TOTAL SOLUTIONS FOR LAW ENFORCEMENT, SECURITY, FACILITIES MANAGEMENT, FIRE, RESCUE, CLOTHING, MARINE CRAFT AND EMERGENCY/DISASTER RESPONSE

FSC Group: 0063

CONTRACTOR:

GEO Transport, Inc.

4955 Technology Way
Boca Raton, Florida 33431-8235
Phone: 561-999-7415
Fax: 561-443-3893
www.geogroup.com

CONTRACT NUMBER: GS-07F-192DA
CONTRACT PERIOD: 9-15-2021 to 9-14-2026

BUSINESS SIZE: Large
Socioeconomic Indicators: Large

CONTRACT ADMINISTRATOR:
Amber D Martin
Executive Vice President, Contract Administration
561-999-7359
amartin@geogroup.com

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

For more information on ordering from Federal Supply Schedules click on the GSA Schedules link at www.gsa.gov
CUSTOMER INFORMATION:

1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)
   SIN- 561612
   SIN-OLM
   SIN- ANCILLARY

DESCRIPTION

Protective Service Occupations

1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN: N/A

1c. HOURLY RATES: (Services Only): See Awarded GSA Rates noted below

2. MAXIMUM ORDER*: $250,000 per SIN and $250,000 per order

*Ordering activities may request a price reduction at any time before placing an order, establishing a BPA, or in conjunction with the annual BPA review. However, the ordering activity shall seek a price reduction when the order or BPA exceeds the simplified acquisition threshold. Schedule contractors are not required to pass on to all schedule users a price reduction extended only to an individual ordering activity for a specific order or BPA.

3. MINIMUM ORDER: $0.00

4. GEOGRAPHIC COVERAGE: 48 Contiguous United States, Washington, DC

5. POINT(S) OF PRODUCTION: N/A

6. DISCOUNT FROM LIST PRICES: GSA Net Prices are shown on the attached GSA Pricelist. Negotiated discount has been applied and the IFF has been added.

7. QUANTITY DISCOUNT(S): None

8. PROMPT PAYMENT TERMS: Net 30. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9.a Government Purchase Cards must be accepted at or below the micro-purchase threshold.

9.b Government Purchase Cards are accepted above the micro-purchase threshold. Contact contractor for limit.

10. FOREIGN ITEMS: None- Services

11a. TIME OF DELIVERY: As shown on task order

11b. EXPEDITED DELIVERY: As shown on task order

11c. OVERNIGHT AND 2-DAY DELIVERY: None Offered.

11d. URGENT REQUIREMENTS: Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.

12. FOB POINT: Destination
13a. ORDERING ADDRESS: Same as contractor address

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

14. PAYMENT ADDRESS: Same as contractor address

15. WARRANTY PROVISION: N/A Services

16. EXPORT PACKING CHARGES: None

17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE: 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 AVAILABLE): N/A

20a. TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE): N/A

21. LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE): N/A

22. LIST OF PARTICIPATING DEALERS (IF APPLICABLE): N/A

23. PREVENTIVE MAINTENANCE (IF APPLICABLE): N/A

24a. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants): N/A

24b. Section 508 Compliance for EIT: As applicable

25. DUNS NUMBER: 07-842-3508

26. NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE: Contractor has an Active Registration in the SAM database.

27. The escalation rate proposed is 3%.

28. Solicitation refresh number: 47QSMD20R0001; Refresh number 0008

Delivering safe and secure detainee transportation, with service second to none.

INTRODUCTION
In 2007, The GEO Group, Inc. (GEO) established our in-house transportation division, GEO
Transport, Inc., (GTI) to help meet our customers' increasing needs for secure transportation services for offender and detainee populations. GTI has experience in both land and air charter of secured mass movements, and to date has successfully transported over 2 million detainees over 30 million miles with fully qualified and DOT licensed transportation officers.

GTI's outstanding record proudly makes us the premier provider for secure transportation services for our government partners. In the past 5 years, GTI has mobilized in 43 locations; United States, England and Wales; from small satellite operations to mega-transportation services.

