



# General Services Administration

## Federal Supply Service

### Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!™, a menu-driven database system. The INTERNET address for GSA Advantage!™ is GSAAvantage.gov.

## ENVIRONMENTAL SERVICES

### FSC Group 541, Part I

**Contract Number:** GS-10F-0126L

For more information on ordering from Federal Supply Schedules, click on the FSS Schedules button at <http://www.fss.gsa.gov/>.

**Contract Period:** January 15, 2001 – January 14, 2011

**Consolidated Safety Services, Inc. (CSS)**

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Fairfax, Virginia 22030-2545

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Fax: (703) 691-4615

Toll Free: (800) 888-4612

<http://www.consolidatedsafety.com>

**Business Size:** Small

Price list current through Modification # PS-0012, dated 01/17/2007

**Supplement No. 06**  
**Effective January 17, 2007**

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## CUSTOMER INFORMATION

### 1a. AWARDED SPECIAL ITEM NUMBERS (SINs)

SIN	DESCRIPTION
899-1	Environmental Planning Services and Documentation
899-2	Environmental Compliance Services
899-3	Environmental Occupational Training Services
899-4	Waste Management Services
899-6	Remote Advisory Services
899-7	Geographic Information Services

Please refer to Appendix A for Special Item Numbers (SIN) 899-1, 899-2, 899-3, 899-4, 899-6, and 899-7 labor category descriptions.

Please refer to Appendix B for Special Item Numbers (SIN) 899-1, 899-2, 899-3, 899-4, 899-6, and 899-7 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**

The geographic scope of this contract is the 48 contiguous states, the District of Columbia, Alaska, Hawaii, and the Commonwealth of Puerto Rico. Additionally, CSS is capable of fulfilling Web-based Marketing and Conference Events and Tradeshow Planning service requirements in overseas government facilities.

**5. POINT(S) OF PRODUCTIONS**

Consolidated Safety Services, Inc.  
10301 Democracy Lane, Suite 300  
Fairfax, Virginia 22030-2545

**6. DISCOUNT FROM LIST PRICES (OR STATEMENT OF NET PRICE)**

Not applicable.

**7. QUALITY DISCOUNTS**

Not applicable.

**8. PROMPT PAYMENT TERMS**

Net 30 days.

**9a-b. GOVERNMENT PURCHASE CARDS**

CSS will accept the Government Commercial Purchase Card for orders above or below the micro-purchase threshold.

**10. FOREIGN ITEMS**

Not applicable.

**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 for rates for expedited delivery.

**11c. OVERNIGHT AND 2-DAY DELIVERY**

Items are available for overnight and 2-day delivery. Contact CSS 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. POINT(S)**

F.O.B. Destination.

**13a. ORDERING ADDRESS(ES)**

Consolidated Safety Services, Inc.  
10301 Democracy Lane, Suite 300  
Fairfax, Virginia 22030-2545

Attention: Bill Johnson  
Title: Deputy Project Manager  
E-mail: [bjohnson@consolidatedsafety.com](mailto:bjohnson@consolidatedsafety.com)  
Facsimile: (703) 691-4615

**13b. 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)**

**Payment via wire transfer:**

Consolidated Safety Services, Inc.  
Mercantile Potomac Bank  
ABA Routing Number: See Invoice  
Telegraphic Abbreviation: See Invoice  
Account Number to be credited: See Invoice

**Payment via check/US mail:**

Consolidated Safety Services, Inc.  
10301 Democracy Lane, Suite 300  
Fairfax, Virginia 22030-2545

**15. WARRANTY PROVISION**

Not applicable.

**16. EXPORT PACKING CHARGES**

To be determined on a task order basis.

**17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE  
(ANY THRESHOLD ABOVE THE MICRO-PURCHASE LEVEL)**

None.

**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.

**20a. TERMS AND CONDITIONS FOR ANY OTHER SERVICES**

Not applicable.

**21. LIST OF SERVICE AND DISTRIBUTION POINTS**

Not applicable.

**22. LIST OF PARTICIPATING DEALERS**

Not applicable.

**23. PREVENTIVE MAINTENANCE**

Not applicable.

**24a. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (E.G., RECYCLED CONTENT, ENERGY EFFICIENCY, AND/OR REDUCED POLLUTANTS)**

Not applicable.

**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/](http://www.section508.gov/). To be addressed on a task order basis.

**25. DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER**

60-4863704

**26. REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE**

Consolidated Safety Services, Inc. is registered in the Central Contractor Registration (CCR) database.

**27. UNCOMPENSATED OVERTIME**

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

## TERMS AND CONDITIONS

1. The clause at FAR 52.212-4, Contract Terms and Conditions-Commercial Items (Oct 2003) and associated Addendum under this solicitation Refresh #6, applies to orders under this schedule.

2. **ADDITIONAL TERMS AND CONDITIONS FOR SIN(S) 899-4 AND 899-7:**

**NOTE 1:** Any software provided under SIN 899-4 Waste Management Services or SIN 899-7 Geographic Information Services, must be incidental to and in support of the service provided. Software cannot be proposed as a stand-alone software product/package/system with services in support of and/or to maintain the software product/package/system. Software products/packages/systems proposed as stand alone solutions belong under schedule 70 GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT, SOFTWARE, AND SERVICES, not the Environmental Services Schedule even if the application of the software product/package/system is for Environmental purposes.

**NOTE 2:** For any software proposed that is incidental to and in support of the Environmental service proposed, the following terms apply to the software:

1. In accordance with FAR 12.212 Computer software:
  - a. Commercial computer software or commercial computer software documentation shall be acquired under licenses customarily provided to the public to the extent such licenses are consistent with Federal law and otherwise satisfy the Government's needs. Generally, offerors and contractors shall not be required to- (1) Furnish technical information related to commercial computer software or commercial computer software documentation that is not customarily provided to the public; or (2) Relinquish to, or otherwise provide, the Government rights to use, modify, reproduce, release, perform, display, or disclose commercial computer software or commercial computer software documentation except as mutually agreed to by the parties.
  - b. With regard to commercial computer software and commercial computer software documentation, the Government shall have only those rights specified in the license contained in any addendum to the task order.
  
2. In accordance with FAR 12.211 Technical Data:
  - a. Except as provided by agency-specific statutes (***at the task order level***), the Government shall acquire only the technical data and the rights in that data customarily provided to the public with a commercial item or process. The contracting officer shall presume that data delivered under a contract for

commercial items was developed exclusively at private expense. When a contract for commercial items requires the delivery of technical data, the contracting officer (***at the task order level***) shall include appropriate provisions and clauses in the ***task order*** delineating the rights in the technical data (see FAR Part 27 or agency FAR supplements).

## **AUTHORIZED SPECIAL ITEMS NUMBER DESCRIPTIONS**

### **SIN 899-1 ENVIRONMENTAL PLANNING SERVICES AND DOCUMENTATION**

CSS will provide operational services, advice, or guidance in support of agencies' Environmental Planning Services and Documentation. 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 899-2: ENVIRONMENTAL COMPLIANCE SERVICES**

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

- Environmental Compliance Audits
- Compliance Management and/or Contingency Planning
- Permitting
- Spill Prevention/Control and Countermeasure Plans
- Pollution Prevention Surveys
- ISO 14000, Environmental Management Systems (EMS)
- Community Right-to-Know Act Reporting

### **SIN 899-3 ENVIRONMENTAL OCCUPATIONAL TRAINING SERVICES**

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

- Standard Off-the-Shelf Courses
- Customized Course Development and Computer-based Interactive Courses
- Computer Based Course Development
- Conversion of Existing Courses to Electronic Media

\*\*\*Training can be conducted on- or off-site on any number of Environmental related issues including Fire Preparedness Training and Public Fire Safety Education.

