

**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 GSAAdvantage.gov.

ENVIRONMENTAL SERVICES

FSC Group 899

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



899-1 / 899-1RC: Environmental Consulting Services
899-3 / 899-3RC: Environmental Training Services
899-7 / 899-7RC: Geographic Information Systems (GIS) Services

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, 2016

Consolidated Safety Services, Inc. (CSS-Dynamac)

10301 Democracy Lane, Suite 300

Fairfax, Virginia 22030-2545

Tel: (703) 691-4612

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<http://www.css-dynamac.com>

Contract Administrator: Dixie Harvey, dharvey@css-dynamac.com

Business Size: Large

Pricelist current through Modification #PA-020, dated 1/08/14

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CUSTOMER INFORMATION**1a. AWARDED SPECIAL ITEM NUMBERS (SINs)**

| SIN | DESCRIPTION |
|------------|---|
| 899-1 | Environmental Consulting Services |
| 899-3 | Environmental Training Services |
| 899-7 | Geographic Information Systems (GIS) Services |

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

Please refer to Appendix B for Special Item Numbers (SINs) 899-1, 899-3, and 899-7 awarded labor rates.

1b. LOWEST PRICE MODEL NUMBER

Not applicable.

1c. LABOR CATEGORY DESCRIPTIONS

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.

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-Dynamac 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-Dynamac for rates for expedited delivery.

11c. OVERNIGHT AND 2-DAY DELIVERY

Items are available for overnight and 2-day delivery. Contact CSS-Dynamac for rates for overnight and 2-day delivery.

11d. URGENT REQUIREMENTS

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

12. F.O.B. POINT(S)

F.O.B. Destination.

13a. ORDERING ADDRESS

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

Attention: Dixie Harvey
Title: Vice President, Contracts
E-mail: धारवेय@css-dynamac.com
Facsimile: (703) 877-3325

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.
SunTrust 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/. 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 System for Award Management (SAM) database.

27. UNCOMPENSATED OVERTIME

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

CONTRACT OVERVIEW

GSA awarded Consolidated Safety Services, Inc. a GSA Federal Supply Schedule contract for Environmental Services (ES) Contract No. GS-10F-0126L. The current contract period is January 15, 2001 – January 14, 2016. GSA may exercise one additional 5 year option period. The contract allows for the placement of Firm Fixed Price or Time and Materials task orders using the labor categories and ceiling rates defined in the contract.

CONTRACT ADMINISTRATOR

Dixie K. Harvey, VP Contracts
 Consolidated Safety Services, Inc.
 10301 Democracy Lane, Suite 300
 Fairfax, Virginia 22030-2545
 Telephone: (703) 691-4612
 Fax Number: (703) 691-4615
 Email: dharvey@css-dynamac.com

CONTRACT USE

This contract is available for use by all federal government agencies, as a source for Management, Organizational and Business Improvement Services, for domestic use. Executive agencies, other Federal agencies, mixed –ownership Government corporations, and the District of Columbia; government contractors authorized in writing by a Federal agency pursuant to 48 CFR 51.1; and other activities and organizations authorized by statute or regulation to use GSA as a source of supply may use this contract. Additionally, contractors are encouraged to accept orders received from activities within the Executive Branch of the Federal Government.

CONTRACT SCOPE

The contractor shall provide all resources including personnel, management, supplies, services, materials, equipment, facilities and transportation necessary to provide a wide range of professional services as specified in each task order.

Services specified in a task order may be performed at the contractor's facilities or the ordering agencies' facilities. The government will determine the contractor's compensation by any of several different methods (to be specified at the task order level) e.g., a firm-fixed price for services with or without incentives, labor hours or time-and-material.