GTI is authorized as a U.S. Department of Transportation for hiring passenger motor carriers. DOT License #1705757.

Our commitment to our government clients is to fully integrate our staff, vehicles, and technology into tailored solutions. GTI provides best value through exceptional fleet management, efficient route planning, DOT compliance, proper training of drivers/guards and partnering with the client through the entire process. GTI offers these comprehensive and unique services with the goal of creating a strong, lasting partnership.

SECURE AND SAFE

TRANSPORT OFFICERS

All transportation officers are fully qualified officers and must obtain a state firearm license and USDOT compliant Commercial Driver's License. This position provides for secure transport and/or guard service of detainees between destinations and ensures that the vehicle used for transportation activities is safe, secure, and properly maintained.

USDOT Compliant Transport Vehicles

GTI operates a variety of special secure transport vehicles designed and manufactured to meet the needs of the client at the most efficient and effective rate possible. Every vehicle is equipped with real-time GPS tracking and an internal video recording system that adds additional security. The GPS tracking system can be monitored from the local operating center and GTI corporate headquarters located in Boca Raton, Florida.

On-board cameras and recording equipment provide additional security and safety for the officers and those being transported

GTI OPERATIONS

GTI's secure transportation operations are independently and co-located with detention facilities operated by GEO, supporting the U.S. Immigration and Customs Enforcement, the U.S. Marshals Service and the Federal Bureau of Prisons, and numerous State facility operations.
GTI operates within the strict regulatory compliance established by law and various federal and state agencies to include the U.S. Department of Transportation, the Federal Motor Carrier Safety Administration, and customer secure transportation standards.

GTI has successfully passed every USDOT compliance inspection as well as federal and state firearms certifications. The company’s mission is to deliver safe and secure passenger transportation, with service second to none.

**GTI REGULATORY COMPLIANCE**

- Interstate Transportation of Dangerous Criminals Act
  - Authority and Uniforms
- DOT and FMSCA Regulations
  - Driver qualifications and training
  - Drugs tests and physical exams
  - Vehicle maintenance, inspections, driver logs
  - Mandatory drug and alcohol screening
  - Driver and client background investigations.
- State and Federal Firearms
  - Training, qualification, inspections
- State Licensing and Permitting
  - Vehicle, inspections, and permits
  - Company licensing
- State and IRS Tax Recording and Reporting
  - Fuel tax, excise tax, etc.
- Customer Transportation Standards (USMS and ICE)
  - Custody, detention and transportation
- Contract Requirements
  - Performance and reporting
- Billing and audits.

**GEOTRANSPORT, INC. LABOR CATEGORY DESCRIPTIONS**

**GENERAL CLERK II- 01112**

Under direct supervision, performs daily office clerical tasks such as filing, recording, maintaining records, copying, posting, and other similar duties. Clerks may be used in various departments and perform similar duties related to the specific function being supported.

**General Duties and Responsibilities:**

- Answers phones and takes messages.
- Maintains moderately complex indexes and files
- Types correspondence, reports and other materials as required.
• May operate an adding machine, calculator, telex terminal, copy machine, or any other office machine requiring no previous training.
• In performance of other duties, communicates with a computer through a terminal for information retrieval and data entry.
• Performs other duties as assigned.

Minimum Educational, Experiential Requirements:
• High school diploma or equivalent certification required.
• Minimum one (1) year of clerical experience or an equivalent combination of clerical/secretarial and specific function experience required.
• Working knowledge of business English, good grammar and spelling skills, and ability to develop correspondence, reports, and operational directives required. Must have a proven history of exercising discretion and retaining confidentiality.
• Solid organizational and communication skills.
• Ability to understand and carry out moderately complex oral and written instructions; to make minor decisions in accordance with rules and regulations as they apply to work problems; to maintain company records, and to meet and deal effectively with the public and detainees required.

GENERAL CLERK III - 01113
Under direct supervision, performs daily office clerical tasks such as filing, recording, maintaining records, copying, posting, and other similar duties. Clerks may be used in various departments and perform similar duties related to the specific function being supported.