#### **SIN 899-4 WASTE MANAGEMENT SERVICES**

CSS will provide operational services, advice, or guidance in support of agencies' Waste Management Services and Software. Examples include, but are not limited to:

- Data Collection, Feasibility or Risk Analysis
- RCRA/CERCLA Site Investigation
- Hazard and/or Non Hazard Exposure Assessments
- Waste Characterization and Source Reduction Studies
- Review and Recommendation of Waste Tracking or Handling Systems
- Waste Management Plans and/or Surveys
- Waste Minimization/Pollution Prevention Initiatives
- Review of Technologies and Processes Impacting Waste Management
- Management, Furnishing or Inventory of Material Safety Data via CD, Internet, Facsimile, Mail or Other Media
- Reporting and Compliance Software
- Development of Emergency Response Plans
- Hazardous/Non Hazardous Materials Tracking Software
- Creation and Maintenance of HAZMAT/Non HAZMAT Tracking Systems and or Software.

Furnishing Software via compact disc, or on-line via Internet. Provisions of Material Safety Data Sheets (MSDS), Reporting and Compliance Software, Hazardous Materials Tracking Software and other related software.

#### **SIN 899-6 REMOTE ADVISORY SERVICES**

CSS will provide remotely delivered advisory services in support of agencies Environmental Programs. Examples include, but are not limited to assistance concerning:

- Hazardous Material Spills
- Material Safety Data Sheets
- Information Hotlines
- Poisons
- Environmental Regulations

## **SIN 899-7 GEOGRAPHIC INFORMATION SERVICES**

CSS 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:

- Data collection, organization, and interpretation
- Statistical analysis
- Geographic Information Systems
- Data Graphics and Presentation

In addition to direct application of GIS technologies, CSS also conducts training on the use of GIS and evaluation of problems associated with the use of GIS.

## APPENDIX A: LABOR CATEGORY DESCRIPTIONS FOR SIN 899-1, 899-2, 899-3, 899-4, 899-6, AND 899-7

CSS 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.

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.

<b>1. Administrative Assistant I</b>	
<b>Education:</b> High school equivalent.	<b>Experience:</b> 2 years of secretarial or administrative experience.
<b>Administrative Assistant I Functional Responsibilities</b>	
<ul style="list-style-type: none"> <li>◆ Provides non-technical support to project staff.</li> <li>◆ Supports senior Administrative Assistants and other project staff as needed including copying, collating, organizing materials, ordering supplies, and mailings.</li> <li>◆ Proficient in word processing software products; working knowledge of presentation software products.</li> <li>◆ General knowledge of government documents and procedures.</li> <li>◆ Collates information into meaningful reports and presentation materials.</li> </ul>	
<b>2. Administrative Assistant II</b>	
<b>Education:</b> High school equivalent.	<b>Experience:</b> 4 years of secretarial or administrative experience.
<b>Administrative Assistant II Functional Responsibilities</b>	
<ul style="list-style-type: none"> <li>◆ Provides non-technical support to project staff.</li> <li>◆ 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.</li> <li>◆ Proficient in MS Office and Corel Office Suite word processing, spreadsheets, presentation, and other administrative software products.</li> </ul>	

<b>3. Administrative Assistant III</b>	
<b>Education:</b> Associate's degree.	<b>Experience:</b> 4 years of secretarial or administrative experience.
<b>Administrative Assistant III Functional Responsibilities</b>	
<ul style="list-style-type: none"> <li>◆ Provides non-technical support to project staff.</li> <li>◆ 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.</li> <li>◆ Prepares routine correspondence, proof-reads and edits non-technical reports.</li> <li>◆ Highly proficient in MS Office and Corel Office Suite word processing, spreadsheets, presentation, and other administrative software products.</li> </ul>	
<b>4. Budget Analyst</b>	
<b>Education:</b> Bachelor's degree or professional certification.	<b>Experience:</b> 0-5 years experience specifically related to government contracting and oversight.
<b>Budget Analyst Functional Responsibilities</b>	
<ul style="list-style-type: none"> <li>◆ Provides project input relating to business, finance and accounting, such as analytical support, project control, finance, process, accounting, contracts, cost estimation, security, project planning and scheduling.</li> <li>◆ Assists in audits, and works with government auditors of CSS-held contracts, and audits of Government programs.</li> </ul>	
<b>5. Budget Analyst - Senior</b>	
<b>Education:</b> Bachelor's degree or professional certification; advanced coursework.	<b>Experience:</b> 5 years experience specifically related to government contracting and oversight.
<b>Budget Analyst - Senior Functional Responsibilities</b>	
<ul style="list-style-type: none"> <li>◆ Provides project input relating to business, finance and accounting, such as analytical support, project control, finance, process, accounting, contracts, cost estimation, security, project planning and scheduling.</li> <li>◆ Conducts audits, and works with government auditors of CSS-held contracts, and audits of Government programs.</li> </ul>	
<b>6. Compliance Officer</b>	
<b>Education:</b> Bachelor's degree specialized training in regulatory compliance.	<b>Experience:</b> Less than two (2) years of on-the-job programming experience.
<b>Compliance Officer Functional Responsibilities</b>	
<ul style="list-style-type: none"> <li>◆ Develops plans and monitors for regulatory compliance for training, record keeping, maintenance, and reporting.</li> <li>◆ Conducts remote and on-site compliance inspections.</li> </ul>	

<b>7. Compliance Officer - Senior</b>	
<b>Education:</b> Master's degree or equivalent, certifications in compliance.	<b>Experience:</b> 5-10 years experience.
<b>Compliance Officer – Senior Functional Responsibilities</b>	
<ul style="list-style-type: none"> <li>◆ Develops plans and monitors for regulatory compliance for training, record keeping, maintenance, and reporting.</li> <li>◆ Conducts remote and on-site compliance inspections.</li> <li>◆ Issues recommendations and remediation plans.</li> </ul>	
<b>8. Computer Programmer Aide</b>	
<b>Education:</b> 2 years post high school. Trade/Vocational school degree in computer related area preferred.	<b>Experience:</b> Less than 2 years of on-the-job programming experience.
<b>Computer Programmer Aide Functional Responsibilities</b>	
<ul style="list-style-type: none"> <li>◆ Assists Computer Programmers by performing computer-related tasks such as entering completed programs for conversion to machine instructions, writing simple programs to retrieve data, assisting in configuration management, assisting in quality control, and other duties to assist in the processing of data or controlling of operational processes.</li> </ul>	
<b>9. Computer Programmer</b>	
<b>Education:</b> Bachelor's degree or equivalent; certification in specific programming language may be required.	<b>Experience:</b> 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.
<b>Computer Programmer Functional Responsibilities</b>	
<ul style="list-style-type: none"> <li>◆ 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.</li> <li>◆ Consults with managerial, engineering and technical personnel to clarify program intent, identify problems, and suggest changes.</li> <li>◆ 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.</li> <li>◆ Other duties may include testing, debugging, documenting and implementing computer programs or software packages.</li> <li>◆ Some programmers may act as a resource person, solving computer problems for users along with helping to develop and customize software applications.</li> <li>◆ Writes or oversees writing of instructional guides for operating personnel.</li> <li>◆ Prepares records and reports, and supervises Computer Programmer Aides.</li> <li>◆ For some tasks, these responsibilities may be applied to Internet/Web based systems.</li> </ul>	

**10. Computer Support Specialist I**

**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.

**Computer Support Specialist I Functional Responsibilities**

- ◆ 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.

