



The Association of State Wetland Managers, Inc.

Jeanne Christie, Executive Director
32 Tandberg Trail, Suite 2A
Windham, ME 04062
Phone: 207-892-3399
Fax: 207-892-3089
Email: jeanne.christie@aswm.org
Web: <http://aswm.org>

Overview

The Association of State Wetland Managers, Inc. was established in 1983 to 1) promote and enhance protection and management of wetlands and other water resources, 2) to promote application of sound science in wetland management and 3) to provide training, information and education. ASWM has a 25 year track record of providing high quality policy, science and legal analyses to support environmental planning on wetlands and other water topics for federal agencies and other clients. ASWM is nationally recognized as a leader in integration of wetlands management into administration of water quality, flooding, watershed management and biodiversity programs.

ASWM identifies opportunities to incorporate sound science into wetland programs, provides information about court and legal issues, and acts as a broker between federal agencies, states and other partners to identify ways to improve federal/state/local wetland programs. Organizations look to ASWM for leadership in matters of national wetland policy as it applies to the Clean Water Act. ASWM's e-zine *Wetland Breaking News* is distributed to over 3,000 wetland professionals every month. Over 600 websites link to ASWM's webpage at <http://aswm.org>. Any *Google* search on a wetlands related topic is likely to identify the ASWM site as one of the places to go to get information. ASWM has published dozens of books, white papers and other documents on a variety of wetland topics—programmatic, scientific and legal. It puts on 2-4 conferences or workshops every year. Current projects include wetland mapping standards, Section 404 permitting issues, mitigation, climate change, state programmatic permits, assistance to land trusts and local governments, and assessing natural and beneficial values of floodplains.

Scope of Services

The Association of State Wetland Managers provides the services listed below under SIN 899-1 Environmental Planning Services and SIN 899-3 Environmental Occupational Training Services. These activities are a representative list of services. The list does not limit or exclude other environmental services covered under the scope of the contract. Please contact ASWM with any questions about these services.

SIN 899-1

- Wetlands management and program analysis
- Legal considerations in natural resource management
- Analysis of wetlands role in mitigating natural hazards, improving water quality, supporting biodiversity, etc.
- Watershed management
- Environmental program management
- Environmental regulation development
- Facilitating workshops and seminars on wetlands, water and other natural resource management topics
- Development, management, and dissemination of educational materials
- Evaluation of state, local and federal environmental programs
- Natural resource management planning
- Integrating wetland/water resources science into government policies

SIN: 899-1 Environmental Planning Services

The Association offers environmental planning to coordinate wetlands, water, and natural hazard reduction programs and policies at all levels of government by the following means:

- 1) provides reports, analyses, program summaries and recommendations on capacity building for federal, state and local, wetland programs;
- 2) facilitates integration of wetlands into water resources and watershed management;
- 3) builds conservation and restoration partnerships among federal agencies, states, tribes, local governments, nonprofit organizations, and other interested parties;
- 4) translates wetland science into fair and reasonable government policies;
- 5) encourages minority participation in wetland protection, restoration and management; and
- 6) integrates wetlands into broader landscape and resource management initiatives.

899-3 Environmental Occupational Training Services:

The Association of State Wetland Managers offers training services. ASWM provides training on a variety of topics such as wetland and river restoration, wetland ordinance development, wetland delineation, and wetland mapping. ASWM specializes in developing customized training courses for a specific audience. Training may be conducted on or off-site.

SIN 899-3 Environmental and Occupation Training Services available from ASWM are:

- Training services related to wetlands, floodplains, natural hazard reduction and water management;
- Technology transfer;
- Fact sheets, outreach materials, guidance documents, briefing packets, manuals, and related materials;
- Facilitation of focus groups, stakeholder meetings, and seminars;
- Workshops, meetings, and conference support;
- Development of computer-based interactive courses; and
- Preparation and delivery of technical information using a wide variety of communication tools including, written documents, web pages, audio and oral presentations, videos, DVDs, CDs and webcasts.

Because ASWM's products have consistently met a very high standard, states and state organizations, scientists, federal and local government, lawyers, consultants, nonprofit organizations, and other interest groups place a high degree of reliance on the information provided by this organization.