The Special Item Numbers (SINs) available under this contract provide services across the full life cycle of a project. When task orders are placed, they must identify the SIN or SINs under which the task is being executed. Consolidated Safety Services, Inc. has been awarded a contract by GSA to provide services under the following SINs:

- 899-1 / 899-1RC: Environmental Planning Services & Documentation
- 899-3 / 899-3RC: Environmental Training Services
- 899-7 / 899-7RC: Geographic Information Systems (GIS) Services

A full description of each SIN definition and examples of the types of work covered by the SIN can be found on GSA's e-library website. <http://www.gsaelibrary.gsa.gov>

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)

NOTE 1: 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 CONSULTING SERVICES

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

- Environmental Impact Statements Under NEPA
- Endangered Species and/or Wetlands Analysis
- Watershed and Other Natural Resource Management Plans
- Archeological and/or Cultural Resource Management Plans
- Environmental Program Management and Environmental Regulation Development
- Economic, Technical and/or Risk Analysis
- Vulnerability Assessments
- Biochemical Protection
- Identification and Mitigation of Threats

SIN 899-3 ENVIRONMENTAL TRAINING SERVICES

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

- Environmental Management Planning and Operations and Maintenance (O&M) Planning
- Environmental Audits, Awareness, Compliance and Management
- Hazardous Materials and Waste Training to Include Compliance
- Emergency Response Plans
- Compliance with Environmental Laws and Regulations
- Pollution Prevention
- National Environmental Policy Act (NEPA)

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

SIN 899-7 GEOGRAPHIC INFORMATION SYSTEMS (GIS) SERVICES

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

- Environmental Impact Analyses
- Environmental Regulatory Compliance
- Habitat Conservation Plans
- Natural Resource Planning

APPENDIX A: LABOR CATEGORY DESCRIPTIONS FOR SIN 899-1, 899-3 AND 899-7

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

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

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| 1. Administrative Assistant I | |
| Education: High school equivalent. | Experience: 2 years of secretarial or administrative experience. |
| Administrative Assistant I Functional Responsibilities | |
| <ul style="list-style-type: none"> ◆ Provides non-technical support to project staff. ◆ Supports senior Administrative Assistants and other project staff as needed including copying, collating, organizing materials, ordering supplies, and mailings. ◆ Proficient in word processing software products; working knowledge of presentation software products. ◆ General knowledge of government documents and procedures. ◆ Collates information into meaningful reports and presentation materials. | |
| 2. Administrative Assistant II | |
| Education: High school equivalent. | Experience: 4 years of secretarial or administrative experience. |
| Administrative Assistant II Functional Responsibilities | |
| <ul style="list-style-type: none"> ◆ Provides non-technical support to project staff. ◆ Provides a broad spectrum of administrative support including copying, collating, organizing materials, ordering supplies, conducting mailings, and providing on-site support such as registration and information desk services. ◆ Proficient in MS Office and Corel Office Suite word processing, spreadsheets, presentation, and other administrative software products. | |
| 3. Administrative Assistant III | |
| Education: Associate's degree. | Experience: 4 years of secretarial or administrative experience. |
| Administrative Assistant III Functional Responsibilities | |
| <ul style="list-style-type: none"> ◆ Provides non-technical support to project staff. ◆ Provides a broad spectrum of administrative support including copying, collating, organizing materials, ordering supplies, conducting mailings, and providing on-site support such as registration and information desk services. ◆ Prepares routine correspondence, proof-reads and edits non-technical reports. ◆ Highly proficient in MS Office and Corel Office Suite word processing, spreadsheets, presentation, and other administrative software products. | |

4. Computer Programmer

Education: Bachelor's degree or equivalent; certification in specific programming language may be required.

Experience: 4 years of work-related skill, knowledge, and experience. Minimum of 2 years supervisory experience. Completion of Microsoft Certified Systems Engineer or equivalent certification is equivalent to 2 years experience.

Computer Programmer Functional Responsibilities

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

5. 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.

6. 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.

7. Computer Support Specialist III

Education: Bachelor's degree in computer-related field. Post-graduate education and/or certifications preferred.

Experience: A minimum of four years of work-related computer support experience required. Two years in a supervisory capacity. Completion of Microsoft Certified Systems Engineer or equivalent certification is equivalent to two years experience.