**11. Computer Support Specialist II**

**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 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.

**Computer Support Specialist II Functional Responsibilities**

- ◆ 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.

<b>12. Computer Support Specialist III</b>	
<b>Education:</b> Bachelor's degree in computer-related field. Post-graduate education and/or certifications preferred.	<b>Experience:</b> 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.
<b>Computer Support Specialist III Functional Responsibilities</b>	
<ul style="list-style-type: none"> <li>◆ Provides technical assistance and training to computer system users.</li> <li>◆ Investigates and resolves computer software and hardware problems of users.</li> <li>◆ 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.</li> <li>◆ Installs and performs minor repairs to hardware, software, and peripheral equipment, following design or installation specifications.</li> <li>◆ Develops training materials and procedures, and conducts training programs</li> <li>◆ Tests and monitors software, hardware, and peripheral equipment to evaluate use, effectiveness, and adequacy of product for user.</li> <li>◆ Prepares evaluations of software and hardware, and submits recommendations to management for review.</li> <li>◆ Designs and maintains record of daily data communication transactions, problems and remedial action taken, and installation activities.</li> <li>◆ 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.</li> <li>◆ For some tasks, these responsibilities may be applied to Internet/Web-based systems.</li> </ul>	
<b>13. Consultant I</b>	
<b>Education:</b> Bachelor's degree.	<b>Experience:</b> 5 years of experience.
<b>Consultant I Functional Responsibilities</b>	
<ul style="list-style-type: none"> <li>◆ Has experience in consulting on program assessment and design</li> <li>◆ Provides expertise for programmatic and technical review, literature review, technology assessment</li> <li>◆ Develops comprehensive reports and presentations and delivers results to clients</li> <li>◆ Provides technical and management skills for managing technical projects</li> </ul>	

<b>14. Consultant II</b>	
<b>Education:</b> Master's degree.	<b>Experience:</b> 10 years of experience.
<b>Consultant II Functional Responsibilities</b>	
<ul style="list-style-type: none"> <li>◆ Has extensive expertise and experience in consulting on program assessment and design.</li> <li>◆ Provides expertise for programmatic and technical review, literature review, technology assessment.</li> <li>◆ Develops comprehensive reports and presentations and delivers results to clients.</li> <li>◆ Provides technical and management skills for managing large, complex technical projects.</li> </ul>	
<b>15. Consultant III</b>	
<b>Education:</b> Ph.D., M.D., or other post-graduate or professional degree.	<b>Experience:</b> 15 years; recognized expert in field.
<b>Consultant III Functional Responsibilities</b>	
<ul style="list-style-type: none"> <li>◆ Policy level consultation.</li> <li>◆ 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).</li> <li>◆ Provides expertise for programmatic and technical review, literature review, technology assessment.</li> <li>◆ Critical thinking and analysis in subject-matter in the context of larger programmatic scope (e.g., strategic planning, funding allocations).</li> <li>◆ Develops comprehensive reports and presentations, delivers results to upper-level management, and can be legally sworn to expert testimony.</li> <li>◆ Provides technical and management skills for managing large, complex technical projects.</li> </ul>	

<b>16. Data Keyer</b>	
<b>Education:</b> Familiarity with computer use and standard word processing programs.	<b>Experience:</b> At least 2 years of work-related experience using a computer.
<b>Data Keyer Functional Responsibilities</b>	
<ul style="list-style-type: none"> <li>◆ Inputs data and text; may require the use of data verification programs.</li> <li>◆ Enters commands, using computer terminal, and activates controls on computer and peripheral equipment to integrate and operate equipment.</li> <li>◆ Loads peripheral equipment with selected materials for operating runs, or oversees loading of peripheral equipment by peripheral equipment operators.</li> <li>◆ Clears equipment at end of operating run and reviews schedule to determine next assignment.</li> <li>◆ Records information, such as computer operating time and problems which occurred, such as down time, and actions taken.</li> <li>◆ Notifies supervisor of errors or equipment stoppage.</li> </ul>	
<b>17. Data Management Specialist</b>	
<b>Education:</b> Bachelor's degree.	<b>Experience:</b> 2 years in database design.
<b>Data Management Specialist Functional Responsibilities</b>	
<ul style="list-style-type: none"> <li>◆ Coordinates and monitors all activities concerning database design, development, implementation, and day-to-day operation.</li> <li>◆ 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.</li> <li>◆ Coordinates physical changes to computer databases and codes, tests, and implements the database applying knowledge of database management systems.</li> <li>◆ Maintains system and responds to users to coordinate, troubleshoot and update user-mediated changes.</li> <li>◆ May design logical and physical databases and coordinate database development as part of a project team or for integration into web pages.</li> <li>◆ Designs development process and documentation requirements.</li> </ul>	

<b>18. Data Management Specialist - Senior</b>	
<b>Education:</b> Bachelor's degree in related discipline.	<b>Experience:</b> 5 years in database design, development, implementation and maintenance.
<b>Data Management Specialist - Senior Functional Responsibilities</b>	
<ul style="list-style-type: none"> <li>◆ Coordinates and monitors all activities concerning database design, development, implementation, and day-to-day operation.</li> <li>◆ 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.</li> <li>◆ Coordinates physical changes to computer databases and codes, tests, and implements the database applying knowledge of database management systems.</li> <li>◆ Maintains system and responds to users to coordinate, troubleshoot and update user-mediated changes.</li> <li>◆ May design logical and physical databases and coordinate database development as part of a project team or for integration into web pages.</li> <li>◆ Supervises Data Management Specialists.</li> <li>◆ Designs development process and documentation requirements.</li> <li>◆ Prepares reports and database documentation.</li> </ul>	
<b>19. Engineer I</b>	
<b>Education:</b> Bachelor's or Master's Degree.	<b>Experience:</b> 0 to 2 years of experience.
<b>Engineer I Functional Responsibilities</b>	
<ul style="list-style-type: none"> <li>◆ Expertise and experience in performing testing and evaluation in projects involving pollution prevention, waste characterization, remediation, site restoration and closeout and regulatory compliance.</li> <li>◆ Performs surveys and prepares written reports to document survey findings.</li> <li>◆ Works under the supervision of Engineer II, III, IV, V or Program Manager.</li> </ul>	