General Duties and Responsibilities:
• Answers phones and takes messages.
• Maintains moderately complex indexes and files
• Type correspondence, reports, and other materials as required.
• May operate an adding machine, calculator, telex terminal, copy machine, or any other office machine requiring no previous training.
• In the performance of other duties, communicates with a computer through a terminal for information retrieval and data entry.
• Performs other duties as assigned.

Minimum Educational, Experiential Requirements:
• High school diploma or equivalent certification required.
• Minimum one (2) years of clerical experience or an equivalent combination of clerical/secretarial and specific function experience required.
• Working knowledge of business English, good grammar and spelling skills, and ability to develop correspondence, reports, and operational directives required. Must have a proven history of exercising discretion and retaining confidentiality.
• Solid organizational and communication skills.
• Ability to understand and carry out moderately complex oral and written instructions; to make minor decisions in accordance with rules and regulations as they apply to work problems; to maintain company records, and to meet and deal effectively with the public and detainees required.

TRANSPORT DISPATCHER - 01060
This position coordinates the staff and vehicle assignments and all movements of transportation vehicles entering and leaving the secure facility. The assignment of vehicles is determined by factors such as length and purpose of the trip, security, and other contract requirements.

General Duties and Responsibilities:
• The dispatcher communicates with the transportation officers on the road, and periodically monitors their location and speed through an onboard GPS tracking system to ensure the safety transfers of detainees according to posted schedules.
• Maintains tracking of all vehicles.
• Informs supervisor of any problems that occur with the vehicles or their passengers.
• Inspects drivers’ appearance and physical condition prior to dispatch.
• Maintains vehicle history reports for the fleet.
• Performs other duties as assigned.
• Additional responsibilities include the issuance of keys, record sheets, and driver credentials.
• The Transportation Dispatcher is also a qualified Detention - Transportation Officer.

**Minimum Educational, Experiential Requirements:**
• High school diploma or general education degree (GED).
• 3 years’ work experience required
• Previous experience as a dispatcher preferred. Previous experience in a customer service occupation is preferred.
• Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine correspondence. Ability to speak effectively before groups of customers or employees of the organization.
• Ability to add, subtract, multiply, and divide into all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
• Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
• Ability to identify and resolve problems in a timely manner.
• Ability to speak clearly and persuasively in positive or negative situations
• Ability to listen and get clarification and details.
• Ability to work with computers and the necessary software typically used by the department.

**VEHICLE MECHANIC – 05190**

The Motor Vehicle Mechanic provides fleet maintenance services to company leased secure transportation vehicles to include on-site diagnosis and repairs.

**General Duties and Responsibilities:**
• Perform daily and weekly vehicle inspections and monthly PM-A Services.
• Repairs or rebuilds minor vehicle equipment and specially installed electronic security equipment to include GPS satellite tracking equipment, cameras, and digital recorder.
• Performs a variety of tasks such as washing, cleaning, lubricating vehicles, and reporting body damage or abuse factors to the Transport Supervisor.
• Loads unloads, and stores automotive parts and supplies; and maintaining work areas.
• Diagnosis and troubleshoots to determine the extent of repairs required.
• Recommends vendor selection and work process improvements.
• Scheduling and transporting vehicles for routine “PM-B” services quarterly; and “PM-C” services annually in accordance with D.O.T requirements to licensed vendors.

**Minimum Educational, Experiential Requirements:**
• High school diploma or general education degree (GED).
• 1-year automotive repair experience; ASE certificate or military tech schooling preferred. Previous automotive air conditioning and electrical experience is a “plus”. 
- United States of America or, where accepted and approved by the Contracting Officer Representative, legal resident aliens with properly issued work permits.
- Ability to read and write English

DETENTION OFFICER/GUARD/TRANSPORT OFFICER - 27040

The Detention Officer performs various duties related to detention, safeguarding, security, and escort of violators of immigration laws, exercises surveillance over detainees, maintains order and discipline, attends to sheltering, feeding, and physical well-being of detainees, and counseling of alien detainees on personal matters.

