

# General Services Administration Federal Supply Schedule

## Oak Ridge Associated Universities Human Resources Services

General Services Administration  
Federal Supply Service  
Authorized Federal Supply Schedule



**FSC Group:** 738X

**Contract Number:** GS-02F-0197X

**Modification Number:** PO-0010

**Contract Period:** 07/05/2016 –07/04/2021

**Business Size:** Large

**Points of Contact:**

[For Contractual Information](#)

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**Oak Ridge Associated Universities**

**100 ORAU Way, P.O. Box 117**

**Oak Ridge, Tennessee 37831-0117**

[www.orau.org](http://www.orau.org)

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!®, a menu-driven database system. The internet address for GSA Advantage!® is <http://www.gsaadvantage.gov>. For more information on ordering from Federal Supply Schedules, click on GSA Schedules at <http://www.gsa.gov>.

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## CUSTOMER INFORMATION

### 1. a. Special Item Numbers (SINs)

595-21 Human Resources Services (excluding EEO Services)

### b. Prices

See page 12

### c. Labor categories

See price list

### 2. Maximum order

\$1,000,000.00

In accordance with FAR 8.404, there may be circumstances where an ordering activity finds it advantageous to request a price reduction such as where a quantity of an individual order clearly indicates the potential for obtaining a reduced price. To assist customer agencies in determining when they should seek a price decrease, a level called a Maximum Order has been established under the contract. When an agency order exceeds this maximum amount, it is recommended that the ordering activity contact the contractor for a reduced price.

The contractor may:

- Offer a new lower price for this requirement (the Price Reduction clause is not applicable to orders placed over the Maximum Order in FAR 52.216-19);
- Offer the lowest price available under the contract; or,
- Decline the order; orders must be returned in accordance with FAR 52.216-19.

A delivery order for quantities that exceed the Maximum Order may be placed with the contractor selected in accordance with FAR 8.404. The order will be placed under the current contract.

Sales for orders that exceed the Maximum Order shall be reported in accordance with GSAR 552.238-72.

### 3. Minimum order

\$100.00

### 4. Geographic coverage (delivery area)

Domestic only

### 5. Point(s) of production (city, county, and state or foreign country)

ORAU locations in the United States.

### 6. Discount from list prices or statement of net price

Government net prices (discounts already deducted).

**7. Quantity discounts**

2% discount on all labor rates for customer agency billing in excess of \$100,000 in one calendar year.

**8. Prompt payment terms**

Net 30 days, 0%

**9. a. Government purchase cards accepted at or below micro-purchase threshold**

Yes

**b. Government purchase cards accepted above micro-purchase threshold**

Will accept over \$3,000

**10. Foreign items**

None

**11. a. Time of delivery**

Specified in each negotiated Delivery/Task Order

**b. Expedited delivery**

Contact Contractor

**c. Overnight and 2-day delivery**

Contact Contractor

**d. Urgent requirements**

Contact Contractor

**12. F.O.B. point(s)**

Destination

**13. a. Ordering address(es)**

Oak Ridge Associated Universities

Attn: Mr. Matt Albert

PO Box 117, MS-04

Oak Ridge, TN 37831

865-576-7618 (office)

865-241-6718 (fax)

[Matthew.Albert@orau.org](mailto:Matthew.Albert@orau.org)

**b. Ordering procedures**

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

**14. Payment address(es)**

Oak Ridge Associated Universities, Inc.  
PO Box 117, MS-34  
Oak Ridge, TN 37831-0117

**15. Warranty provision**

Contractor's standard commercial warranty

**16. Export packing charges, if applicable**

Not applicable

**17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level)**

Contact Contractor

**18. Terms and conditions of rental, maintenance, and repair**

Not applicable

**19. Terms and conditions of installation**

Not applicable

**20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices**

Not applicable

**21. List of services and distribution points**

Not applicable

**22. List of participating dealers**

Not applicable

**23. Preventive maintenance**

Not applicable

**24. a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants)**

Not applicable

- b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: [www.Section508.gov](http://www.Section508.gov).**

Not applicable

**25. Data Universal Number System (DUNS) number**

04-1152224

**26. Notification regarding registration in System for Award Management (SAM)**

ORAU is registered under CAGE Code 8E862

## SPECIAL ITEM NUMBER (SIN) DESCRIPTIONS

### SIN 595-21, Human Resources Services (excluding EEO Services)

Human Resource Services may include, but are not limited to, providing support in the functions of planning, recruitment and internal placement, position classification, personnel actions, training, employee relations, outplacement, function review/integration services and worker's compensation.