<b>20. Engineer II</b>	
<b>Education:</b> Bachelor's or Master's Degree.	<b>Experience:</b> 2 to 5 years of experience.
<b>Engineer II Functional Responsibilities</b>	
<ul style="list-style-type: none"> <li>◆ Expertise and experience in performing testing and evaluation in projects involving pollution prevention, waste characterization, remediation, site restoration and closeout and regulatory compliance.</li> <li>◆ Performs surveys and prepares written reports to document survey findings.</li> <li>◆ Conducts data analysis and prepares data summaries and interpretations.</li> <li>◆ Edits technical documents.</li> <li>◆ Responsible for quality control of technical reports generated by Engineer I.</li> </ul>	
<b>21. Engineer III</b>	
<b>Education:</b> Bachelor's, Master's or Doctorate Degree.	<b>Experience:</b> 5 to 10 years of experience.
<b>Engineer III Functional Responsibilities</b>	
<ul style="list-style-type: none"> <li>◆ Expertise and experience in performing testing and evaluation in projects involving pollution prevention, waste characterization, remediation, site restoration and closeout and regulatory compliance.</li> <li>◆ Performs surveys and prepares written reports to document survey findings.</li> <li>◆ Writes or edits technical materials, such as written program documents, training programs, standard operating procedures, policy documents and design specifications.</li> <li>◆ Translates technical information into clear, readable documents to be used by technical and non-technical personnel.</li> <li>◆ Conducts data analysis and prepares data summaries and interpretations</li> <li>◆ Serves as primary editor and copy proof reader.</li> <li>◆ Works independently, directly with client management staff.</li> <li>◆ Responsible for quality control of technical reports generated by Engineer I and II.</li> </ul>	

<b>22. Engineer IV</b>	
<b>Education:</b> Bachelor's, Master's or Doctorate Degree.	<b>Experience:</b> 10 to 15 years of experience.
<b>Engineer IV Functional Responsibilities</b>	
<ul style="list-style-type: none"> <li>◆ Expertise and experience in performing testing and evaluation in projects involving pollution prevention, waste characterization, remediation, site restoration and closeout and regulatory compliance.</li> <li>◆ Performs surveys and prepares written reports to document survey findings.</li> <li>◆ Writes or edits technical materials, such as written program documents, training programs, standard operating procedures, policy documents and design specifications.</li> <li>◆ Translates technical information into clear, readable documents to be used by technical and non-technical personnel.</li> <li>◆ Conducts data analysis and prepares data summaries and interpretations</li> <li>◆ Serves as primary editor and copy proof reader.</li> <li>◆ Works independently, directly with client management staff.</li> <li>◆ Responsible for quality control of technical reports.</li> <li>◆ Provides technical and management skills for managing large, complex technical projects.</li> </ul>	
<b>23. Engineer V</b>	
<b>Education:</b> Bachelor's, Master's or Doctorate Degree.	<b>Experience:</b> 15 or more years of experience.
<b>Engineer V Functional Responsibilities</b>	
<ul style="list-style-type: none"> <li>◆ Expertise and experience in performing testing and evaluation in projects involving pollution prevention, waste characterization, remediation, site restoration and closeout and regulatory compliance.</li> <li>◆ Performs surveys and prepares written reports to document survey findings.</li> <li>◆ Writes or edits technical materials, such as written program documents, training programs, standard operating procedures, policy documents and design specifications.</li> <li>◆ Translates technical information into clear, readable documents to be used by technical and non-technical personnel.</li> <li>◆ Conducts data analysis and prepares data summaries and interpretations.</li> <li>◆ Serves as primary editor and copy proof reader.</li> <li>◆ Works independently, directly with client management staff.</li> <li>◆ Responsible for quality control of technical reports.</li> <li>◆ Provides technical and management skills for managing large, complex technical projects.</li> </ul>	

<b>24. Environmental Scientist I</b>	
<b>Education:</b> Bachelor's or Master's Degree.	<b>Experience:</b> 0 to 2 years of experience.
<b>Environmental Scientist I Functional Responsibilities</b>	
<ul style="list-style-type: none"> <li>◆ 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.</li> <li>◆ Performs surveys and prepares written reports to document survey findings.</li> <li>◆ Works under the supervision of Environmental Scientist II, III, IV, V or Program Manager.</li> </ul>	
<b>25. Environmental Scientist II</b>	
<b>Education:</b> Bachelor's or Master's Degree.	<b>Experience:</b> 2 to 5 years of experience.
<b>Environmental Scientist II Functional Responsibilities</b>	
<ul style="list-style-type: none"> <li>◆ 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.</li> <li>◆ Performs surveys and prepares written reports to document survey findings.</li> <li>◆ Conducts data analysis and prepares data summaries and interpretations.</li> <li>◆ Edits technical documents.</li> <li>◆ Responsible for quality control of technical reports generated by Environmental Scientist I.</li> </ul>	
<b>26. Environmental Scientist III</b>	
<b>Education:</b> Bachelor's, Master's or Doctorate degree.	<b>Experience:</b> 5 to 10 years of experience.
<b>Environmental Scientist III Functional Responsibilities</b>	
<ul style="list-style-type: none"> <li>◆ 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.</li> <li>◆ Performs surveys and prepares written reports to document survey findings.</li> <li>◆ Writes or edits technical materials, such as written program documents, training programs, standard operating procedures, policy documents and design specifications.</li> <li>◆ Translates technical information into clear, readable documents to be used by technical and non-technical personnel.</li> <li>◆ Conducts data analysis and prepares data summaries and interpretations.</li> <li>◆ Serves as primary editor and copy proof reader.</li> <li>◆ Works independently, directly with client management staff.</li> <li>◆ Responsible for quality control of technical reports generated by Environmental Scientist I and II.</li> </ul>	

<b>27. Environmental Scientist IV</b>	
<b>Education:</b> Bachelor's, Master's or Doctorate degree.	<b>Experience:</b> 10 to 15 years of experience.
<b>Environmental Scientist IV Functional Responsibilities</b>	
<ul style="list-style-type: none"> <li>◆ 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.</li> <li>◆ Performs surveys and prepares written reports to document survey findings.</li> <li>◆ Writes or edits technical materials, such as written program documents, training programs, standard operating procedures, policy documents and design specifications.</li> <li>◆ Translates technical information into clear, readable documents to be used by technical and non-technical personnel.</li> <li>◆ Conducts data analysis and prepares data summaries and interpretations.</li> <li>◆ Serves as primary editor and copy proof reader.</li> <li>◆ Works independently, directly with client management staff.</li> <li>◆ Responsible for quality control of technical reports.</li> <li>◆ Provides technical and management skills for managing large, complex technical projects.</li> </ul>	
<b>28. Environmental Scientist V</b>	
<b>Education:</b> Bachelor's, Master's or Doctorate degree.	<b>Experience:</b> 15 or more years of experience.
<b>Environmental Scientist V Functional Responsibilities</b>	
<ul style="list-style-type: none"> <li>◆ 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.</li> <li>◆ Performs surveys and prepares written reports to document survey findings.</li> <li>◆ Writes or edits technical materials, such as written program documents, training programs, standard operating procedures, policy documents and design specifications.</li> <li>◆ Translates technical information into clear, readable documents to be used by technical and non-technical personnel.</li> <li>◆ Conducts data analysis and prepares data summaries and interpretations.</li> <li>◆ Serves as primary editor and copy proof reader.</li> <li>◆ Works independently, directly with client management staff.</li> <li>◆ Responsible for quality control of technical reports.</li> <li>◆ Provides technical and management skills for managing large, complex technical projects.</li> </ul>	