General Duties and Responsibilities:
- This worker guard’s detainee(s) at deportation or exclusion hearings, recognizes potentially hazardous health, safety, security, or discipline problems, supervises voluntary work details, and encourages participation in organized recreational activities.
- Transportation officers in this position provide for secure transport and/or guard service of detainees between destinations and ensure that the vehicle used for transportation activities are safe and properly maintained.
- Ensures that all safety measures are followed at all times while transporting detainees, including but not limited to all applicable federal, state, municipal, and organizational laws, regulations, policies, and procedures.
- Conducts pre-trip, during-trip, and post-trip inspections of all vehicles operated. Provides written Daily Vehicle Inspection Reports (DVIR) at the end of each trip or shift and ensures that all potential safety defects are reported to the Transportation Supervisor.
- Ensures that detainees are properly secured prior to leaving a facility and while in a vehicle.
- Immediately contacts safety authorizations and facility management in the event of an accident. Provides detailed information, both verbally and written, to requesting authorities.
- Delivers vehicles for servicing and picks them up when ready.
- Performs other duties as assigned.

Minimum Educational, Experiential Requirements:
- Graduate of an accredited high school or Certificate of Completion of General Education Development requirements
- Meets one of the following experience/education requirements: three (3) years of security experience; or three (3) years related civilian or military work experience.
- Physical qualifications include those required by the U.S. Department of Transportation as an interstate transportation vehicle operator.
- The officer is a qualified/certified correctional officer and maintains a valid “Class B” or “Class C” Chauffeurs Driver’s License (CDL) with a Passenger (P) endorsement, and the appropriate state armed security license.
- Firearms licensed; the requirements may vary and will be addressed on a task order level. Complete at least 40 hours of the contractor’s provided weapons training program prior to initial range qualification. Maintains quarterly and/or annual certification as required.
- State firearms license will apply where applicable.
- Citizen of the United States of America or, where accepted and approved by the Contracting Officer Representative, legal resident aliens with properly issued work permits.

SECURITY SHIFT SUPERVISOR (SCA-exempt)

This position is responsible for staff and operations for secure transportation of detainees to various locations as directed by the contracting agency; ensures that all vehicles and equipment used by the facility perform according to standard operating policies and procedures and maintenance are conducted regularly in compliance with federal, state, and organization laws, rules, and regulations. In addition to the supervision of
the transport officers, this position manages activities of the vehicle maintenance technician, transport dispatcher, and the detainee records clerk, as these additional positions may be provided for larger orders.

**General Duties and Responsibilities:**

- Interviews and makes recommendations to hire Transportation Officers.
- Provides overall supervisory duties to include proper scheduling, performance improvement plans, implements effective disciplinary procedures up to and including termination.
- Ensures scheduled hours stay within D.O.T and contractual policy and regulation constraints.
- Monitors and schedules maintenance services and repairs of all assigned vehicles.
- Responds to all roadside inspections as applicable. Repairs and documents corrections of all violations and defects identified.
- Reports and investigates all accidents and incidents.
- Maintains regulatory knowledge by creating networks with transportation authorities to ensure the facility is knowledgeable on transportation activities.
- Performs other duties as assigned.

**Minimum Educational, Experiential Requirements:**

- One (1) year experience in detainee and inmate transportation with demonstrated five (5) years’ experience in leading, directing, or supervising the work of others
- High School diploma or GED certificate.
- Six (6) months experience in detainee and inmate transportation
- Depending on state requirements, a valid “Class B” or “Class C” Chauffeurs Driver’s License (CDL) with a Passenger (P) endorsement within six (6) of appointment to the position.
- A current driver’s license with no preventable accidents, suspensions for driving convictions, Eighty (80) hours of verified and certified driver’s training
- Passing a company and Department of Transportation (DOT) drug and alcohol test.
- Demonstrated experience to function in a supervisory capacity.
- Must have completed an approved training program resulting in a certification of satisfactory completion in Corrections, Law Enforcement, or Military.
- Complete necessary training as defined by the Department of Transportation (DOT).
- Must obtain and maintain certification in CPR, First Aid, Defensive Tactics, and Firearms.
- Extensive knowledge of State/Contracting Agency laws relating to corrections.
- Proven proficiency in the operation of a personal computer and software related to report writing, employee scheduling, and information submission to the GEONET.
- Ability to work with computers and the necessary software typically used by the department.