Computer Support Specialist III 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.
- ◆ Develops training materials and procedures, and conducts training programs
- ◆ Tests and monitors software, hardware, and peripheral equipment to evaluate use, effectiveness, and adequacy of product for user.
- ◆ Prepares evaluations of software and hardware, and submits recommendations to management for review.
- ◆ Designs and maintains record of daily data communication transactions, problems and remedial action taken, and installation activities.
- ◆ Some may be assigned to the configuration management function to control and monitor the configuration of the system under development or modification; or to the quality control function to ensure that established life cycle development procedures are followed by assigned project personnel.
- ◆ For some tasks, these responsibilities may be applied to Internet/Web-based systems.

8. Consultant I

Education: Bachelor's degree.

Experience: 5 years of experience.

Consultant I Functional Responsibilities

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

9. Consultant II

Education: Master's degree.

Experience: 10 years of experience.

Consultant II Functional Responsibilities

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

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| 10. Consultant III | |
| Education: Ph.D., M.D., or other post-graduate or professional degree. | Experience: 15 years; recognized expert in field. |
| Consultant III Functional Responsibilities | |
| <ul style="list-style-type: none"> ◆ Policy level consultation. ◆ Has extensive expertise and experience, and is recognized as an expert in the field (e.g., testifies at hearings, invited key note speaker, peer-reviewed publications). ◆ Provides expertise for programmatic and technical review, literature review, technology assessment. ◆ Critical thinking and analysis in subject-matter in the context of larger programmatic scope (e.g., strategic planning, funding allocations). ◆ Develops comprehensive reports and presentations, delivers results to upper-level management, and can be legally sworn to expert testimony. ◆ Provides technical and management skills for managing complex technical projects. | |
| 11. Data Keyer | |
| Education: Familiarity with computer use and standard word processing programs. | Experience: At least 2 years of work-related experience using a computer. |
| Data Keyer Functional Responsibilities | |
| <ul style="list-style-type: none"> ◆ Inputs data and text; may require the use of data verification programs. ◆ Enters commands, using computer terminal, and activates controls on computer and peripheral equipment to integrate and operate equipment. ◆ Loads peripheral equipment with selected materials for operating runs, or oversees loading of peripheral equipment by peripheral equipment operators. ◆ Clears equipment at end of operating run and reviews schedule to determine next assignment. ◆ Records information, such as computer operating time and problems which occurred, such as down time, and actions taken. ◆ Notifies supervisor of errors or equipment stoppage. | |
| 12. Data Management Specialist | |
| Education: Bachelor's degree. | Experience: 2 years in database design. |
| Data Management Specialist Functional Responsibilities | |
| <ul style="list-style-type: none"> ◆ Coordinates and monitors all activities concerning database design, development, implementation, and day-to-day operation. ◆ Has computer programming experience in Commercial Off the Shelf (COTS) software and programming languages (SQL, Oracle, Cold Fusion) and can design, develop, and modify database systems. ◆ Coordinates physical changes to computer databases and codes, tests, and implements the database applying knowledge of database management systems. ◆ Maintains system and responds to users to coordinate, troubleshoot and update user-mediated changes. ◆ May design logical and physical databases and coordinate database development as part of a project team or for integration into web pages. ◆ Designs development process and documentation requirements. | |

13. Data Management Specialist – Senior**Education:** Bachelor's degree in related discipline.**Experience:** 5 years in database design, development, implementation and maintenance.**Data Management Specialist - Senior Functional Responsibilities**

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

14. Engineer I**Education:** Bachelor's or Master's Degree.**Experience:** 0 to 2 years of experience.**Engineer I Functional Responsibilities**

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

15. Engineer II**Education:** Bachelor's or Master's Degree.**Experience:** 2 to 5 years of experience.**Engineer II Functional Responsibilities**

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

16. Engineer III**Education:** Bachelor's, Master's or Doctorate Degree.**Experience:** 5 to 10 years of experience.**Engineer III Functional Responsibilities**

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

17. Engineer IV**Education:** Bachelor's, Master's or Doctorate Degree.**Experience:** 10 to 15 years of experience.**Engineer IV Functional Responsibilities**

- ◆ Expertise and experience in performing testing and evaluation in projects involving pollution prevention, waste characterization, remediation, site restoration and closeout and regulatory compliance.
- ◆ Performs surveys and prepares written reports to document survey findings.
- ◆ Writes or edits technical materials, such as written program documents, training programs, standard operating procedures, policy documents and design specifications.
- ◆ Translates technical information into clear, readable documents to be used by technical and non-technical personnel.
- ◆ Conducts data analysis and prepares data summaries and interpretations
- ◆ 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.