<b>29. General Manager/Executive</b>	
<b>Education:</b> Bachelor's or Master's degree.	<b>Experience:</b> 0 to 2 years of experience.
<b>General Manager/Executive Functional Responsibilities</b>	
<ul style="list-style-type: none"> <li>◆ Experienced in project and program management, including staff, budget, and quality assurance.</li> <li>◆ Responsible for monitoring of staff, costs, and deliverables.</li> <li>◆ Responsible for proposal and cost development.</li> </ul>	
<b>30. General Manager/Executive - Senior</b>	
<b>Education:</b> Master's, Ph.D. or other advanced degree/certification.	<b>Experience:</b> 10 to 15 years of experience.
<b>General Manager/Executive - Senior Functional Responsibilities</b>	
<ul style="list-style-type: none"> <li>◆ Has extensive expertise and experience in developing and managing complex projects.</li> <li>◆ Develops and implements strategic plans.</li> <li>◆ Responsible for quality assurance and staff performance.</li> <li>◆ Manages Division-level programs.</li> </ul>	
<b>31. Industrial Hygienist I</b>	
<b>Education:</b> Bachelor's or Master's degree.	<b>Experience:</b> 0 to 2 years of experience.
<b>Industrial Hygienist I Functional Responsibilities</b>	
<ul style="list-style-type: none"> <li>◆ Expertise and experience in anticipating, recognizing, evaluating and controlling chemical, physical and biological hazards in a variety of workplace and environmental settings.</li> <li>◆ Performs surveys and prepares written reports to document survey findings.</li> <li>◆ Works under the supervision of Industrial Hygienists II, III, IV, V or Program Manager.</li> </ul>	
<b>32. Industrial Hygienist II</b>	
<b>Education:</b> Bachelor's or Master's degree.	<b>Experience:</b> 2 to 5 years of experience.
<b>Industrial Hygienist II Functional Responsibilities</b>	
<ul style="list-style-type: none"> <li>◆ Expertise and experience in anticipating, recognizing, evaluating and controlling chemical, physical and biological hazards in a variety of workplace and environmental settings.</li> <li>◆ Performs surveys and prepares written reports to document survey findings.</li> <li>◆ Conducts data analysis and prepares data summaries and interpretations.</li> <li>◆ Edits technical documents.</li> <li>◆ Responsible for quality control of technical reports generated by Industrial Hygienist I.</li> </ul>	

<b>33. Industrial Hygienist III</b>	
<b>Education:</b> Bachelor's, Master's or Doctorate degree.	<b>Experience:</b> 5 to 10 years of experience.
<b>Industrial Hygienist III Functional Responsibilities</b>	
<ul style="list-style-type: none"> <li>◆ Expertise and experience in anticipating, recognizing, evaluating and controlling chemical, physical and biological hazards in a variety of workplace and environmental settings.</li> <li>◆ Performs surveys and prepares written reports to document survey findings.</li> <li>◆ Writes or edits technical materials, such as written program documents, training programs, standard operating procedures, policy documents and design specifications.</li> <li>◆ Translates technical information into clear, readable documents to be used by technical and non-technical personnel.</li> <li>◆ Conducts data analysis and prepares data summaries and interpretations.</li> <li>◆ Serves as primary editor and copy proof reader.</li> <li>◆ Works independently, directly with client management staff.</li> <li>◆ Responsible for quality control of technical reports generated by Industrial Hygienists I and II.</li> </ul>	
<b>34. Industrial Hygienist IV</b>	
<b>Education:</b> Bachelor's, Master's or Doctorate degree.	<b>Experience:</b> 10 to 15 years of experience.
<b>Industrial Hygienist IV Functional Responsibilities</b>	
<ul style="list-style-type: none"> <li>◆ Expertise and experience in anticipating, recognizing, evaluating and controlling chemical, physical and biological hazards in a variety of workplace and environmental settings.</li> <li>◆ Performs surveys and prepares written reports to document survey findings.</li> <li>◆ Writes or edits technical materials, such as written program documents, training programs, standard operating procedures, policy documents and design specifications.</li> <li>◆ Translates technical information into clear, readable documents to be used by technical and non-technical personnel.</li> <li>◆ Conducts data analysis and prepares data summaries and interpretations.</li> <li>◆ Has extensive publication record in peer-reviewed publications.</li> <li>◆ Works independently, directly with client management staff.</li> <li>◆ Responsible for quality control of technical reports.</li> <li>◆ Provides technical and management skills for managing large, complex technical projects.</li> </ul>	

<b>35. Industrial Hygienist V</b>	
<b>Education:</b> Bachelor's, Master's or Doctorate degree.	<b>Experience:</b> 15 or more years of experience.
<b>Industrial Hygienist V Functional Responsibilities</b>	
<ul style="list-style-type: none"> <li>◆ Expertise and experience in anticipating, recognizing, evaluating and controlling chemical, physical and biological hazards in a variety of workplace and environmental settings.</li> <li>◆ Performs surveys and prepares written reports to document survey findings.</li> <li>◆ Writes or edits technical materials, such as written program documents, training programs, standard operating procedures, policy documents and design specifications.</li> <li>◆ Translates technical information into clear, readable documents to be used by technical and non-technical personnel.</li> <li>◆ Conducts data analysis and prepares data summaries and interpretations.</li> <li>◆ Has extensive publication record in peer-reviewed publications.</li> <li>◆ Works independently, directly with client management staff.</li> <li>◆ Responsible for quality control of technical reports.</li> <li>◆ Provides technical and management skills for managing large, complex technical projects.</li> </ul>	
<b>36. Program Assistant</b>	
<b>Education:</b> Bachelor's degree.	<b>Experience:</b> 2 years experience in project activity monitoring.
<b>Program Assistant Functional Responsibilities</b>	
<ul style="list-style-type: none"> <li>◆ Assists Program Managers in project management activities.</li> <li>◆ May manage small, short-term projects or tasks.</li> <li>◆ Prepares requests for expenditures and submits to Program Managers.</li> <li>◆ Reviews costs and timesheets and submits to Program Managers.</li> <li>◆ Serves as Program Manager in his/her absence.</li> <li>◆ Reviews all deliverables and submits to Program Managers for approval.</li> <li>◆ Drafts monthly technical and financial reports.</li> <li>◆ Assists with staff assignments and problem resolution.</li> </ul>	

**37. Program Manager**

**Education:** Master's degree or specialized field certification.

**Experience:** 5 years experience in program management, including 2 years supervisory experience.

**Program Manager Functional Responsibilities**

- ◆ 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.

**38. Program Manager - Senior**

**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.

**Program Manager - Senior Functional Responsibilities**

- ◆ 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.

