used computer graphics software such as Dreamweaver, HTML, and Adobe Illustrator

Labor Category Descriptions for Environmental SINs 899-1, 899-3 AND 899-7

CSS-Dynamac provides a variety of levels of expertise, experience, and services such as industrial hygienists, safety specialists, environmental scientists, computer programmers, project managers, and related support services. The following chart provides a description of all of the labor categories offered by CSS-Dynamac.

In all cases, one year of experience may be substituted for one year of education. Professional and technical certification programs may be substituted for years of education, based on credit hour equivalents. A Bachelors degree is considered to require four years of education, a Masters degree requires six years of education, and a Ph.D. requires eight years of education.

Administrative Assistant I	**Environmental SINs: 899-1, 899-3 AND 899-7**
Education: High school equivalent.	**Experience:** 2 years of secretarial or administrative experience.

- Provides non-technical support to project staff.
- Supports senior Administrative Assistants and other project staff as needed including copying, collating, organizing materials, ordering supplies, and mailings.
- Proficient in word processing software products; working knowledge of presentation software products.
- General knowledge of government documents and procedures.
- Collates information into meaningful reports and presentation materials.

Administrative Assistant II	**Environmental SINs: 899-1, 899-3 AND 899-7**
Education: High school equivalent.	**Experience:** 4 years of secretarial or administrative experience.

- Provides non-technical support to project staff.
- Provides a broad spectrum of administrative support including copying, collating, organizing materials, ordering supplies, conducting mailings, and providing on-site support such as registration and information desk services.
- Proficient in MS Office and Corel Office Suite word processing, spreadsheets, presentation, and other administrative software products.

Administrative Assistant III	**Environmental SINs: 899-1, 899-3 AND 899-7**
Education: Associate's degree.	**Experience:** 4 years of secretarial or administrative experience.

- Provides non-technical support to project staff.
- Provides a broad spectrum of administrative support including copying, collating, organizing materials, ordering supplies, conducting mailings, and providing on-site support such as registration and information desk services.
- Prepares routine correspondence, proof-reads and edits non-technical reports.
- Highly proficient in MS Office and Corel Office Suite word processing, spreadsheets, presentation, and other administrative software products.

Computer Programmer	**Environmental SINs: 899-1, 899-3 AND 899-7**
Education: Bachelor's degree or equivalent; certification in specific programming language may be required.	**Experience:** 4 years of work-related skill, knowledge, and experience. Minimum of 2 years supervisory experience. Completion of Microsoft Certified Systems Engineer or equivalent certification is equivalent to 2 years experience.

- Converts symbolic statements of business, scientific, and engineering problems to detailed logic workflow charts and diagrams to illustrate sequence of steps to describe input, output, and logical operation.
- Consults with managerial, engineering and technical personnel to clarify program intent, identify problems, and suggest changes.
- Writes or directs writing and rewriting of computer programs or software packages by coding instructions and algorithms and by making necessary modifications to existing computer programs.
- Other duties may include testing, debugging, documenting and implementing computer programs or software packages.
- Some programmers may act as a resource person, solving computer problems for users along with helping to develop and customize software applications.
- Writes or oversees writing of instructional guides for operating personnel.
- Prepares records and reports, and supervises Computer Programmer Aides.
- For some tasks, these responsibilities may be applied to Internet/Web based systems.

Computer Support Specialist I	**Environmental SINs: 899-1, 899-3 AND 899-7**
Education: Bachelor's degree or equivalent; certification in specific programming language may be required	**Experience:** Less than two years of computer support experience. Experience may include educational training programs.

- Provides technical assistance and training to computer system users.
- Investigates and resolves computer software and hardware problems of users.
- Answers clients' inquiries in person and via telephone concerning the use of computer hardware and software, including printing, word processing, programming languages, electronic mail, and operating systems.
- Installs and performs minor repairs to hardware, software, and peripheral equipment, following design or installation specifications.
- Assists in development of training materials and procedures, and conducts training programs.
- Assists in testing and monitoring software, hardware, and peripheral equipment to evaluate use, effectiveness, and adequacy of product for user.
- Some may be assigned to the configuration management function to control and monitor the configuration of the system under development or modification; or to the quality control function to ensure that established life cycle development procedures are followed by assigned project personnel.
- For some tasks, these responsibilities may be applied to internet/web-based systems.

Computer Support Specialist II	**Environmental SINs: 899-1, 899-3 AND 899-7**
Education: Bachelor's degree or equivalent experience in a related field. Two (2) years experience may be substituted for one (1) year of education (e.g., eight (8) years of experience is equivalent to a Bachelor's degree).	**Experience:** Minimum 2 years of computer experience in information systems design and management. Must demonstrate an ability to work independently or under general direction on requirements that are moderately complex to analyze, plan, program, and implement. Experience in analysis and design of business applications for complex large-scale or mid-tier computer systems, or LAN based

<table>
<tr><td></td><td>systems, including experience in database management systems and use of programming languages. Knowledge of current storage and retrieval methods; at least 1 year of systems analysis experience designing technical applications on computer systems; and demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging of computer programs.</td></tr>
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♦ Addresses business issues through the application of computing technology.

♦ Gathers information from users, defines work problems, and, if feasible, designs a system of computer programs and procedures to resolve the problems.

♦ Develops specifications and helps Computer Programmers prepare required programs; aids in the execution of system tests and participates in trial runs of new and revised systems; recommends computer equipment changes to obtain more effective operations, and may develop computer programs.

♦ Provides systems development support using advanced approaches and systems analysis where the nature of the system is predetermined.

♦ Uses established fact-finding approaches, knowledge of pertinent work processes and procedures, and familiarity with related computer programming practices, system software, and computer equipment.

♦ May also write computer programs.

Computer Support Specialist III	**Environmental SINs: 899-1, 899-3 AND 899-7**
Education: Bachelor's degree in computer-related field. Post-graduate education and/or certifications preferred.	**Experience:** A minimum of four years of work-related computer support experience required. Two years in a supervisory capacity. Completion of Microsoft Certified Systems Engineer or equivalent certification is equivalent to two years experience.

♦ Provides technical assistance and training to computer system users.

♦ Investigates and resolves computer software and hardware problems of users.

♦ Answers clients' inquiries in person and via telephone concerning the use of computer hardware and software, including printing, word processing, programming languages, electronic mail, and operating systems.

♦ Installs and performs minor repairs to hardware, software, and peripheral equipment, following design or installation specifications.

♦ Develops training materials and procedures, and conducts training programs

♦ Tests and monitors software, hardware, and peripheral equipment to evaluate use, effectiveness, and adequacy of product for user.