**STAFF ACCOUNTANT (SCA-exempt)**

**Summary**

Under general supervision, this position gathers, records, maintains, reconciles, and accrues accounts receivable, revenue and miscellaneous current asset accounts information using the company’s financial information system and a variety of account spreadsheets.

**Primary Duties and Responsibilities**

- Checks monthly billing against contracted per diem rates for correctness.
- Gathers lockbox deposits, collects documentation from bank wires, and codes and enters information into financial information system. Applies payments to specific invoices.
- Reconciles accruals, invoices, and payments with Business Managers, and collects proper documentation from the field to issue bill adjustments.
- Calculates aging reports weekly.
- Gathers invoices from the HUBS and enters data into the financial information system and accounts receivable spreadsheets.
- Closes accounts receivable sub-ledger to general ledger monthly ensuring all balances.
• Maintains spreadsheets of account receivables, pre-paid, and deposits to ensure the proper tracking of them.
• Compiles, summarizes, and provides necessary reports of activities as needed.
• Ensures all work complies with Sarbanes Oxley procedures and controls.
• Pay quarterly GSA taxes.
• Make sure financials and records are complying with GSA requirements
• Performs other duties as assigned.

SENIOR TRANSPORTATION OFFICER

Summary
This position serves as a lead worker assigned by the Transportation Manager in high-risk operations and high-profile federal government transportation contracts and must possess a CDL Class B with a (“P”) passenger endorsement. It also is responsible for securely transporting detainees between destinations and ensuring that the vehicles used for transportation activities are safe and properly maintained. Finally, this position assists management when unexpected problems arise to develop effective and efficient solutions.

Primary Duties and Responsibilities
• Assists management when unique or unexpected problems arise while transporting detainees. Helps to develop effective and efficient solutions.
• Reviews all vehicle inspection reports. Develops summaries for Transportation management and notes commonalities from the reports. Suggests solutions as necessary.
• Ensures that all permits and licenses for all assigned vehicles are in order.
• Verifies that vehicles have the necessary safety equipment before initiating a trip. Notifies the Transportation management if there are problems before assignments.
• Properly tracks DOT HOS on Electronic Logging Devices.
• Assists with interviewing and screening of applicant Transport Officers when required.
• Reviews all necessary paperwork and reports in an accurate and thorough manner. Ensures that all reports are turned into the Transportation management according to described policies and procedures.
• Ensures that all missions meet or exceed PBNDS/FBNDS safety measures while transporting detainees.
• Performs other duties as assigned.

Minimum Requirements
• High school diploma or equivalent certification required. Possession of applicable state requisites for employment. Must be at least twenty-one (21) years of age.
• Two (2) years of driving experience in a transportation capacity.
• Demonstrated leadership experience.
• Must have completed an approved training program resulting in a certification of satisfactory completion in Corrections, Law Enforcement, or Military.
• Certification in Corrections, Law Enforcement, or Military.
• A current driver’s license (CDL Class B with Passenger Endorsement) with no preventable accidents, suspensions for driving convictions, Driving While Intoxicated (DWI) or Driving Under the Influence (DUI) or more than two (2) moving violations on any type of vehicle for the past three (3) years.
• Passing a company and Department of Transportation (DOT) drug and alcohol test.
• Ability to work overtime frequently.
• Ability to travel extended periods of time with frequent overnight stays.
• Ability to handle physical and mental stress associated with working extended hours.
• Must be able to regularly report to work without being late.
• Ability to be physically alert on any shift that is assigned.
• Ability to work up to sixteen (16) hours within a rolling 24-hour period.
• Must be mature, flexible, and able to command the respect and confidence of inmates or detainees and staff, philosophically committed to the objectives of the facility, and possess a high tolerance to mental stress.
• Ability to pass a Company and Federal Client background investigation.
• Ability to work with computers and the necessary software typically used by the department.
**SERGEANT**

**Summary**
Responsible for all security and control-related functions during duty shift per management instructions. Seeks to provide maximum facility coordination in prisoner supervision and safety.