<b>39. Safety Specialist I</b>	
<b>Education:</b> Bachelor's or Master's degree.	<b>Experience:</b> 0 to 2 years of experience.
<b>Safety Specialist I Functional Responsibilities</b>	
<ul style="list-style-type: none"> <li>◆ Expertise and experience in performing surveys to identify safety and health hazards and assessing compliance with Federal, State and local regulations and standards.</li> <li>◆ Performs surveys and prepares written reports to document survey findings.</li> <li>◆ Works under the supervision of Safety Specialists II, III, IV or Program Manager.</li> </ul>	
<b>40. Safety Specialist II</b>	
<b>Education:</b> Bachelor's or Master's degree.	<b>Experience:</b> 2 to 5 years of experience.
<b>Safety Specialist II Functional Responsibilities</b>	
<ul style="list-style-type: none"> <li>◆ Expertise and experience in identifying safety and health hazards and assessing compliance with Federal, State and local regulations and standards.</li> <li>◆ Performs surveys and prepares written reports to document survey findings.</li> <li>◆ Writes or edits technical materials, such as written program documents, training programs, standard operating procedures, policy documents and design specifications</li> <li>◆ Conducts data analysis and prepares data summaries and interpretations.</li> <li>◆ Edits technical documents.</li> <li>◆ Responsible for quality control of technical reports generated by Safety Specialist I.</li> </ul>	
<b>41. Safety Specialist III</b>	
<b>Education:</b> Bachelor's, Master's or Doctorate degree.	<b>Experience:</b> 5 to 10 years of experience.
<b>Safety Specialist III Functional Responsibilities</b>	
<ul style="list-style-type: none"> <li>◆ Expertise and experience in performing surveys to identify safety and health hazards and assessing compliance with Federal, State and local regulations and standards.</li> <li>◆ Performs surveys and prepares written reports to document survey findings.</li> <li>◆ Writes or edits technical materials, such as written program documents, training programs, standard operating procedures, policy documents and design specifications</li> <li>◆ Translates technical information into clear, readable documents to be used by technical and non-technical personnel.</li> <li>◆ Conducts data analysis and prepares data summaries and interpretations.</li> <li>◆ Servers as primary editor and copy proof reader.</li> <li>◆ Works independently, directly with client management staff.</li> <li>◆ Responsible for quality control of technical reports generated by Safety Specialists I and II.</li> </ul>	

<b>42. Safety Specialist IV</b>	
<b>Education:</b> Bachelor's, Master's or Doctorate degree.	<b>Experience:</b> 10 to 15 years of experience.
<b>Safety Specialist IV Functional Responsibilities</b>	
<ul style="list-style-type: none"> <li>◆ Expertise and experience in performing surveys to identify safety and health hazards and assessing compliance with Federal, State and local regulations and standards.</li> <li>◆ Performs surveys and prepares written reports to document survey findings.</li> <li>◆ Writes or edits technical materials, such as written program documents, training programs, standard operating procedures, policy documents and design specifications.</li> <li>◆ Translates technical information into clear, readable documents to be used by technical and non-technical personnel.</li> <li>◆ Conducts data analysis and prepares data summaries and interpretations.</li> <li>◆ Works independently, directly with client management staff.</li> <li>◆ Responsible for quality control of technical reports.</li> <li>◆ Provides technical and management skills for managing large, complex technical projects.</li> </ul>	
<b>43. Safety Specialist V</b>	
<b>Education:</b> Bachelor's, Master's or Doctorate degree.	<b>Experience:</b> 15 or more years of experience.
<b>Safety Specialist V Functional Responsibilities</b>	
<ul style="list-style-type: none"> <li>◆ Expertise and experience in performing surveys to identify safety and health hazards and assessing compliance with Federal, State and local regulations and standards.</li> <li>◆ Performs surveys and prepares written reports to document survey findings.</li> <li>◆ Writes or edits technical materials, such as written program documents, training programs, standard operating procedures, policy documents and design specifications.</li> <li>◆ Translates technical information into clear, readable documents to be used by technical and non-technical personnel.</li> <li>◆ Conducts data analysis and prepares data summaries and interpretations.</li> <li>◆ Works independently, directly with client management staff.</li> <li>◆ Responsible for quality control of technical reports.</li> <li>◆ Provides technical and management skills for managing large, complex technical projects.</li> </ul>	

<b>44. Statistician</b>	
<b>Education:</b> Bachelor's degree in statistics, biostatistics, or related discipline.	<b>Experience:</b> 3 years of related experience.
<b>Statistician Functional Responsibilities</b>	
<ul style="list-style-type: none"> <li>◆ Assists in developing models, goals, and statistical analysis plans.</li> <li>◆ Performs data entry, data validation, and evaluates data for bias.</li> <li>◆ Conducts data analysis and prepares data summaries and interpretations.</li> </ul>	
<b>45. Statistician - Senior</b>	
<b>Education:</b> Master's degree in statistics, biostatistics or related discipline.	<b>Experience:</b> 7 years of related experience.
<b>Statistician - Senior Functional Responsibilities</b>	
<ul style="list-style-type: none"> <li>◆ Works directly with client to identify models, goals, and expected management outcomes.</li> <li>◆ Designs and tests statistical models and statistical analysis plans.</li> <li>◆ Performs data validation, tests for bias, evaluates data and makes judgments for addressing missing or outlying data.</li> <li>◆ Conducts data analysis and prepares data summaries and interpretations.</li> <li>◆ Supervises Statisticians.</li> </ul>	
<b>46. Subject Matter Expert I</b>	
<b>Education:</b> Bachelor's degree.	<b>Experience:</b> 4 years of experience.
<b>Subject Matter Expert I Functional Responsibilities</b>	
<ul style="list-style-type: none"> <li>◆ Expertise and experience in analyzing subject-specific literature, data, and innovations</li> <li>◆ Provides technical review, technical writing, and generates summaries, reports and presentations on technology assessments</li> <li>◆ Works under the supervision of Subject Matter Experts II, III, IV or Program Manager</li> </ul>	
<b>47. Subject Matter Expert II</b>	
<b>Education:</b> Master's degree.	<b>Experience:</b> 4 years of experience.
<b>Subject Matter Expert II Functional Responsibilities</b>	
<ul style="list-style-type: none"> <li>◆ Expertise and experience in analyzing subject-specific literature, data, and innovations</li> <li>◆ Provides technical review, technical writing, and generates summaries, reports and presentations</li> <li>◆ Conducts data analysis and prepares data summaries and interpretations</li> <li>◆ Edits technical documents</li> <li>◆ Responsible for quality control of technical reports generated by Subject Matter Expert I</li> </ul>	

<b>48. Subject Matter Expert III</b>	
<b>Education:</b> Master's degree.	<b>Experience:</b> 10 years of subject matter experience.
<b>Subject Matter Expert III Functional Responsibilities</b>	
<ul style="list-style-type: none"> <li>◆ Has expertise and experience in analyzing subject-specific literature, data, and innovations.</li> <li>◆ Provides technical review, technical writing, and generates summaries, reports and presentations, such as technology assessments and program audits</li> <li>◆ Writes or edits technical materials, such as experimental design protocols, survey questions, equipment manuals, web pages, appendices, and operating and maintenance instructions</li> <li>◆ Translates technical information into clear, readable documents to be used by technical and non-technical personnel</li> <li>◆ Conducts data analysis and prepares data summaries and interpretations</li> <li>◆ Serves as primary edit and copy proof reader</li> <li>◆ Works independently, directly with client management staff</li> <li>◆ Responsible for quality control of technical reports generated by Subject-Matter Experts I and II</li> <li>◆ Provides technical and management skills for managing technical projects</li> </ul>	
<b>49. Support Scientist I</b>	
<b>Education:</b> Bachelor's or Master's Degree.	<b>Experience:</b> 0 to 2 years of experience.
<b>Support Scientist I Functional Responsibilities</b>	
<ul style="list-style-type: none"> <li>◆ Expertise and experience in performing scientific analysis/research in support of more senior level scientists</li> <li>◆ Performs surveys and prepares written reports to document survey findings</li> <li>◆ Works under the supervision of Support Scientist II, III, IV, V or Program Manager</li> </ul>	
<b>50. Support Scientist II</b>	
<b>Education:</b> Bachelor's or Master's Degree.	<b>Experience:</b> 2 to 4 years of experience.
<b>Support Scientist II Functional Responsibilities</b>	
<ul style="list-style-type: none"> <li>◆ Expertise and experience in performing scientific analysis/research</li> <li>◆ Performs surveys and prepares written reports to document survey findings</li> <li>◆ Conducts data analysis and prepares data summaries and interpretations</li> <li>◆ Edits technical documents</li> <li>◆ Responsible for quality control of technical reports generated by Support Scientist I</li> </ul>	