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| 18. Engineer V | |
| Education: Bachelor's, Master's or Doctorate Degree. | Experience: 15 or more years of experience. |
| Engineer V Functional Responsibilities | |
| <ul style="list-style-type: none"> ◆ Expertise and experience in performing testing and evaluation in projects involving pollution prevention, waste characterization, remediation, site restoration and closeout and regulatory compliance. ◆ Performs surveys and prepares written reports to document survey findings. ◆ Writes or edits technical materials, such as written program documents, training programs, standard operating procedures, policy documents and design specifications. ◆ Translates technical information into clear, readable documents to be used by technical and non-technical personnel. ◆ Conducts data analysis and prepares data summaries and interpretations. ◆ 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. | |
| 19. Environmental Scientist I | |
| Education: Bachelor's or Master's Degree. | Experience: 0 to 2 years of experience. |
| Environmental Scientist I Functional Responsibilities | |
| <ul style="list-style-type: none"> ◆ Expertise and experience in performing environmental assessments and audits to identify and quantify environmental pollutants and evaluate compliance with Federal, State and local regulations and standards. ◆ Performs surveys and prepares written reports to document survey findings. ◆ Works under the supervision of Environmental Scientist II, III, IV, V or Program Manager. | |
| 20. Environmental Scientist II | |
| Education: Bachelor's or Master's Degree. | Experience: 2 to 5 years of experience. |
| Environmental Scientist II Functional Responsibilities | |
| <ul style="list-style-type: none"> ◆ Expertise and experience in performing environmental assessments and audits to identify and quantify environmental pollutants and evaluate compliance with Federal, State and local regulations and standards. ◆ Performs surveys and prepares written reports to document survey findings. ◆ Conducts data analysis and prepares data summaries and interpretations. ◆ Edits technical documents. ◆ Responsible for quality control of technical reports generated by Environmental Scientist I. | |

21. Environmental Scientist III**Education:** Bachelor's, Master's or Doctorate degree.**Experience:** 5 to 10 years of experience.**Environmental Scientist III Functional Responsibilities**

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

22. Environmental Scientist IV**Education:** Bachelor's, Master's or Doctorate degree.**Experience:** 10 to 15 years of experience.**Environmental Scientist IV Functional Responsibilities**

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

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| 23. Environmental Scientist V | |
| Education: Bachelor's, Master's or Doctorate degree. | Experience: 15 or more years of experience. |
| Environmental Scientist V Functional Responsibilities | |
| <ul style="list-style-type: none"> ◆ Expertise and experience in performing environmental assessments and audits to identify and quantify environmental pollutants and evaluate compliance with Federal, State and local regulations and standards. ◆ Performs surveys and prepares written reports to document survey findings. ◆ Writes or edits technical materials, such as written program documents, training programs, standard operating procedures, policy documents and design specifications. ◆ Translates technical information into clear, readable documents to be used by technical and non-technical personnel. ◆ Conducts data analysis and prepares data summaries and interpretations. ◆ 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. | |
| 24. General Manager/Executive | |
| Education: Bachelor's or Master's degree. | Experience: 0 to 2 years of experience. |
| General Manager/Executive Functional Responsibilities | |
| <ul style="list-style-type: none"> ◆ Experienced in project and program management, including staff, budget, and quality assurance. ◆ Responsible for monitoring of staff, costs, and deliverables. ◆ Responsible for proposal and cost development. | |
| 25. General Manager/Executive – Senior | |
| Education: Master's, Ph.D. or other advanced degree/certification. | Experience: 10 to 15 years of experience. |
| General Manager/Executive - Senior Functional Responsibilities | |
| <ul style="list-style-type: none"> ◆ Has extensive expertise and experience in developing and managing complex projects. ◆ Develops and implements strategic plans. ◆ Responsible for quality assurance and staff performance. ◆ Manages Division-level programs. | |
| 26. Industrial Hygienist I | |
| Education: Bachelor's or Master's degree. | Experience: 0 to 2 years of experience. |
| Industrial Hygienist I Functional Responsibilities | |
| <ul style="list-style-type: none"> ◆ Expertise and experience in anticipating, recognizing, evaluating and controlling chemical, physical and biological hazards in a variety of workplace and environmental settings. ◆ Performs surveys and prepares written reports to document survey findings. ◆ Works under the supervision of Industrial Hygienists II, III, IV, V or Program Manager. | |