**Primary Duties and Responsibilities**
- Supervises all security functions during shifts as assigned by management.
- Supervises the feeding of inmates/detainees during mealtime.
- Makes routine inspections of all security equipment, doors, gates, fences, lighting systems, and other facility equipment as needed.
- Assists staff with unit counts.
- Reviews reports written by officers during shift and ensures these reports are submitted as required.
- Assures that officers receive on-the-job training and safety training as required.
- Inspects or directs work to the inspection of the perimeter to test alarm systems, detect safety hazards, and to ensure safety rules are posted and enforced.
- Assists officers and staff with unruly inmates and other assignments as required. Investigates and reports causes of inmate/detainee disturbances.
- Responds to major unusual occurrences as trained. Facilitates prompt and appropriate assistance to detainees/inmates in the event of injury, illness or emotional trauma.
- Directs work, provides training and performs inspections of work performed by inmate/detainee workers. Assures that inmate/detainee workers under security supervision receive safety training.
- Provides management with input into decisions concerning employee performance ratings, disciplinary actions, and job assignments.
- Promotes an atmosphere conducive to personality and character development of detainees/inmates and staff through the encouragement of favorable behavior patterns, arrangement of physical facilities, and influencing relationships among detainees/inmates.
- Assists in review of staff effectiveness by conducting frequent physical inspections of the facility to ensure compliance with policies and procedures.
- Performs other duties as assigned.

**Minimum Educational, Experiential Requirements:**
- High school diploma or equivalent certification required.
- Must meet the requirements of being a Correctional Officer.
- One (1) year of experience working in a correctional setting required.
- Must be flexible, intellectually alert, able to command the respect and confidence of detainees/inmates and staff, possess a working knowledge of correctional laws, applicable court orders, philosophically committed to the objectives of the facility, and possess a high tolerance to mental stress.
- Must have a proven work history with sound abilities to write communications, documents, policy, courtroom defenses, contract negotiations, and other required written correspondence.
- Must be able to understand and carry out moderately complex oral and written instructions.
- Ability to coordinate staffing requirements for security supervisors and officers.
- Must have completed an approved training program resulting in a certificate of satisfactory completion. Ability to obtain certification for training such as CPR, First Aid and firearms.

**PROGRAM MANAGER (SCA-exempt)**

**Summary**
This position is responsible for the overall management of the transportation area for the facility including ensuring that all transportation activities are coordinated and scheduled on a timely basis, sufficient staff is available and ready to transport detainees to various locations, and all operations are in compliance with federal, state, and organization laws, rules, and regulations.
**General Duties and Responsibilities:**
- Maintains the Detention - Transportation staffing plan according to contract guidelines. Makes final recommendations of new candidates and reviews all employment forms.
- Implements all policies and procedures related to security and transportation of detainees.
- Develops training and mentoring opportunities to improve staff safety and efficiency.
- Provides overall supervisory duties; approves scheduling, performance improvement plans, disciplinary recommendations up to and including termination.
- Manages the Security - Transportation budget as appropriate and provides analyses and recommendations for improvements.
- Ensures all vehicles are D.O.T compliant for inspection and repairs. Ensures effective recordkeeping and scheduling of vehicle service and inspection dates. Ensures that all roadside assistance is provided in a timely basis.
- Ensures that all incident and investigations reports are thorough and timely.
- Performs other duties as assigned.