**51. Support Scientist III****Education:** Bachelor's, Master's or Doctorate degree.**Experience:** 4 to 6 years of experience.**Support Scientist III Functional Responsibilities**

- ◆ 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
- ◆ Serves as primary editor and copy proof reader
- ◆ Works independently, directly with client management staff
- ◆ Responsible for quality control of technical reports generated by Support Scientist I and II

**52. Support Scientist IV****Education:** Bachelor's, Master's or Doctorate degree.**Experience:** 6 to 8 years of experience.**Support Scientist IV Functional Responsibilities**

- ◆ 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
- ◆ Serves 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

<b>53. Support Scientist V</b>	
<b>Education:</b> Bachelor's, Master's or Doctorate degree.	<b>Experience:</b> 10 or more years of experience.
<b>Support Scientist V Functional Responsibilities</b>	
<ul style="list-style-type: none"> <li>◆ Expertise and experience in performing scientific analysis/research</li> <li>◆ Performs surveys and prepares written reports to document survey findings</li> <li>◆ Writes or edits technical materials, such as written program documents, training programs, standard operating procedures, policy documents and design specifications</li> <li>◆ Translates technical information into clear, readable documents to be used by technical and non-technical personnel</li> <li>◆ Conducts data analysis and prepares data summaries and interpretations</li> <li>◆ Serves as primary editor and copy proof reader</li> <li>◆ Works independently, directly with client management staff</li> <li>◆ Responsible for quality control of technical reports</li> <li>◆ Provides technical and management skills for managing large, complex technical projects</li> </ul>	
<b>54. Technical Writer/Editor I</b>	
<b>Education:</b> Bachelor's degree.	<b>Experience:</b> 3 years of related experience.
<b>Technical Writer/Editor I Functional Responsibilities</b>	
<ul style="list-style-type: none"> <li>◆ Writes or edits technical materials, such as equipment manuals, web pages, appendices, and operating and maintenance instructions.</li> <li>◆ Participates in preparation of illustrations, photographs, diagrams, and charts; and assists in layout of work.</li> <li>◆ Organizes material and completes writing assignments according to set standards regarding order, clarity, conciseness, style, and terminology.</li> <li>◆ Performs literature reviews and reviews published materials.</li> <li>◆ Recommends photographs, drawings, sketches, diagrams, and charts to illustrate material.</li> <li>◆ Gathers, analyzes, and composes technical information.</li> <li>◆ Conducts research and ensures the use of proper technical terminology.</li> <li>◆ Translates technical information into clear, readable documents to be used by technical and non-technical personnel.</li> <li>◆ Submits all documents for review and approval to more senior Technical Writer/Editor or Program Manager.</li> </ul>	

<b>55. Technical Writer/Editor II</b>	
<b>Education:</b> Master's degree.	<b>Experience:</b> 4 years of related experience.
<b>Technical Writer/Editor II Functional Responsibilities</b>	
<ul style="list-style-type: none"> <li>◆ Writes or edits technical materials, such as equipment manuals, web pages, appendices, and operating and maintenance instructions.</li> <li>◆ Participates in preparation of illustrations, photographs, diagrams, and charts; and assists in layout of work.</li> <li>◆ Organizes material and completes writing assignments according to publication standards regarding order, clarity, conciseness, style, and terminology.</li> <li>◆ Performs literature reviews and reviews published materials; recommends revisions or changes in scope, format, content, and methods of reproduction and binding.</li> <li>◆ Selects photographs, drawings, sketches, diagrams, and charts to illustrate material.</li> <li>◆ Gathers, analyzes, and composes technical information.</li> <li>◆ Conducts research and ensures the use of proper technical terminology.</li> <li>◆ Translates technical information into clear, readable documents to be used by technical and non-technical personnel.</li> <li>◆ Responsible for data analysis and interpretation and concept of graphical display of data and/or statistics.</li> </ul>	
<b>56. Technical Writer/Editor III</b>	
<b>Education:</b> Master's degree.	<b>Experience:</b> 10 years of professional writing and editing.
<b>Technical Writer/Editor III Functional Responsibilities</b>	
<ul style="list-style-type: none"> <li>◆ Integrates knowledge of technology with programmatic issues to develop white papers, program assessments, testimony, and other policy documents.</li> <li>◆ Directs staff performing literature searches, graphic design, formatting and other document development support, oversees preparation of illustrations, photographs, diagrams, and charts.</li> <li>◆ Responsible for data analysis and interpretation and concept of graphical display of data and/or statistics.</li> <li>◆ Organizes material and completes writing assignments according to publication standards regarding order, clarity, conciseness, style, and terminology.</li> <li>◆ Performs literature reviews and reviews published materials, recommends revisions or changes in scope, format, content, and methods of reproduction and binding.</li> <li>◆ Studies drawings, specifications, mock ups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail.</li> <li>◆ Observes production, developmental, and experimental activities to determine operating procedure and detail.</li> <li>◆ Edits, standardizes, or makes changes to material prepared by other writers or</li> </ul>	

establishment personnel.

- ◆ Performs final edits of technical documents.
- ◆ Quality control of documents produced by Technical Writer/Editor I and II.

#### **57. Technical Writer/Editor IV**

**Education:** Ph.D., M.D., or other professional degree.

**Experience:** 10 years of professional writing and editing; extensive publication record.

#### **Technical Writer/Editor IV Functional Responsibilities**

- ◆ 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.

#### **58. Training Developer/Coordinator**

**Education:** Bachelor's degree.

**Experience:** 2 years of related experience.

#### **Training Developer/Coordinator Functional Responsibilities**

- ◆ 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.