## POSITION DESCRIPTIONS AND QUALIFICATIONS

### ORAU Placement Services

LABOR CATEGORY	DESCRIPTION
Recruitment/Placement Administrative Assistant 1	High school degree or equivalent with a minimum of 2 years of experience. Performs administrative tasks in support of recruitment and placement activities including preparing announcements and presentations; processing applications; preparing correspondence; interacting with candidates, selectees, and other customers; processing travel and employment-related documents; maintaining databases; filing and records maintenance; compiling information and data; preparing reports; providing logistical support for outreach activities at conferences, job fairs, etc.; and completing other tasks as assigned.
Recruitment/Placement Administrative Assistant 2	High school degree or equivalent with a minimum of 4 years of experience. Acts as lead administrative support for recruitment and placement staff and performs a variety of complex and difficult administrative tasks. Requires knowledge of workforce development programs including funding mechanisms, reporting requirements, and quality standards and review. Works with managerial staff to ensure all administrative support activities, schedules, and tasks are met in accordance with sponsor requirements and program objectives and milestones. Maintains contact with customers, employees, and other personnel involved in recruitment and placement activities. May be required to complete other tasks as assigned including tasks normally completed by other administrative staff.
Immigration Specialist	Associates degree and 6 years of relevant experience. Two years of additional experience may be substituted for each year of a college degree. Coordinates all activities, correspondence, communication, and documentation associated with ORAU's sponsorship of immigration statuses and handling of foreign national employees. Ensures all activities meet quality and legal requirements. Assists foreign nationals and other customers on issues and problems related to immigration.
Recruiter	Bachelor's degree and 2 years of relevant experience. Helps design, develop, and implement strategies to recruit applicants to support workforce development needs. May also interview and screen candidates and recommend placements of candidates. Helps prepare position postings and announcements. Maintains working relationships and networks with clients and outside sources to improve recruitment strategies. May help with other tasks in selection and placement process.
Recruitment/Placement Program Manager 1	Bachelor's degree and 4 years of experience. Provides project management, planning, technical oversight, and coordination necessary to operate recruitment and selection programs for various academic levels. Oversees payments for salaries, travel, and related employee costs. Responsible for guidance and/or leadership in such areas as outreach and recruitment, financial management, program development, and quality assurance. Works with customers on position descriptions and ensures all activities are completed in accordance with legal and procedural guidelines. Works with other internal and external personnel on completion of recruitment/placement programmatic tasks including on-budget delivery of products, reports, and services. May be required to complete tasks for recruiter or other staff.