♦ Prepares evaluations of software and hardware, and submits recommendations to management for review.

♦ Designs and maintains record of daily data communication transactions, problems and remedial action taken, and installation activities.

♦ Some may be assigned to the configuration management function to control and monitor the configuration of the system under development or modification; or to the quality control function to ensure that established life cycle development procedures are followed by assigned project personnel.

♦ For some tasks, these responsibilities may be applied to Internet/Web-based systems

Consultant I	**Environmental SINs: 899-1, 899-3 AND 899-7**
Education: Bachelor's degree.	**Experience:** 5 years of experience.

- Has experience in consulting on program assessment and design
- Provides expertise for programmatic and technical review, literature review, technology assessment
- Develops comprehensive reports and presentations and delivers results to clients
- Provides technical and management skills for managing technical projects

Consultant II	**Environmental SINs: 899-1, 899-3 AND 899-7**
Education: Master's degree.	**Experience:** 10 years of experience.

- Has extensive expertise and experience in consulting on program assessment and design.
- Provides expertise for programmatic and technical review, literature review, technology assessment.
- Develops comprehensive reports and presentations and delivers results to clients.
- Provides technical and management skills for managing complex technical projects.

Consultant III	**Environmental SINs: 899-1, 899-3 AND 899-7**
Education: Ph.D., M.D., or other post-graduate or professional degree.	**Experience:** 15 years; recognized expert in field.

- Policy level consultation.
- Has extensive expertise and experience, and is recognized as an expert in the field (e.g., testifies at hearings, invited key note speaker, peer-reviewed publications).
- Provides expertise for programmatic and technical review, literature review, technology assessment.
- Critical thinking and analysis in subject-matter in the context of larger programmatic scope (e.g., strategic planning, funding allocations).
- Develops comprehensive reports and presentations, delivers results to upper-level management, and can be legally sworn to expert testimony.
- Provides technical and management skills for managing complex technical projects.

Data Keyer	**Environmental SINs: 899-1, 899-3 AND 899-7**
Education: Familiarity with computer use and standard word processing programs.	**Experience:** At least 2 years of work-related experience using a computer.

- Inputs data and text; may require the use of data verification programs.
- Enters commands, using computer terminal, and activates controls on computer and peripheral equipment to integrate and operate equipment.
- Loads peripheral equipment with selected materials for operating runs, or oversees loading of peripheral equipment by peripheral equipment operators.
- Clears equipment at end of operating run and reviews schedule to determine next assignment.
- Records information, such as computer operating time and problems which occurred, such as down time, and actions taken.
- Notifies supervisor of errors or equipment stoppage.

Data Management Specialist	**Environmental SINs: 899-1, 899-3 AND 899-7**
Education: Bachelor's degree.	**Experience:** 2 years in database design.

- Coordinates and monitors all activities concerning database design, development, implementation, and day-to-day operation.
- Has computer programming experience in Commercial Off the Shelf (COTS) software and programming languages (SQL, Oracle, Cold Fusion) and can design, develop, and modify database systems.
- Coordinates physical changes to computer databases and codes, tests, and implements the database applying knowledge of database management systems.
- Maintains system and responds to users to coordinate, troubleshoot and update user-mediated changes.
- May design logical and physical databases and coordinate database development as part of a project team or for integration into web pages.
- Designs development process and documentation requirements.

Data Management Specialist – Senior	**Environmental SINs: 899-1, 899-3 AND 899-7**
Education: Bachelor's degree in related discipline.	**Experience:** 5 years in database design, development, implementation and maintenance.

- Coordinates and monitors all activities concerning database design, development, implementation, and day-to-day operation.
- Has extensive computer programming experience in Commercial Off the Shelf (COTS) software and programming languages (SQL, Oracle, Cold Fusion) and can design, develop, and modify database systems.
- Coordinates physical changes to computer databases and codes, tests, and implements the database applying knowledge of database management systems.
- Maintains system and responds to users to coordinate, troubleshoot and update user-mediated changes.
- May design logical and physical databases and coordinate database development as part of a project team or for integration into web pages.
- Supervises Data Management Specialists.
- Designs development process and documentation requirements.
- Prepares reports and database documentation.

Engineer I	**Environmental SINs: 899-1, 899-3 AND 899-7**
Education: Bachelor's or Master's Degree.	**Experience:** 0 to 2 years of experience.

- Expertise and experience in performing testing and evaluation in projects involving pollution prevention, waste characterization, remediation, site restoration and closeout and regulatory compliance.
- Performs surveys and prepares written reports to document survey findings.
- Works under the supervision of Engineer II, III, IV, V or Program Manager.

Engineer II	**Environmental SINs: 899-1, 899-3 AND 899-7**
Education: Bachelor's or Master's Degree.	**Experience:** 2 to 5 years of experience.

- Expertise and experience in performing testing and evaluation in projects involving pollution prevention, waste characterization, remediation, site restoration and closeout and regulatory compliance.
- Performs surveys and prepares written reports to document survey findings.
- Conducts data analysis and prepares data summaries and interpretations.
- Edits technical documents.
- Responsible for quality control of technical reports generated by Engineer I.

Engineer III	Environmental SINs: 899-1, 899-3 AND 899-7
Education: Bachelor's, Master's or Doctorate Degree.	**Experience:** 5 to 10 years of experience.

- ♦ Expertise and experience in performing testing and evaluation in projects involving pollution prevention, waste characterization, remediation, site restoration and closeout and regulatory compliance.
- ♦ Performs surveys and prepares written reports to document survey findings.
- ♦ Writes or edits technical materials, such as written program documents, training programs, standard operating procedures, policy documents and design specifications.
- ♦ Translates technical information into clear, readable documents to be used by technical and non-technical personnel.
- ♦ Conducts data analysis and prepares data summaries and interpretations
- ♦ Servers as primary editor and copy proof reader.
- ♦ Works independently, directly with client management staff.
- ♦ Responsible for quality control of technical reports generated by Engineer I and II.

Engineer IV	Environmental SINs: 899-1, 899-3 AND 899-7
Education: Bachelor's, Master's or Doctorate Degree.	**Experience:** 10 to 15 years of experience.

- ♦ Expertise and experience in performing testing and evaluation in projects involving pollution prevention, waste characterization, remediation, site restoration and closeout and regulatory compliance.
- ♦ Performs surveys and prepares written reports to document survey findings.
- ♦ Writes or edits technical materials, such as written program documents, training programs, standard operating procedures, policy documents and design specifications.
- ♦ Translates technical information into clear, readable documents to be used by technical and non-technical personnel.
- ♦ Conducts data analysis and prepares data summaries and interpretations
- ♦ Servers as primary editor and copy proof reader.
- ♦ Works independently, directly with client management staff.
- ♦ Responsible for quality control of technical reports.
- ♦ Provides technical and management skills for managing large, complex technical projects.