**Minimum Educational, Experiential Requirements:**
- High School diploma or GED certificate; College degree in Criminal Justice or Management highly desirable
- One (1) year experience in detainee and inmate transportation with demonstrated five (5) years’ experience in leading, directing, or supervising the work of others.
- Depending on state requirements, a valid “Class B” or “Class C” Chauffeurs Driver’s License (CDL) with a Passenger (P) endorsement within six (6) months of appointment to position.
- A current driver’s license with no preventable accidents, suspensions for driving convictions, Eighty (80) hours of verified and certified driver’s training.
- Passing a company and Department of Transportation (DOT) drug and alcohol test.
- Demonstrated experience to function in a supervisory capacity.
- Must have completed an approved training program resulting in a certification of satisfactory completion in Corrections, Law Enforcement, or Military.
- Complete necessary training as defined by the Department of Transportation (DOT).
- Must obtain and maintain certification in CPR, First Aid, Defensive Tactics and Firearms.
- Extensive knowledge of State/Contracting Agency laws relating to corrections.
- Proven proficiency in the operation of a personal computer and software related to report writing, employee scheduling and information submission to the GEONET.
- Ability to work with computers and the necessary software typically used by the department.

**BUSINESS MANAGER (SCA-exempt)**

**Summary**
Develops, manages, and implements operational procedures and policies for the business and support services functions of the facility. This includes establishing and maintaining accounting procedures, fiscal reporting methods, procedures for payment of invoices, and other related activities. Additional support services functions may include payroll, purchasing, communications, food services, warehouse, commissary, inventory property control, laundry, information technology, and insurance.

**Primary Duties and Responsibilities**
- Prepares and monitors the annual budget. Advises management of budget status.
- Monitor’s staffing roster, overtime, medical costs and coordinates with Warden to assist in achieving monthly budget throughout the year.
- Directs the work of other employees. This would include selection, hiring, evaluating performance, employee training/development, promoting and any disciplinary action, including termination.
- Directs the maintenance of recording and control procedures involving the collection, evaluation, processing, preparation, submission, and reconciliation of accounts.
- Participates in overall facility planning activities.
- Prepares and approves billing documents and submits invoices for payment.
- Reviews and approves all financial and accounting records, transactions, and functions of the facility and inmates.
- Provides for receiving, storing, and accountability of supplies, services, and equipment.
- Maintains census figures, meals served man-day figures, and other pertinent data.
- Performs other duties as assigned.

**Minimum Requirements**
- Bachelor’s Degree in business-related field such as Business, Finance, or Accounting required and a minimum of five (5) years of work experience in a finance-related role required with budget preparation/control or administration of government contracts preferred, or an equivalent combination of work experience and education. (Master’s degree in business or public administration can substitute for one year of the required supervisory experience.)
- Must exhibit leadership qualities to gain the respect of all employees. Must have the ability and desire to work in a cooperative manner and to make management decisions.
- Ability to work with computers and the necessary software typically used by the department.

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**GEO TRANSPORT INC. AWARDED RATES**

<table>
<thead>
<tr>
<th>Description</th>
<th>NATIONWIDE CEILING RATE LOCATION</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clerk II (Non-SCA)</td>
<td>San Francisco, CA</td>
<td>$33.69</td>
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<tr>
<td>Clerk III (Non-SCA)</td>
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<td>Dispatcher (Non-SCA)</td>
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<td>Program Manager (SCA)</td>
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*Although GTI does have commercial sales, Secure Transportation Services are not sold in the manner that is required by Federal Government Customers. These services are typically included as part of full annual correctional facility management contracts. This list has been created for relative review purposes at GSA request.*
### The GEO Transport, Inc.® 2022 Price List*

<table>
<thead>
<tr>
<th>TITLE</th>
<th>NATIONWIDE CEILING RATE LOCATION</th>
<th>PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>50 Plus Passenger Secure Transporter</td>
<td>Total Guard Rate Per Hour Inclusive of Vehicle Lease</td>
<td>$168.76</td>
</tr>
<tr>
<td>Large Capacity Secure Transporter</td>
<td>Total Guard Rate Per Hour Inclusive of Vehicle Lease</td>
<td>$141.65</td>
</tr>
<tr>
<td>Medium Capacity Secure Transporter</td>
<td>Total Guard Rate Per Hour Inclusive of Vehicle Lease</td>
<td>$138.23</td>
</tr>
<tr>
<td>Small Capacity Secure Transporter</td>
<td>Total Guard Rate Per Hour Inclusive of Vehicle Lease</td>
<td>$102.44</td>
</tr>
<tr>
<td>ADA Van</td>
<td>Total Guard Rate Per Hour Inclusive of Vehicle Lease</td>
<td>$103.87</td>
</tr>
<tr>
<td>4 Passenger or Less Secure Transporter</td>
<td>Total Guard Rate Per Hour Inclusive of Vehicle Lease</td>
<td>$93.23</td>
</tr>
</tbody>
</table>

*Although GTI does have commercial sales, Secure Transportation Services are not sold in the manner that is required by Federal Government Customers. These services are typically included as part of full annual correctional facility management contracts. This list has been created for relative review purposes at GSA request.