LABOR CATEGORY	DESCRIPTION
Recruitment/Placement Program Manager 2	Master's degree and 6 years of experience. Provides project management, planning, technical oversight, and coordination necessary to operate recruitment and selection programs for various academic levels. Oversees payments for salaries, travel, and related employee costs. Responsible for guidance and/or leadership in such areas as outreach and recruitment, financial management, program development, and quality assurance. Works with customers on position descriptions and ensures all activities are completed in accordance with legal and procedural guidelines. Works with other internal and external personnel on completion of recruitment/placement programmatic tasks including on-budget delivery of products, reports, and services. Makes offers of employment to selected candidates. May be required to complete tasks for recruiter or other staff.
Recruitment/Placement Senior Program Director	Master's degree and 10 years of experience. Performs senior level management and oversight in support of multiple projects for recruitment and placements programs. Responsible for all aspects of project performance (technical, contractual, administrative, financial, etc.) including staff supervision. Provides leadership to project teams and provide direction to all project level activities and personnel. May be required to complete tasks for other managerial staff.
Recruitment/Placement Business Support Analyst	Bachelor's degree and 4 years of experience. Performs business and financial analyses and activities related to recruitment and placement activities. Helps maintain cost and budget information in project management systems. Develops databases to track and monitor funding and costs. Prepares budget and cost reports. Reviews financial information for accuracy.
Recruitment/Placement Support Specialist 1	Bachelor's degree and 1 year of experience. Two years of additional experience may be substituted for each year of a college degree. Provides support services in a specialty field such as technical/scientific disciplines, programming, graphic design, communications, multimedia production, technical writing/editing, Web development and design, human resources issues, or program evaluation. May help develop and implement recruitment and placement tools.
Recruitment/Placement Support Specialist 2	Bachelor's degree and 4 years of experience. Two years of additional experience may be substituted for each year of a college degree. Provides support services in a specialty field such as technical/scientific disciplines, programming, graphic design, communications, multimedia production, technical writing/editing, Web development and design, human resources issues, or program evaluation. May help develop and implement recruitment and placement tools. Leads and helps define some support tasks and may manage the work of other support specialists.
Recruitment/Placement Database Manager	Bachelor's degree and 5 years of experience. Graduate education may substitute for experience. Helps develop and maintain computerized databases and/or evaluation tools; provides statistical analysis of program or financial activities.

## ORAU Research Participant Positions

LABOR CATEGORY	DESCRIPTION
Post bachelor's Research Assistant Level 1	<p><b>Minimum/General Experience:</b> Requires general skills and related experience in a field of interest to the federal sponsor. Requires entry-level knowledge of the theories and practices in a professional field, scientific field, or a recognized body of formal knowledge. Requires the skills necessary to choose between alternative approaches that are based on general guidelines. Level and salary determined by field of research, educational level, and experience.</p> <p><b>Functional Responsibility:</b> Performs routine research or technical support activities in collaboration with other researchers, under the guidance of a principal investigator at the host facility.</p> <p><b>Minimum Education:</b> Must have a bachelor's degree in a field of interest to the federal sponsor, or be able to show verification of receipt of the degree before the appointment start date, or have the equivalent combination of education and experience in research, development, or associated fields.</p>
Postgraduate Research Associate Level 2	<p><b>Minimum/General Experience:</b> Requires general skills and related experience in a field of interest to the federal sponsor. Requires fundamental knowledge of the theories and practices in a professional field, scientific field, or a recognized body of formal knowledge. Requires the skills necessary to choose between alternative approaches that are based on general guidelines. Level and salary by field of research, educational level, and experience.</p> <p><b>Functional Responsibility:</b> Performs primary research or technical support activities in collaboration with other researchers, under the guidance of a principal investigator at the host facility. Prepares summaries of experiments and contributes to the evaluation and discussion of results. May assist in the writing and preparation of scientific papers for publication, and may present research data in group settings, at meetings, or seminars.</p> <p><b>Minimum Education:</b> Must have a bachelor's degree or masters in a field of interest to the federal sponsor, or be able to show verification of receipt of the degree before the appointment start date, or have the equivalent combination of education and experience in research, development, or associated fields.</p>
Post bachelor's Research Assistant Level 3	<p><b>Minimum/General Experience:</b> Requires specialized skills and related experience in a field of interest to the federal sponsor. Requires detailed knowledge of the theories and practices in a professional field, scientific field, or a recognized body of formal knowledge. Requires the skills necessary to choose between alternative approaches that are based on general guidelines. Level and salary by field of research, educational level, and experience.</p> <p><b>Functional Responsibility:</b> Performs involved research or technical support activities in collaboration with other researchers, under the guidance of a principal investigator at the host facility.</p> <p><b>Minimum Education:</b> Must have a bachelor's degree in a field of interest to the federal sponsor, or be able to show verification of receipt of the degree before the appointment start date, or have the equivalent combination of education and experience in research, development, or associated fields.</p>