Engineer V	Environmental SINs: 899-1, 899-3 AND 899-7
Education: Bachelor's, Master's or Doctorate Degree.	**Experience:** 15 or more years of experience.

- ♦ Expertise and experience in performing testing and evaluation in projects involving pollution prevention, waste characterization, remediation, site restoration and closeout and regulatory compliance.
- ♦ Performs surveys and prepares written reports to document survey findings.
- ♦ Writes or edits technical materials, such as written program documents, training programs, standard operating procedures, policy documents and design specifications.
- ♦ Translates technical information into clear, readable documents to be used by technical and non-technical personnel.
- ♦ Conducts data analysis and prepares data summaries and interpretations.
- ♦ Servers as primary editor and copy proof reader.
- ♦ Works independently, directly with client management staff.
- ♦ Responsible for quality control of technical reports.
- ♦ Provides technical and management skills for managing large, complex technical projects.

19. Environmental Scientist I	**Environmental SINs: 899-1, 899-3 AND 899-7**
Education: Bachelor's or Master's Degree.	**Experience:** 0 to 2 years of experience.

- ♦ Expertise and experience in performing environmental assessments and audits to identify and quantify environmental pollutants and evaluate compliance with Federal, State and local regulations and standards.
- ♦ Performs surveys and prepares written reports to document survey findings.
- ♦ Works under the supervision of Environmental Scientist II, III, IV, V or Program Manager.

Environmental Scientist II	**Environmental SINs: 899-1, 899-3 AND 899-7**
Education: Bachelor's or Master's Degree.	**Experience:** 2 to 5 years of experience.

- ♦ Expertise and experience in performing environmental assessments and audits to identify and quantify environmental pollutants and evaluate compliance with Federal, State and local regulations and standards.
- ♦ Performs surveys and prepares written reports to document survey findings.
- ♦ Conducts data analysis and prepares data summaries and interpretations.
- ♦ Edits technical documents.
- ♦ Responsible for quality control of technical reports generated by Environmental Scientist I.

Environmental Scientist III	**Environmental SINs: 899-1, 899-3 AND 899-7**
Education: Bachelor's, Master's or Doctorate degree.	**Experience:** 5 to 10 years of experience.

- ♦ Expertise and experience in performing environmental assessments and audits to identify and quantify environmental pollutants and evaluate compliance with Federal, State and local regulations and standards.
- ♦ Performs surveys and prepares written reports to document survey findings.
- ♦ Writes or edits technical materials, such as written program documents, training programs, standard operating procedures, policy documents and design specifications.
- ♦ Translates technical information into clear, readable documents to be used by technical and non-technical personnel.
- ♦ Conducts data analysis and prepares data summaries and interpretations.
- ♦ Servers as primary editor and copy proof reader.
- ♦ Works independently, directly with client management staff.
- ♦ Responsible for quality control of technical reports generated by Environmental Scientist I and II.

Environmental Scientist IV	**Environmental SINs: 899-1, 899-3 AND 899-7**
Education: Bachelor's, Master's or Doctorate degree.	**Experience:** 10 to 15 years of experience.

- ♦ Expertise and experience in performing environmental assessments and audits to identify and quantify environmental pollutants and evaluate compliance with Federal, State and local regulations and standards.
- ♦ Performs surveys and prepares written reports to document survey findings.
- ♦ Writes or edits technical materials, such as written program documents, training programs, standard operating procedures, policy documents and design specifications.
- ♦ Translates technical information into clear, readable documents to be used by technical and non-technical personnel.
- ♦ Conducts data analysis and prepares data summaries and interpretations.

- ♦ Servers as primary editor and copy proof reader.
- ♦ Works independently, directly with client management staff.
- ♦ Responsible for quality control of technical reports.
- ♦ Provides technical and management skills for managing large, complex technical projects.

Environmental Scientist V	**Environmental SINs: 899-1, 899-3 AND 899-7**
Education: Bachelor's, Master's or Doctorate degree.	**Experience:** 15 or more years of experience.

- ♦ Expertise and experience in performing environmental assessments and audits to identify and quantify environmental pollutants and evaluate compliance with Federal, State and local regulations and standards.
- ♦ Performs surveys and prepares written reports to document survey findings.
- ♦ Writes or edits technical materials, such as written program documents, training programs, standard operating procedures, policy documents and design specifications.
- ♦ Translates technical information into clear, readable documents to be used by technical and non-technical personnel.
- ♦ Conducts data analysis and prepares data summaries and interpretations.
- ♦ Servers as primary editor and copy proof reader.
- ♦ Works independently, directly with client management staff.
- ♦ Responsible for quality control of technical reports.
- ♦ Provides technical and management skills for managing large, complex technical projects.

General Manager/Executive	**Environmental SINs: 899-1, 899-3 AND 899-7**
Education: Bachelor's or Master's degree.	**Experience:** 0 to 2 years of experience.

- ♦ Experienced in project and program management, including staff, budget, and quality assurance.
- ♦ Responsible for monitoring of staff, costs, and deliverables.
- ♦ Responsible for proposal and cost development.

General Manager/Executive – Senior	**Environmental SINs: 899-1, 899-3 AND 899-7**
Education: Master's, Ph.D. or other advanced degree/certification.	**Experience:** 10 to 15 years of experience.

- ♦ Has extensive expertise and experience in developing and managing complex projects.
- ♦ Develops and implements strategic plans.
- ♦ Responsible for quality assurance and staff performance.
- ♦ Manages Division-level programs.

Industrial Hygienist I	**Environmental SINs: 899-1, 899-3 AND 899-7**
Education: Bachelor's or Master's degree.	**Experience:** 0 to 2 years of experience.

- ♦ Expertise and experience in anticipating, recognizing, evaluating and controlling chemical, physical and biological hazards in a variety of workplace and environmental settings.
- ♦ Performs surveys and prepares written reports to document survey findings.
- ♦ Works under the supervision of Industrial Hygienists II, III, IV, V or Program Manager.

Industrial Hygienist II	**Environmental SINs: 899-1, 899-3 AND 899-7**
Education: Bachelor's or Master's degree.	**Experience:** 2 to 5 years of experience.

- Expertise and experience in anticipating, recognizing, evaluating and controlling chemical, physical and biological hazards in a variety of workplace and environmental settings.
- Performs surveys and prepares written reports to document survey findings.
- Conducts data analysis and prepares data summaries and interpretations.
- Edits technical documents.
- Responsible for quality control of technical reports generated by Industrial Hygienist I.