Schedule for - Environmental Services

Federal Supply Group 899

Class F999

Contract Number: GS-10F-0065V

Contract Period: January 16, 2009 through January 15, 2019

Business Size: Non-Profit Business

Contractor: The Association of State Wetland Managers, Inc.
32 Tandberg Trail, Suite 2A
Windham, ME 04062-6417

Telephone: (207) 892-3399
FAX Number: (207) 892-3089
Website: <http://aswm.org>
E-mail: jeanne.christie@aswm.org
Contract Administration: Jeanne Christie

TABLE OF CONTENTS

CUSTOMER INFORMATION

ASWM GSA PRICE LIST

LABOR CATEGORY DESCRIPTIONS

EXPERIENCE

Customer Information

1. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers: **899-1, 899-3**
2. Maximum Order: **\$1,000,000.00**
3. Minimum Order: **\$100.00**
4. Geographic Coverage (delivery Area): **Domestic and International**
5. Point(s) of production (city, county, and state or foreign country): **Same as company address**
6. Discount from list prices or statement of net price: Government net prices (discounts already deducted). **See ASWM GSA Price List below.**
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 (Contractor insert number of days): **Specified on the Task Order**
- 11b. Expedited Delivery: **Contact Contractor**
- 11c. Overnight and 2-day delivery: **Contact Contractor**
- 11d. Urgent Requirements: **Contact Contractor**

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): **Contact Contractor**
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. 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/**.
25. Data Universal Numbering System (DUNS) number: **79-5073600**
26. Notification regarding registration in Central Contractor Registration (CCR) database: **Registered**
27. Federal Tax ID number: **030303870**

The Service Contract Act (SCA) is applicable to this contract as it applies to the entire Environmental Services Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and / or when the Contractor adds SCA labor categories / employees to the contract through the modification process, the Contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable wage determination number. Failure to do so may result in cancellation of the contract.

ASWM GSA Price List:

Labor Category	Hourly Rate
Senior Science and Policy Analyst	\$98.00
Sr. Staff Science and Policy Analyst	\$95.00
Research Associate	\$49.00
Publications Specialist	\$48.00
Administrative Specialist	\$40.00

Labor Category Descriptions:

Senior Science and Policy Analyst

Education Requirements: Minimum requirement Masters and law degree or equivalent experience.

Experience: Minimum of 10 years of high quality research and analyses of policy, program and legal issues.

Function: Conducts research and analyses of policy program and legal issues. Writes reports, articles, books for publications. Develops educational materials. Develops and delivers presentations and briefings. Organizes and facilitates dialogue with a broad range of interest groups. Directs consensus building, problem solving and development of long-term strategies by integrating best available science, legal considerations and program delivery. Organizes meetings and workshops.

Sr. Staff Science and Policy Analyst

Education Requirements: Minimum requirement Bachelor's degree in environmental science or related topic.

Experience: Minimum of 10 years of experience developing and implementing wetland, wildlife, and water programs; analyzing and developing new public policy and managing projects and staff.

Function: Designs, manages and directs projects and programs. Conducts policy research and analysis. Writes articles and reports for publication. Organizes and facilitates meetings, conferences and workshops. Makes presentations, develops education and information materials.

Research Associate

Education Requirements: Minimum requirement Bachelor's degree in environmental science or related topic

Experience: Five years experience in natural resource management issues.

Function: Conducts program and policy research. Writes reports and news articles. Edits electronic and printed publications. Supports workshop and conference delivery. Assists with other projects as appropriate.

Publications Specialist

Education Requirements: Minimum requirement Bachelor's degree.

Experience: Minimum of 15 years of experience finalizing electronic and print publications. Reviews all publications. Develops layout and design of publications including web pages.

Function: Provides assistance with workshop/conference delivery, liaison with outside printing services. Assists with other projects as appropriate.

Administrative Specialist

Education Requirements: Minimum High School or GED.

Experience: Minimum of 15 years of work experience in supporting development of reports, conferences, and publications.

Function: Provides a wide variety of administrative functions including drafting and finalizing correspondence, handling conference and meeting arrangements, coordinating communications, updating expert lists, proofreading. Assists in other activities as assigned. This is an administrative employee position not subject to the Service Contract Act.