LABOR CATEGORY	DESCRIPTION
<b>Postgraduate Research Associate</b> Level 4	<p><b>Minimum/General Experience:</b> Requires specialized skills and related experience in a field of interest to the federal sponsor. Requires detailed knowledge of the theories and practices in a professional field, scientific field, or a recognized body of formal knowledge. Requires the skills necessary to choose between alternative approaches that are based on general guidelines. Level and salary by field of research, educational level, and experience.</p> <p><b>Functional Responsibility:</b> Performs involved research or technical support activities in collaboration with other researchers, under the guidance of a principal investigator at the host facility. Prepares summaries of experiments and contributes to the evaluation and discussion of results. May assist in the writing and preparation of scientific papers for publication, and may present research data in group settings, at meetings, or seminars.</p> <p><b>Minimum Education:</b> Must have a bachelor's degree or masters in a field of interest to the federal sponsor, or be able to show verification of receipt of the degree before the appointment start date, or have the equivalent combination of education and experience in research, development, or associated fields.</p>
<b>Postbachelor's Research Assistant</b> Level 5	<p><b>Minimum/General Experience:</b> Requires hard-to-find skills and related experience in a field of interest to the federal sponsor. Requires in depth knowledge of the theories and practices in a professional field, scientific field, or a recognized body of formal knowledge. Requires the skills necessary to choose between alternative approaches that are based on general guidelines. Level and salary by field of research, educational level, and experience.</p> <p><b>Functional Responsibility:</b> Performs moderately complex research or technical support activities in collaboration with other researchers, under the guidance of a principal investigator at the host facility.</p> <p><b>Minimum Education:</b> Must have a bachelor's degree in a field of interest to the federal sponsor, or be able to show verification of receipt of the degree before the appointment start date, or have the equivalent combination of education and experience in research, development, or associated fields.</p>
<b>Postgraduate Research Associate</b> Level 6	<p><b>Minimum/General Experience:</b> Requires hard-to-find skills and related experience in a field of interest to the federal sponsor. Requires in depth knowledge of the theories and practices in a professional field, scientific field, or a recognized body of formal knowledge. Requires the skills necessary to choose between alternative approaches that are based on general guidelines. Level and salary by field of research, educational level, and experience.</p> <p><b>Functional Responsibility:</b> Performs moderately complex research or technical support activities in collaboration with other researchers, under the guidance of a principal investigator at the host facility. Prepares summaries of experiments and contributes to the evaluation and discussion of results. May assist in the writing and preparation of scientific papers for publication, and may present research data in group settings, at meetings, or seminars.</p> <p><b>Minimum Education:</b> Must have a bachelor's degree or masters in a field of interest to the federal sponsor, or be able to show verification of receipt of the degree before the appointment start date, or have the equivalent combination of education and experience in research, development, or associated fields.</p>