Industrial Hygienist III	**Environmental SINs: 899-1, 899-3 AND 899-7**
Education: Bachelor's, Master's or Doctorate degree.	**Experience:** 5 to 10 years of experience.

- Expertise and experience in anticipating, recognizing, evaluating and controlling chemical, physical and biological hazards in a variety of workplace and environmental settings.
- Performs surveys and prepares written reports to document survey findings.
- Writes or edits technical materials, such as written program documents, training programs, standard operating procedures, policy documents and design specifications.
- Translates technical information into clear, readable documents to be used by technical and non-technical personnel.
- Conducts data analysis and prepares data summaries and interpretations.
- Servers as primary editor and copy proof reader.
- Works independently, directly with client management staff.
- Responsible for quality control of technical reports generated by Industrial Hygienists I and II.

Industrial Hygienist IV	**Environmental SINs: 899-1, 899-3 AND 899-7**
Education: Bachelor's, Master's or Doctorate degree.	**Experience:** 10 to 15 years of experience.

- Expertise and experience in anticipating, recognizing, evaluating and controlling chemical, physical and biological hazards in a variety of workplace and environmental settings.
- Performs surveys and prepares written reports to document survey findings.
- Writes or edits technical materials, such as written program documents, training programs, standard operating procedures, policy documents and design specifications.
- Translates technical information into clear, readable documents to be used by technical and non-technical personnel.
- Conducts data analysis and prepares data summaries and interpretations.
- Has extensive publication record in peer-reviewed publications.
- Works independently, directly with client management staff.
- Responsible for quality control of technical reports.
- Provides technical and management skills for managing large, complex technical projects.

Industrial Hygienist V	**Environmental SINs: 899-1, 899-3 AND 899-7**
Education: Bachelor's, Master's or Doctorate degree.	**Experience:** 15 or more years of experience.

- Expertise and experience in anticipating, recognizing, evaluating and controlling chemical, physical and biological hazards in a variety of workplace and environmental settings.
- Performs surveys and prepares written reports to document survey findings.

- Writes or edits technical materials, such as written program documents, training programs, standard operating procedures, policy documents and design specifications.
- Translates technical information into clear, readable documents to be used by technical and non-technical personnel.
- Conducts data analysis and prepares data summaries and interpretations.
- Has extensive publication record in peer-reviewed publications.
- Works independently, directly with client management staff.
- Responsible for quality control of technical reports.
- Provides technical and management skills for managing large, complex technical projects.

Program Assistant	**Environmental SINs: 899-1, 899-3 AND 899-7**
Education: Bachelor's degree.	**Experience:** 2 years experience in project activity monitoring.

- Assists Program Managers in project management activities.
- May manage small, short-term projects or tasks.
- Prepares requests for expenditures and submits to Program Managers.
- Reviews costs and timesheets and submits to Program Managers.
- Serves as Program Manager in his/her absence.
- Reviews all deliverables and submits to Program Managers for approval.
- Drafts monthly technical and financial reports.
- Assists with staff assignments and problem resolution.

Program Manager	**Environmental SINs: 899-1, 899-3 AND 899-7**
Education: Master's degree or specialized field certification.	**Experience:** 5 years experience in program management, including 2 years supervisory experience.

- Manages less complex projects or manages tasks or groups of personnel on larger, more complex projects.
- Determines program objectives and requirements, performance indicators and quality control activities.
- Performs day-to-day management of overall contract support operations.
- Designs and enforces quality control programs.
- Organizes, directs, and coordinates the planning and production of all contract support activities.
- Has authority and responsibility to identify and commit resources required to support effort.
- Establishes and alters (as necessary) corporate management structure to direct effective contract support activities.
- Designs and enforces quality control programs.
- Develops monthly reports.
- Monitors expenditures, reviews and approves all costs associated with project activities.
- Resolves problems in a timely manner.
- Maintains contact with industry and trade associations to remain current on industry activities and trends.
- Acts as the focal point for communication between the contractor staff and the agency COTR or his/her designee.
- Chairs staff meetings; provides guidance to staff; ensures that all deliverables are met; prepares and maintains the schedule of all contract activities.
- Coordinates any training requirements.

♦ Maintains an updated working knowledge of the activities of each project staff member and project task.
♦ Responsible for evaluation of existing staff, recruiting new staff and handling all related personnel actions.

Program Manager – Senior	**Environmental SINs: 899-1, 899-3 AND 899-7**
Education: Master's degree or specialized field certification.	**Experience:** 10 years supervisory and project management experience including 5 years management of complex, multi-task projects.

♦ Manages complex projects, usually involving multiple tasks, project locations and groups of personnel.
♦ Determines program objectives and requirements, performance indicators and quality control activities.
♦ Performs day-to-day management of overall contract support operations.
♦ Organizes, directs, and coordinates the planning and production of all contract support activities.
♦ Has authority and responsibility to identify and commit resources required to support effort.
♦ Establishes and alters (as necessary) project management structure to direct effective contract support activities.
♦ Designs and enforces quality control programs.
♦ Develops Work Plans, Management Plans, and Cost Estimates.
♦ Develops monthly technical and financial reports.
♦ Monitors expenditures, reviews and approves all costs associated with project activities.
♦ Resolves problems in a timely manner.
♦ Maintains contact with industry and trade associations to remain current on industry activities and trends.
♦ Acts as the focal point for communication between the contractor staff and the agency COTR or his/her designee.
♦ Chairs staff meetings; provides guidance to staff; ensures that all deliverables are met; prepares and maintains the schedule of all contract activities.
♦ Coordinates any training requirements.
♦ Maintains an updated working knowledge of the activities of each project staff member and project task.
♦ Responsible for evaluation of existing staff, recruiting new staff and handling all related personnel actions.

Safety Specialist I	**Environmental SINs: 899-1, 899-3 AND 899-7**
Education: Bachelor's or Master's degree.	**Experience:** 0 to 2 years of experience.

♦ Expertise and experience in performing surveys to identify safety and health hazards and assessing compliance with Federal, State and local regulations and standards.
♦ Performs surveys and prepares written reports to document survey findings.
♦ Works under the supervision of Safety Specialists II, III, IV or Program Manager.

Safety Specialist II	**Environmental SINs: 899-1, 899-3 AND 899-7**
Education: Bachelor's or Master's degree.	**Experience:** 2 to 5 years of experience.

♦ Expertise and experience in identifying safety and health hazards and assessing compliance with Federal, State and local regulations and standards.
♦ Performs surveys and prepares written reports to document survey findings.
♦ Writes or edits technical materials, such as written program documents, training programs, standard operating procedures, policy documents and design specifications

- Conducts data analysis and prepares data summaries and interpretations.
- Edits technical documents.
- Responsible for quality control of technical reports generated by Safety Specialist I.