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<tbody>
<tr>
<td>50 Plus Passenger Secure Transporter</td>
<td>Total Cost Per Mile Inclusive of Vehicle Lease</td>
<td>$8.19</td>
</tr>
<tr>
<td>Large Capacity Secure Transporter</td>
<td>Total Cost Per Mile Inclusive of Vehicle Lease</td>
<td>$7.25</td>
</tr>
<tr>
<td>Medium Capacity Secure Transporter</td>
<td>Total Cost Per Mile Inclusive of Vehicle Lease</td>
<td>$7.13</td>
</tr>
<tr>
<td>Small Capacity Secure Transporter</td>
<td>Total Cost Per Mile Inclusive of Vehicle Lease</td>
<td>$5.89</td>
</tr>
<tr>
<td>ADA Van</td>
<td>Total Cost Per Mile Inclusive of Vehicle Lease</td>
<td>$5.94</td>
</tr>
<tr>
<td>4 Passenger or Less</td>
<td>Total Cost Per Mile Inclusive of Vehicle Lease</td>
<td>$5.57</td>
</tr>
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<tr>
<td>50 Plus Passenger Secure Transporter</td>
<td>Monthly Fixed Fee Inclusive of Vehicle Lease</td>
<td>$40,955</td>
</tr>
<tr>
<td>Large Capacity Secure Transporter</td>
<td>Total Monthly Fixed Fee Inclusive of Vehicle Lease</td>
<td>$36,256</td>
</tr>
<tr>
<td>Medium Capacity Secure Transporter</td>
<td>Total Monthly Fixed Fee Inclusive of Vehicle Lease</td>
<td>$35,664</td>
</tr>
<tr>
<td>Small Capacity Secure Transporter</td>
<td>Total Monthly Fixed Fee Inclusive of Vehicle Lease</td>
<td>$29,460</td>
</tr>
<tr>
<td>ADA Van</td>
<td>Monthly Fixed Fee Inclusive of Vehicle Lease</td>
<td>$29,709</td>
</tr>
<tr>
<td>4 Passenger or Less Secure Transporter</td>
<td>Monthly Fixed Fee Inclusive of Vehicle Lease</td>
<td>$27,862</td>
</tr>
</tbody>
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<tbody>
<tr>
<td>Small Capacity Secure Transporter</td>
<td>Monthly Fixed Fee Inclusive of Vehicle Lease and Modular Lease</td>
<td>$26,190</td>
</tr>
<tr>
<td>Large Capacity Secure Transporter</td>
<td>Monthly Fixed Fee Inclusive of Vehicle Lease and Modular Lease</td>
<td>$64,384</td>
</tr>
<tr>
<td>Administrative Fixed Fee</td>
<td>Administrative Monthly Fixed Fee Inclusive of Transportation Manager, Staff Accountant and Transportation Supervisor</td>
<td>$25,728</td>
</tr>
<tr>
<td>Senior Detention Officer/Senior Guard/Senior Transportation Officer (SCA 27040)</td>
<td>USMS South Texas Counties of Aransas Nueces San Patricio</td>
<td>$39.55</td>
</tr>
</tbody>
</table>
Footnote: USMS Southern Texas

1) Monthly minimum order of 10 small capacity secure transporters at $26,190 per transporter.

2) Monthly minimum order of 5 large capacity secure transporters at $64,384 per transporter.

3) Monthly minimum order administrative fixed fee of $25,728. The administrative fixed fee is inclusive of Transportation Manager, Staff Account and Transportation Supervisor.