**59. Training Developer/Coordinator – Senior**

**Education:** Master's degree.

**Experience:** 5 years of related experience.

**Training Developer/Coordinator – Senior Functional Responsibilities**

- ◆ 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 SIN 899-1, 899-2, 899-3, 899-4, 899-6, AND 899-7

### Base Period and Option Period One (Years 6 – 10)

Labor Category	Year 7 01/15/07- 01/14/08		Year 8 01/15/08- 01/14/09		Year 9 01/14/09- 01/14/10		Year 10 01/14/10- 01/14/11	
	On- Site	Off- Site	On- Site	Off- Site	On- Site	Off- Site	On- Site	Off- Site
Administrative Assistant I	35.46	39.09	36.88	40.65	38.36	42.28	39.89	43.97
Administrative Assistant II	45.06	49.67	46.86	51.66	48.73	53.73	50.68	55.88
Administrative Assistant III	61.82	68.14	64.29	70.87	66.86	73.70	69.53	76.65
Budget Analyst	45.97	50.67	47.81	52.70	49.72	54.81	51.71	57.00
Budget Analyst - Senior	96.64	106.52	100.51	110.78	104.53	115.21	108.71	119.82
Compliance Officer	41.02	45.21	42.66	47.02	44.37	48.90	46.14	50.86
Compliance Officer - Senior	96.14	105.98	99.99	110.22	103.99	114.63	108.15	119.22
Computer Programmer Aide	45.06	49.67	46.86	51.66	48.73	53.73	50.68	55.88
Computer Programmer	74.70	82.35	77.69	85.64	80.80	89.07	84.03	92.63
Computer Support Specialist I	40.24	44.36	41.85	46.13	43.52	47.98	45.26	49.90
Computer Support Specialist II	45.06	49.67	46.86	51.66	48.73	53.73	50.68	55.88
Computer Support Specialist III	68.69	75.71	71.44	78.74	74.30	81.89	77.27	85.17
Consultant I	75.06	82.74	78.06	86.05	81.18	89.49	84.43	93.07
Consultant II	96.66	106.54	100.53	110.80	104.55	115.23	108.73	119.84
Consultant III	117.71	129.75	122.42	134.94	127.32	140.34	132.41	145.95
Data Keyer	27.59	30.41	28.69	31.63	29.84	32.90	31.03	34.22
Data Management Specialist	74.70	82.35	77.69	85.64	80.80	89.07	84.03	92.63
Data Management Specialist - Sr	91.26	100.60	94.91	104.62	98.71	108.80	102.66	113.15
Engineer I	41.02	45.21	42.66	47.02	44.37	48.90	46.14	50.86
Engineer II	61.73	68.06	64.20	70.78	66.77	73.61	69.44	76.55
Engineer III	83.41	91.94	86.75	95.62	90.22	99.44	93.83	103.42

Labor Category	Year 7 01/15/07- 01/14/08		Year 8 01/15/08- 01/14/09		Year 9 01/14/09- 01/14/10		Year 10 01/14/10- 01/14/11	
	On- Site	Off- Site	On- Site	Off- Site	On- Site	Off- Site	On- Site	Off- Site
Engineer IV	96.14	105.98	99.99	110.22	103.99	114.63	108.15	119.22
Engineer V	128.85	142.02	134.00	147.70	139.36	153.61	144.93	159.75
Environmental Scientist I	41.02	45.21	42.66	47.02	44.37	48.90	46.14	50.86
Environmental Scientist II	61.73	68.06	64.20	70.78	66.77	73.61	69.44	76.55
Environmental Scientist III	83.75	92.31	87.10	96.00	90.58	99.84	94.20	103.83
Environmental Scientist IV	96.14	105.98	99.99	110.22	103.99	114.63	108.15	119.22
Environmental Scientist V	128.85	142.02	134.00	147.70	139.36	153.61	144.93	159.75
General Manager/Executive	74.04	81.61	77.00	84.87	80.08	88.26	83.28	91.79
General Manager/Executive - Sr	140.04	154.36	145.64	160.53	151.47	166.95	157.53	173.63
Industrial Hygienist I	41.02	45.21	42.66	47.02	44.37	48.90	46.14	50.86
Industrial Hygienist II	61.73	68.06	64.20	70.78	66.77	73.61	69.44	76.55
Industrial Hygienist III	83.75	92.31	87.10	96.00	90.58	99.84	94.20	103.83
Industrial Hygienist IV	96.14	105.98	99.99	110.22	103.99	114.63	108.15	119.22
Industrial Hygienist V	128.85	142.02	134.00	147.70	139.36	153.61	144.93	159.75
Program Assistant	64.42	71.01	67.00	73.85	69.68	76.80	72.47	79.87
Program Manager	74.04	81.61	77.00	84.87	80.08	88.26	83.28	91.79
Program Manager - Senior	112.84	124.38	117.35	129.36	122.04	134.53	126.92	139.91
Safety Specialist I	41.02	45.21	42.66	47.02	44.37	48.90	46.14	50.86
Safety Specialist II	61.73	68.06	64.20	70.78	66.77	73.61	69.44	76.55
Safety Specialist III	83.75	92.31	87.10	96.00	90.58	99.84	94.20	103.83
Safety Specialist IV	96.14	105.98	99.99	110.22	103.99	114.63	108.15	119.22
Safety Specialist V	128.85	142.02	134.00	147.70	139.36	153.61	144.93	159.75
Statistician	81.62	89.97	84.88	93.57	88.28	97.31	91.81	101.20
Statistician - Senior	96.64	106.52	100.51	110.78	104.53	115.21	108.71	119.82
Subject Matter Expert I	53.18	58.62	55.31	60.97	57.52	63.41	59.82	65.95
Subject Matter Expert II	72.68	80.12	75.59	83.32	78.61	86.65	81.75	90.12

Labor Category	Year 7 01/15/07- 01/14/08		Year 8 01/15/08- 01/14/09		Year 9 01/14/09- 01/14/10		Year 10 01/14/10- 01/14/11	
	On- Site	Off- Site	On- Site	Off- Site	On- Site	Off- Site	On- Site	Off- Site
Subject Matter Expert III	102.84	113.36	106.95	117.90	111.23	122.62	115.68	127.52
Support Scientist I	41.41	45.65	43.07	47.47	44.79	49.37	46.58	51.34
Support Scientist II	46.58	51.35	48.44	53.40	50.38	55.54	52.40	57.76
Support Scientist III	58.93	64.96	61.29	67.56	63.74	70.26	66.29	73.07
Support Scientist IV	66.30	73.08	68.95	76.01	71.71	79.05	74.58	82.21
Support Scientist V	75.81	83.57	78.84	86.91	81.99	90.39	85.27	94.01
Technical Writer/Editor I	41.97	46.27	43.65	48.12	45.40	50.04	47.22	52.04
Technical Writer/Editor II	64.42	71.01	67.00	73.85	69.68	76.80	72.47	79.87
Technical Writer/Editor III	98.51	108.59	102.45	112.93	106.55	117.45	110.81	122.15
Technical Writer/Editor IV	128.85	142.02	134.00	147.70	139.36	153.61	144.93	159.75
Training Developer/Coordinator	62.99	69.44	65.51	72.22	68.13	75.11	70.86	78.11
Training Developer/Coordinator - Sr	83.75	92.31	87.10	96.00	90.58	99.84	94.20	103.83

## **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 AVAILABLE GSA SCHEDULE CONTRACTS**

Information on the available CSS GSA Schedule Contracts can be found at: <http://www.consolidatedsafety.com>. CSS GSA Schedules Contracts include:

#### **Advertising and Integrated Marketing Solutions (AIMS) Schedule**

Contract No. GS-23F-0288P and Contract No. GS-23F-0289P

#### **Environmental Services (ESS) Schedule**

Contract No. GS-10F-0126L

#### **Information Technology (IT) Schedule**

Contract No. GS-35F-0623K

#### **Management, Organizational and Business Improvement Services (MOBIS)**

Contract No. GS-10F-0042R