Safety Specialist III	**Environmental SINs: 899-1, 899-3 AND 899-7**
Education: Bachelor's, Master's or Doctorate degree.	**Experience:** 5 to 10 years of experience.

- Expertise and experience in performing surveys to identify safety and health hazards and assessing compliance with Federal, State and local regulations and standards.
- Performs surveys and prepares written reports to document survey findings.
- Writes or edits technical materials, such as written program documents, training programs, standard operating procedures, policy documents and design specifications
- Translates technical information into clear, readable documents to be used by technical and non-technical personnel.
- Conducts data analysis and prepares data summaries and interpretations.
- Servers as primary editor and copy proof reader.
- Works independently, directly with client management staff.
- Responsible for quality control of technical reports generated by Safety Specialists I and II.

Safety Specialist IV	**Environmental SINs: 899-1, 899-3 AND 899-7**
Education: Bachelor's, Master's or Doctorate degree.	**Experience:** 10 to 15 years of experience.

- Expertise and experience in performing surveys to identify safety and health hazards and assessing compliance with Federal, State and local regulations and standards.
- Performs surveys and prepares written reports to document survey findings.
- Writes or edits technical materials, such as written program documents, training programs, standard operating procedures, policy documents and design specifications.
- Translates technical information into clear, readable documents to be used by technical and non-technical personnel.
- Conducts data analysis and prepares data summaries and interpretations.
- Works independently, directly with client management staff.
- Responsible for quality control of technical reports.
- Provides technical and management skills for managing large, complex technical projects.

Safety Specialist V	**Environmental SINs: 899-1, 899-3 AND 899-7**
Education: Bachelor's, Master's or Doctorate degree.	**Experience:** 15 or more years of experience.

- Expertise and experience in performing surveys to identify safety and health hazards and assessing compliance with Federal, State and local regulations and standards.
- Performs surveys and prepares written reports to document survey findings.
- Writes or edits technical materials, such as written program documents, training programs, standard operating procedures, policy documents and design specifications.
- Translates technical information into clear, readable documents to be used by technical and non-technical personnel.
- Conducts data analysis and prepares data summaries and interpretations.
- Works independently, directly with client management staff.
- Responsible for quality control of technical reports.
- Provides technical and management skills for managing large, complex technical projects.

Subject Matter Expert I	**Environmental SINs: 899-1, 899-3 AND 899-7**
Education: Bachelor's degree	**Experience:** 4 years of experience

- ♦ Expertise and experience in analyzing subject-specific literature, data, and innovations
- ♦ Provides technical review, technical writing, and generates summaries, reports and presentations on technology assessments
- ♦ Works under the supervision of Subject Matter Experts II, III, IV or Program Manager

Subject Matter Expert II	**Environmental SINs: 899-1, 899-3 AND 899-7**
Education: Master's degree	**Experience:** 4 years experience

- ♦ Expertise and experience in analyzing subject-specific literature, data, and innovations
- ♦ Provides technical review, technical writing, and generates summaries, reports and presentations
- ♦ Conducts data analysis and prepares data summaries and interpretations
- ♦ Edits technical documents
- ♦ Responsible for quality control of technical reports generated by the Subject Matter Expert I

Subject Matter Expert III	**Environmental SINs: 899-1, 899-3 AND 899-7**
Education: Master's degree	**Experience:** 10 years of subject matter experience

- ♦ Has expertise and experience in analyzing subject-specific literature, data, and innovations.
- ♦ Provides technical review, technical writing, and generates summaries, reports and presentations, such as technology assessments and program audits
- ♦ Writes or edits technical materials, such as experimental design protocols, survey questions, equipment manuals, web pages, appendices, and operating and maintenance instructions
- ♦ Translates technical information into clear, readable documents to be used by technical and non-technical personnel
- ♦ Conducts data analysis and prepares data summaries and interpretations
- ♦ Serves as primary edit and copy proof reader
- ♦ Works independently, directly with client management staff
- ♦ Responsible for quality control of technical reports generated by Subject-Matter Experts I and II
- ♦ Provides technical and management skills for managing technical projects

Support Scientist I	**Environmental SINs: 899-1, 899-3 AND 899-7**
Education: Bachelor's or Master's Degree	**Experience:** 0 to 2 years of experience

- ♦ Expertise and experience in performing scientific analysis/research in support of more senior level scientists
- ♦ Performs surveys and prepares written reports to document survey findings
- ♦ Works under the supervision of Research Scientist II, III, IV, V or Program Manager

Support Scientist II	**Environmental SINs: 899-1, 899-3 AND 899-7**
Education: Bachelor's or Master's Degree	**Experience:** 2 to 4 years of experience

- ♦ Expertise and experience in performing scientific analysis/research
- ♦ Performs surveys and prepares written reports to document survey findings
- ♦ Conducts data analysis and prepares data summaries and interpretations
- ♦ Edits technical documents
- ♦ Responsible for quality control of technical reports generated by Research Scientist I

Support Scientist III	**Environmental SINs: 899-1, 899-3 AND 899-7**
Education: Bachelor's, Master's or Doctorate degree	**Experience:** 4 to 6 years of experience

- ♦ Expertise and experience in performing scientific analysis/research
- ♦ Performs surveys and prepares written reports to document survey findings
- ♦ Writes or edits technical materials, such as written program documents, training programs, standard operating procedures, policy documents and design specifications
- ♦ Translates technical information into clear, readable documents to be used by technical and non-technical personnel
- ♦ Conducts data analysis and prepares data summaries and interpretations
- ♦ Servers as primary editor and copy proof reader
- ♦ Works independently, directly with client management staff
- ♦ Responsible for quality control of technical reports generated by Research Scientist I and II

Support Scientist IV	**Environmental SINs: 899-1, 899-3 AND 899-7**
Education: Bachelor's, Master's or Doctorate degree	**Experience:** 6 to 8 years of experience

- ♦ Expertise and experience in performing scientific analysis/research
- ♦ Performs surveys and prepares written reports to document survey findings
- ♦ Writes or edits technical materials, such as written program documents, training programs, standard operating procedures, policy documents and design specifications
- ♦ Translates technical information into clear, readable documents to be used by technical and non-technical personnel
- ♦ Conducts data analysis and prepares data summaries and interpretations
- ♦ Servers as primary editor and copy proof reader
- ♦ Works independently, directly with client management staff
- ♦ Responsible for quality control of technical reports
- ♦ Provides technical and management skills for managing large, complex technical projects