LABOR CATEGORY	DESCRIPTION
<b>Postdoctoral Research Associate</b> Level 1	<p><b>Minimum/General Experience:</b> Requires general skills and related experience in a field of interest to the federal sponsor. Requires an in-depth knowledge of the principles and methods of a professional field, scientific field, or recognized body of formal knowledge. Requires the skills needed to develop alternatives and solutions that are based on general guidelines, procedures, and protocols at the host facility. Level and salary determined by field of research and experience.</p> <p><b>Functional Responsibility:</b> Performs scientific research and/or technical support activities in collaboration with other researchers and under the guidance of a principal investigator at the host facility. Should possess excellent analytical and organizational skills and the ability to speak in front of large audiences.</p> <p><b>Minimum Education:</b> Ph.D. and/or M.D. in a field of interest to the federal sponsor, or be able to show verification of receipt of the degree before the appointment start date, or an equivalent combination of education and experience in research, development, or associated fields.</p>
<b>Postdoctoral Research Associate</b> Level 2	<p><b>Minimum/General Experience:</b> Requires specialized skills and related experience in a field of interest to the federal sponsor. Requires an in-depth knowledge of the principles and methods of a professional field, scientific field, or recognized body of formal knowledge. Requires the skills needed to develop alternatives and solutions that are based on general guidelines, procedures, and protocols at the host facility. Expected to have a record of peer-reviewed publications. Level and salary determined by field of research and experience.</p> <p><b>Functional Responsibility:</b> Performs scientific research and/or technical support activities in collaboration with other researchers and under the guidance of a principal investigator at the host facility. Should possess excellent analytical and organizational skills and the ability to speak in front of large audiences.</p> <p><b>Minimum Education:</b> Ph.D. and/or M.D. in a field of interest to the federal sponsor, or be able to show verification of receipt of the degree before the appointment start date, or an equivalent combination of education and experience in research, development, or associated fields.</p>
<b>Postdoctoral Research Associate</b> Level 3	<p><b>Minimum/General Experience:</b> Requires hard-to-find skills and related experience in a field of interest to the federal sponsor. Requires an in-depth knowledge of the principles and methods of a professional field, scientific field, or recognized body of formal knowledge. Requires the skills needed to develop alternatives and solutions that are based on general guidelines, procedures, and protocols at the host facility. Expected to have a record of peer-reviewed publications. Level and salary determined by field of research and experience.</p> <p><b>Functional Responsibility:</b> Performs scientific research and/or technical support activities in collaboration with other researchers and under the guidance of a principal investigator at the host facility. Should possess excellent analytical and organizational skills and the ability to speak in front of large audiences.</p> <p><b>Minimum Education:</b> Ph.D. and/or M.D. in a field of interest to the federal sponsor, or be able to show verification of receipt of the degree before the appointment start date, or an equivalent combination of education and experience in research, development, or associated fields.</p>

LABOR CATEGORY	DESCRIPTION
<b>Postdoctoral Research Specialist</b> Level 1	<p><b>Minimum/General Experience:</b> Requires general skills and related experience in a field of interest to the federal sponsor. Requires an extensive knowledge of the theories, principles and practices within one professional or scientific field, and a working knowledge of the general issues involving related departments or functional areas. Expected to have an established record of peer-reviewed publications and grant-writing experience. Must hold membership in a scientific professional organization. Level and salary determined by field of research and experience.</p> <p><b>Functional Responsibility:</b> Plans and conducts complex scientific research and/or technical support activities in collaboration with other researchers and under the guidance of a principal investigator. Must have the ability to exercise considerable independent judgment and creativity. Conducts research with minimal supervision. Must possess excellent analytical and organizational skills and be able to speak in front of large audiences. Specialist may be required to present research at national peer-reviewed conferences. Expected to participate in grant-writing activities.</p> <p><b>Minimum Education:</b> Ph.D. and/or M.D. in a field of interest to the federal sponsor, or an equivalent combination of education and experience in research, development, or associated fields.</p>
<b>Postdoctoral Research Specialist</b> Level 2	<p><b>Minimum/General Experience:</b> Requires specialized skills and related experience in a field of interest to the federal sponsor. Requires an extensive knowledge of the theories, principles and practices within at least one professional or scientific field, and a working knowledge of the general issues involving related departments or functional areas. Expected to have an established record of peer-reviewed publications and grant-writing experience. Must hold membership in a scientific professional organization. Level and salary determined by field of research and experience.</p> <p><b>Functional Responsibility:</b> Plans and conducts complex scientific research and/or technical support activities in collaboration with other researchers and under the guidance of a principal investigator. Must have the ability to exercise considerable independent judgment and creativity. Conducts research with minimal supervision. Must possess excellent analytical and organizational skills and be able to speak in front of large audiences. Specialist may be required to present research at national peer-reviewed conferences. Expected to participate in grant-writing activities.</p> <p><b>Minimum Education:</b> Ph.D. and/or M.D. in a field of interest to the federal sponsor, or an equivalent combination of education and experience in research, development, or associated fields.</p>
<b>Postdoctoral Research Specialist</b> Level 3	<p><b>Minimum/General Experience:</b> Requires hard-to-find skills and related experience in a field of interest to the federal sponsor. Requires an extensive knowledge of the theories, principles and practices within at least one professional or scientific field, and a working knowledge of the general issues involving related departments or functional areas. Expected to have an established record of peer-reviewed publications and grant-writing experience. Must hold membership in a scientific professional organization. Level and salary determined by field of research and experience.</p> <p><b>Functional Responsibility:</b> Plans and conducts complex scientific research and/or technical support activities in collaboration with other researchers and under the guidance of a principal investigator. Must have the ability to exercise considerable independent judgment and creativity. Conducts research with minimal supervision. Must possess excellent analytical and organizational skills and be able to speak in front of large audiences. Specialist may be required to present research at national peer-reviewed conferences. Expected to participate in grant-writing activities.</p> <p><b>Minimum Education:</b> Ph.D. and/or M.D. in a field of interest to the federal sponsor, or an equivalent combination of education and experience in research, development, or associated fields.</p>