Support Scientist V	**Environmental SINs: 899-1, 899-3 AND 899-7**
Education: Bachelor's, Master's or Doctorate degree	**Experience:** 10 or more years of experience

- ♦ Expertise and experience in performing scientific analysis/research
- ♦ Performs surveys and prepares written reports to document survey findings
- ♦ Writes or edits technical materials, such as written program documents, training programs, standard operating procedures, policy documents and design specifications
- ♦ Translates technical information into clear, readable documents to be used by technical and non-technical personnel
- ♦ Conducts data analysis and prepares data summaries and interpretations
- ♦ Servers as primary editor and copy proof reader
- ♦ Works independently, directly with client management staff
- ♦ Responsible for quality control of technical reports
- ♦ Provides technical and management skills for managing large, complex technical projects

Technical Writer/Editor I	Environmental SINs: 899-1, 899-3 AND 899-7
Education: Bachelor's degree	**Experience:** 3 years of related experience

- ♦ Writes or edits technical materials, such as equipment manuals, web pages, appendices, and operating and maintenance instructions
- ♦ Participates in preparation of illustrations, photographs, diagrams, and charts; and assists in layout of work
- ♦ Organizes material and completes writing assignments according to set standards regarding order, clarity, conciseness, style, and terminology
- ♦ Performs literature reviews and reviews published materials
- ♦ Recommends photographs, drawings, sketches, diagrams, and charts to illustrate material
- ♦ Gathers, analyzes, and composes technical information
- ♦ Conducts research and ensures the use of proper technical terminology
- ♦ Translates technical information into clear, readable documents to be used by technical and non-technical personnel
- ♦ Submits all documents for review and approval to more senior Technical Writer/Editor or Program Manager

Technical Writer/Editor II	Environmental SINs: 899-1, 899-3 AND 899-7
Education: Master's degree.	**Experience:** 4 years of related experience.

- ♦ Writes or edits technical materials, such as equipment manuals, web pages, appendices, and operating and maintenance instructions.
- ♦ Participates in preparation of illustrations, photographs, diagrams, and charts; and assists in layout of work.
- ♦ Organizes material and completes writing assignments according to publication standards regarding order, clarity, conciseness, style, and terminology.
- ♦ Performs literature reviews and reviews published materials; recommends revisions or changes in scope, format, content, and methods of reproduction and binding.
- ♦ Selects photographs, drawings, sketches, diagrams, and charts to illustrate material.
- ♦ Gathers, analyzes, and composes technical information.
- ♦ Conducts research and ensures the use of proper technical terminology.
- ♦ Translates technical information into clear, readable documents to be used by technical and non-technical personnel.
- ♦ Responsible for data analysis and interpretation and concept of graphical display of data and/or statistics.

Technical Writer/Editor III	Environmental SINs: 899-1, 899-3 AND 899-7
Education: Master's degree.	**Experience:** 10 years of professional writing and editing.

- ♦ Integrates knowledge of technology with programmatic issues to develop white papers, program assessments, testimony, and other policy documents.
- ♦ Directs staff performing literature searches, graphic design, formatting and other document development support, oversees preparation of illustrations, photographs, diagrams, and charts.
- ♦ Responsible for data analysis and interpretation and concept of graphical display of data and/or statistics.
- ♦ Organizes material and completes writing assignments according to publication standards regarding order, clarity, conciseness, style, and terminology.
- ♦ Performs literature reviews and reviews published materials, recommends revisions or changes in scope, format, content, and methods of reproduction and binding.

♦ Studies drawings, specifications, mock ups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail.

♦ Observes production, developmental, and experimental activities to determine operating procedure and detail.

♦ Edits, standardizes, or makes changes to material prepared by other writers or establishment personnel.

♦ Performs final edits of technical documents.

♦ Quality control of documents produced by Technical Writer/Editor I and II.

Technical Writer/Editor IV	**Environmental SINs: 899-1, 899-3 AND 899-7**
Education: Ph.D., M.D., or other professional degree.	**Experience:** 10 years of professional writing and editing; extensive publication record.

♦ Integrates knowledge of technology with programmatic issues to develop white papers, program assessments, testimony, and other policy documents.

♦ Directs staff performing literature searches, graphic design, formatting and other document development support, oversees preparation of illustrations, photographs, diagrams, and charts.

♦ Responsible for data analysis and interpretation and concept of graphical display of data.

♦ Responsible for overall organization and presentation of documents according to publication standards regarding order, clarity, conciseness, style, and terminology.

♦ Studies drawings, specifications, mock ups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail.

♦ Performs literature reviews and reviews published materials and recommends revisions or changes in scope, format, content, and methods of reproduction and binding.

♦ Observes production, developmental, and experimental activities to determine operating procedure and detail.

♦ Edits, standardizes, or makes changes to material prepared by other writers or establishment personnel.

♦ Performs final edits of technical documents.

♦ Quality control of documents produced by Technical Writer/Editor I to III.

Training Developer/Coordinator	**Environmental SINs: 899-1, 899-3 AND 899-7**
Education: Bachelor's degree.	**Experience:** 2 years of related experience.

♦ Conducts the research necessary to develop and revise training courses and prepares appropriate training materials.

♦ Prepares instructor and student materials (course outline, background material, training aids, course manuals, workbooks, handouts, completion certificates, and course evaluation forms).

♦ Trains personnel by conducting formal classroom courses, workshops, and seminars.

Training Developer/Coordinator – Senior	**Environmental SINs: 899-1, 899-3 AND 899-7**
Education: Master's degree.	**Experience:** 5 years of related experience.

♦ Conducts the research necessary to develop and revise training courses and prepares appropriate training materials.

♦ Prepares instructor and student materials (course outline, background material, training aids, course manuals, workbooks, handouts, completion certificates, and course evaluation forms).

♦ Trains personnel by conducting formal classroom courses, workshops, and seminars.

APPENDIX B: LABOR RATES FOR ALL SINS

Labor Rates for MOBIS SINs 874-1 and 874-7

Labor Category	Year 1 7/24/2015 – 7/23/2016		Year 2 7/24/2016 - 7/23/2017		Year 3 7/24/2017 - 7/23/2018		Year 4 7/24/2018 - 7/23/2019		Year 5 7/24/2019 - 7/23/2020	
	Gvt-Site	Ktr-Site	Gvt-Site	Ktr-Site	Gvt-Site	Ktr-Site	Gvt-Site	Ktr-Site	Gvt-Site	Ktr-Site
Administrative Assistant I **	$43.48	$52.43	$44.35	$53.48	$45.24	$54.55	$46.14	$55.64	$47.06	$56.75
Administrative Assistant II **	$58.75	$70.86	$59.93	$72.28	$61.12	$73.72	$62.35	$75.20	$63.59	$76.70
Administrative Assistant III	$74.02	$83.17	$75.50	$84.83	$77.01	$86.53	$78.55	$88.26	$80.12	$90.03
Budget Analyst - Senior	$163.31	$196.99	$166.58	$200.93	$169.91	$204.95	$173.31	$209.05	$176.77	$213.23
Consultant I	$129.25	$155.89	$131.84	$159.01	$134.47	$162.19	$137.16	$165.43	$139.90	$168.74
Consultant II	$183.30	$221.09	$186.97	$225.51	$190.71	$230.02	$194.52	$234.62	$198.41	$239.31
Consultant III	$264.38	$318.88	$269.67	$325.26	$275.06	$331.76	$280.56	$338.40	$286.17	$345.17
Minute Taker	$62.27	$75.11	$63.52	$76.61	$64.79	$78.14	$66.08	$79.71	$67.40	$81.30
Minute Taker - Senior	$94.01	$113.38	$95.89	$115.65	$97.81	$117.96	$99.76	$120.32	$101.76	$122.73
Program Assistant	$92.23	$111.25	$94.07	$113.48	$95.96	$115.74	$97.88	$118.06	$99.83	$120.42
Program Manager	$119.85	$144.56	$122.25	$147.45	$124.69	$150.40	$127.19	$153.41	$129.73	$156.48
Program Manager - Senior	$153.34	$184.95	$156.41	$188.65	$159.53	$192.42	$162.73	$196.27	$165.98	$200.20
Subject Matter Expert I	$74.02	$89.28	$75.50	$91.07	$77.01	$92.89	$78.55	$94.74	$80.12	$96.64
Subject Matter Expert II	$99.87	$120.42	$101.87	$122.83	$103.90	$125.29	$105.98	$127.79	$108.10	$130.35
Subject Matter Expert III	$136.31	$164.39	$139.04	$167.68	$141.82	$171.03	$144.65	$174.45	$147.55	$177.94
Subject Matter Expert IV	$183.30	$221.09	$186.97	$225.51	$190.71	$230.02	$194.52	$234.62	$198.41	$239.31
Subject Matter Expert V	$264.38	$318.88	$269.67	$325.26	$275.06	$331.76	$280.56	$338.40	$286.17	$345.17
Technical Writer/Editor I	$71.68	$86.45	$73.11	$88.18	$74.58	$89.94	$76.07	$91.74	$77.59	$93.58
Technical Writer/Editor II	$99.87	$120.47	$101.87	$122.88	$103.90	$125.34	$105.98	$127.84	$108.10	$130.40
Technical Writer/Editor III	$141.59	$165.66	$144.42	$168.97	$147.31	$172.35	$150.26	$175.80	$153.26	$179.32
Technical Writer/Editor IV	$183.30	$221.09	$186.97	$225.51	$190.71	$230.02	$194.52	$234.62	$198.41	$239.31
Visual Designer	$56.40	$68.02	$57.53	$69.38	$58.68	$70.77	$59.85	$72.18	$61.05	$73.63
Visual Designer - Senior	$112.80	$136.06	$115.06	$138.78	$117.36	$141.56	$119.70	$144.39	$122.10	$147.28

Labor Rates for Environmental SINs 899-1, 899-3 AND 899-7

Labor Category	Year 1 7/24/2015 – 7/23/2016		Year 2 7/24/2016 - 7/23/2017		Year 3 7/24/2017 - 7/23/2018		Year 4 7/24/2018 - 7/23/2019		Year 5 7/24/2019 - 7/23/2020	
	Gvt-Site	Ktr-Site	Gvt-Site	Ktr-Site	Gvt-Site	Ktr-Site	Gvt-Site	Ktr-Site	Gvt-Site	Ktr-Site
Administrative Assistant I	$41.26	$45.36	$42.09	$46.27	$42.93	$47.19	$43.79	$48.14	$44.66	$49.10
Administrative Assistant II	$52.41	$57.80	$53.46	$58.96	$54.53	$60.14	$55.62	$61.34	$56.73	$62.56
Administrative Assistant III	$63.45	$69.95	$64.72	$71.35	$66.01	$72.78	$67.33	$74.23	$68.68	$75.72
Computer Programmer	$102.24	$112.70	$104.28	$114.95	$106.37	$117.25	$108.50	$119.60	$110.67	$121.99
Computer Support Specialist I	$55.07	$60.73	$56.17	$61.94	$57.29	$63.18	$58.44	$64.45	$59.61	$65.74
Computer Support Specialist II	$61.66	$67.98	$62.89	$69.34	$64.15	$70.73	$65.43	$72.14	$66.74	$73.58
Computer Support Specialist III	$94.01	$103.62	$95.89	$105.69	$97.81	$107.81	$99.76	$109.96	$101.76	$112.16
Consultant I	$102.69	$113.24	$104.74	$115.50	$106.84	$117.81	$108.98	$120.17	$111.16	$122.57
Consultant II	$132.28	$145.80	$134.93	$148.72	$137.62	$151.69	$140.38	$154.72	$143.18	$157.82
Consultant III	$161.11	$177.57	$164.33	$181.12	$167.62	$184.74	$170.97	$188.44	$174.39	$192.21
Data Keyer	$37.75	$41.63	$38.51	$42.46	$39.28	$43.31	$40.06	$44.18	$40.86	$45.06
Data Management Specialist	$102.24	$112.70	$104.28	$114.95	$106.37	$117.25	$108.50	$119.60	$110.67	$121.99
Data Management Specialist – Sr.	$124.90	$137.68	$127.40	$140.43	$129.95	$143.24	$132.54	$146.11	$135.20	$149.03
Engineer I	$56.15	$61.88	$57.27	$63.12	$58.42	$64.38	$59.59	$65.67	$60.78	$66.98
Engineer II	$83.83	$93.12	$85.51	$94.98	$87.22	$96.88	$88.96	$98.82	$90.74	$100.80
Engineer III	$114.15	$125.82	$116.43	$128.34	$118.76	$130.90	$121.14	$133.52	$123.56	$136.19
Engineer IV	$129.52	$145.05	$132.11	$147.95	$134.75	$150.91	$137.45	$153.93	$140.20	$157.01
Engineer V	$176.33	$194.37	$179.86	$198.26	$183.45	$202.22	$187.12	$206.27	$190.87	$210.39
Environmental Scientist I	$56.15	$61.88	$57.27	$63.12	$58.42	$64.38	$59.59	$65.67	$60.78	$66.98
Environmental Scientist II	$84.48	$93.12	$86.17	$94.98	$87.89	$96.88	$89.65	$98.82	$91.44	$100.80
Environmental Scientist III	$114.62	$126.32	$116.91	$128.85	$119.25	$131.42	$121.64	$134.05	$124.07	$136.73
Environmental Scientist IV	$131.59	$145.05	$134.22	$147.95	$136.91	$150.91	$139.64	$153.93	$142.44	$157.01
Environmental Scientist V	$176.33	$194.37	$179.86	$198.26	$183.45	$202.22	$187.12	$206.27	$190.87	$210.39
General Manager / Executive	$101.32	$111.68	$103.35	$113.91	$105.41	$116.19	$107.52	$118.52	$109.67	$120.89
General Manager / Executive - Sr.	$185.17	$211.24	$188.87	$215.46	$192.65	$219.77	$196.50	$224.17	$200.43	$228.65