## ON-SITE RATES AND POSITIONS

Job Title	On-Site Annual Rates	On-Site Hourly Rates
<b>POST BACHELORS / POSTGRADUATE RESEARCH ASSISTANTS AND ASSOCIATES</b>		
<b>General Skills</b>		
Level 1	\$56,745.82	\$30.56
Level 2	\$69,411.35	\$37.38
<b>Specialized Skills</b>		
Level 3	\$83,983.21	\$45.23
Level 4	\$100,657.26	\$54.20
<b>Hard to Find Skills</b>		
Level 5	\$130,859.67	\$70.47
Level 6	\$170,132.78	\$91.62
<b>POSTDOCTORAL RESEARCH ASSOCIATES</b>		
<b>General Skills</b>		
Level 1	\$78,395.91	\$42.22
<b>Specialized Skills</b>		
Level 2	\$97,994.47	\$52.77
<b>Hard to Find Skills</b>		
Level 3	\$120,608.71	\$64.95
<b>POSTDOCTORAL RESEARCH SPECIALISTS</b>		
<b>General Skills</b>		
Level 1	\$128,146.24	\$69.01
<b>Specialized Skills</b>		
Level 2	\$158,298.00	\$85.24
<b>Hard to Find Skills</b>		
Level 3	\$263,829.99	\$142.07

Travel, per diem and other direct costs are negotiated at the Task Order level with the Customer Agency.

## OFF-SITE RATES AND POSITIONS

Job Title	Off-Site
Recruitment/ Placement Administrative Assistant 1	\$51.75
Recruitment/ Placement Administrative Assistant 2	\$71.20
Immigration Specialist	\$69.68
Recruiter	\$89.64
Recruitment/ Placement Program Manager 1	\$108.25
Recruitment/ Placement Program Manager 2	\$123.16
Recruitment/ Placement Senior Program Director	\$139.01
Recruitment/ Placement Business Support Analyst	\$76.21
Recruitment/ Placement Support Specialist 1	\$58.01
Recruitment/ Placement Support Specialist 2	\$107.27
Recruitment/ Placement Database Manager	\$116.10

SCA MATRIX		
SCA ELIGIBLE CONTRACT LABOR CATEGORY	SCA EQUIVALENT CODE - TITLE	WD (WAGE DETERMINATION) #
Administrative Assistant 1	01112- General Clerk II	05-2493
Administrative Assistant 1	01113- General Clerk III	04-2493
Administrative Assistant 2	01090- Duplicating Machine Operator	05-2493
Administrative Assistant 2	01113- General Clerk III	05-2493
Administrative Assistant 2	01313- Secretary III	05-2493
Administrative Assistant 3	01311- Secretary I	05-2493
Administrative Assistant 3	01312- Secretary II	05-2493

Administrative Assistant 3	01313- Secretary III	05-2493
Support Specialist 1	01312- Secretary II	05-2493
Support Specialist 1	01612- Word Processor II	05-2493
Support Specialist 1	01613- Word Processor III	05-2493
Support Specialist 2	01613- Word Processor III	05-2493
Support Specialist 2	13073- Photographer III	05-2103
Support Specialist 3	(not set)- Senior Health Physics Technicians	1994-0520
Health Physics Technician 2	(not set)- Health Physics Technicians III	1994-0520

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