Labor Category	Year 1 7/24/2015 – 7/23/2016		Year 2 7/24/2016 - 7/23/2017		Year 3 7/24/2017 - 7/23/2018		Year 4 7/24/2018 - 7/23/2019		Year 5 7/24/2019 - 7/23/2020	
	Gvt-Site	Ktr-Site	Gvt-Site	Ktr-Site	Gvt-Site	Ktr-Site	Gvt-Site	Ktr-Site	Gvt-Site	Ktr-Site
Industrial Hygienist I	$56.15	$61.88	$57.27	$63.12	$58.42	$64.38	$59.59	$65.67	$60.78	$66.98
Industrial Hygienist II	$84.48	$93.12	$86.17	$94.98	$87.89	$96.88	$89.65	$98.82	$91.44	$100.80
Industrial Hygienist III	$114.62	$126.32	$116.91	$128.85	$119.25	$131.42	$121.64	$134.05	$124.07	$136.73
Industrial Hygienist IV	$131.59	$145.05	$134.22	$147.95	$136.91	$150.91	$139.64	$153.93	$142.44	$157.01
Industrial Hygienist V	$176.33	$194.37	$179.86	$198.26	$183.45	$202.22	$187.12	$206.27	$190.87	$210.39
Program Assistant	$88.17	$97.17	$89.93	$99.11	$91.73	$101.10	$93.57	$103.12	$95.44	$105.18
Program Manager	$101.32	$111.68	$103.35	$113.91	$105.41	$116.19	$107.52	$118.52	$109.67	$120.89
Program Manager - Senior	$154.42	$170.23	$157.51	$173.63	$160.66	$177.11	$163.87	$180.65	$167.15	$184.26
Safety Specialist I	$56.15	$61.88	$57.27	$63.12	$58.42	$64.38	$59.59	$65.67	$60.78	$66.98
Safety Specialist II	$84.48	$93.12	$86.17	$94.98	$87.89	$96.88	$89.65	$98.82	$91.44	$100.80
Safety Specialist III	$114.62	$126.32	$116.91	$128.85	$119.25	$131.42	$121.64	$134.05	$124.07	$136.73
Safety Specialist IV	$131.59	$145.05	$134.22	$147.95	$136.91	$150.91	$139.64	$153.93	$142.44	$157.01
Safety Specialist V	$176.33	$194.37	$179.86	$198.26	$183.45	$202.22	$187.12	$206.27	$190.87	$210.39
Subject Matter Expert I	$72.78	$80.24	$74.24	$81.84	$75.72	$83.48	$77.23	$85.15	$78.78	$86.85
Subject Matter Expert II	$99.47	$109.64	$101.46	$111.83	$103.49	$114.07	$105.56	$116.35	$107.67	$118.68
Subject Matter Expert III	$140.73	$155.15	$143.54	$158.25	$146.42	$161.42	$149.34	$164.65	$152.33	$167.94
Support Scientist I	$56.68	$62.46	$57.81	$63.71	$58.97	$64.98	$60.15	$66.28	$61.35	$67.61
Support Scientist II	$63.76	$70.27	$65.04	$71.68	$66.34	$73.11	$67.66	$74.57	$69.02	$76.06
Support Scientist III	$80.65	$88.90	$82.26	$90.68	$83.91	$92.49	$85.59	$94.34	$87.30	$96.23
Support Scientist IV	$90.74	$100.03	$92.55	$102.03	$94.41	$104.07	$96.29	$106.15	$98.22	$108.28
Support Scientist V	$103.75	$114.38	$105.83	$116.67	$107.94	$119.00	$110.10	$121.38	$112.30	$123.81
Technical Writer / Editor I	$57.44	$63.30	$58.59	$64.57	$59.76	$65.86	$60.96	$67.17	$62.17	$68.52
Technical Writer / Editor II	$88.17	$97.17	$89.93	$99.11	$91.73	$101.10	$93.57	$103.12	$95.44	$105.18
Technical Writer / Editor III	$134.82	$148.62	$137.52	$151.59	$140.27	$154.62	$143.07	$157.72	$145.93	$160.87
Technical Writer / Editor IV	$176.33	$194.37	$179.86	$198.26	$183.45	$202.22	$187.12	$206.27	$190.87	$210.39
Training Developer / Coordinator	$86.22	$95.02	$87.94	$96.92	$89.70	$98.86	$91.50	$100.84	$93.33	$102.85
Training Developer / Coordinator – Sr.	$114.62	$126.32	$116.91	$128.85	$119.25	$131.42	$121.64	$134.05	$124.07	$136.73

GSA SCHEDULE CONTRACTS

GSA has facilitated the acquisition of commercial services by establishing GSA Schedule Contracts. Under the Federal Supply Schedule program, GSA enters into government-wide contracts with commercial firms to provide products and services at pre-approved prices and for a given period of time. This streamlined procurement approach significantly reduces the time required to obtain services because GSA has reviewed firm capabilities, negotiated rates, and pre-qualified firms to provide services.

♦ The advantages of the Schedules program include:

♦ Reduction in time required to obtain services (usually a few weeks).

♦ Commerce Business Daily synopsis is not required.

♦ Competition requirements have been met (FAR 6.1023(d)(3)).

♦ Rates have been determined to be fair and reasonable.

♦ Can be used by all federal agencies and the District of Columbia.

♦ Agencies can order directly from the contracted firm – no transfer of funds to GSA.

♦ No maximum order limitations.

♦ BPAs can be used to customize your solution.

CSS-DYNAMAC AVAILABLE GSA SCHEDULE CONTRACTS

Information on the available CSS-Dynamac GSA Schedule Contracts can be found at: http://www.css-dynamac.com. CSS-Dynamac GSA Schedules Contracts include:

Consolidated Schedule

Contract No. GS00F217CA

Information Technology (IT) Schedule

Contract No. GS-35F-0623K