27. Industrial Hygienist II**Education:** Bachelor's or Master's degree.**Experience:** 2 to 5 years of experience.**Industrial Hygienist II Functional Responsibilities**

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

28. Industrial Hygienist III**Education:** Bachelor's, Master's or Doctorate degree.**Experience:** 5 to 10 years of experience.**Industrial Hygienist III Functional Responsibilities**

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

29. Industrial Hygienist IV**Education:** Bachelor's, Master's or Doctorate degree.**Experience:** 10 to 15 years of experience.**Industrial Hygienist IV Functional Responsibilities**

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

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| 30. Industrial Hygienist V | |
| Education: Bachelor's, Master's or Doctorate degree. | Experience: 15 or more years of experience. |
| Industrial Hygienist V Functional Responsibilities | |
| <ul style="list-style-type: none"> ◆ Expertise and experience in anticipating, recognizing, evaluating and controlling chemical, physical and biological hazards in a variety of workplace and environmental settings. ◆ Performs surveys and prepares written reports to document survey findings. ◆ Writes or edits technical materials, such as written program documents, training programs, standard operating procedures, policy documents and design specifications. ◆ Translates technical information into clear, readable documents to be used by technical and non-technical personnel. ◆ Conducts data analysis and prepares data summaries and interpretations. ◆ Has extensive publication record in peer-reviewed publications. ◆ Works independently, directly with client management staff. ◆ Responsible for quality control of technical reports. ◆ Provides technical and management skills for managing large, complex technical projects. | |
| 31. Program Assistant | |
| Education: Bachelor's degree. | Experience: 2 years experience in project activity monitoring. |
| Program Assistant Functional Responsibilities | |
| <ul style="list-style-type: none"> ◆ Assists Program Managers in project management activities. ◆ May manage small, short-term projects or tasks. ◆ Prepares requests for expenditures and submits to Program Managers. ◆ Reviews costs and timesheets and submits to Program Managers. ◆ Serves as Program Manager in his/her absence. ◆ Reviews all deliverables and submits to Program Managers for approval. ◆ Drafts monthly technical and financial reports. ◆ Assists with staff assignments and problem resolution. | |
| 32. 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 | |
| <ul style="list-style-type: none"> ◆ 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.

33. 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.

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| 34. Safety Specialist I | |
| Education: Bachelor's or Master's degree. | Experience: 0 to 2 years of experience. |
| Safety Specialist I Functional Responsibilities | |
| <ul style="list-style-type: none"> ◆ Expertise and experience in performing surveys to identify safety and health hazards and assessing compliance with Federal, State and local regulations and standards. ◆ Performs surveys and prepares written reports to document survey findings. ◆ Works under the supervision of Safety Specialists II, III, IV or Program Manager. | |
| 35. Safety Specialist II | |
| Education: Bachelor's or Master's degree. | Experience: 2 to 5 years of experience. |
| Safety Specialist II Functional Responsibilities | |
| <ul style="list-style-type: none"> ◆ Expertise and experience in identifying safety and health hazards and assessing compliance with Federal, State and local regulations and standards. ◆ Performs surveys and prepares written reports to document survey findings. ◆ Writes or edits technical materials, such as written program documents, training programs, standard operating procedures, policy documents and design specifications ◆ Conducts data analysis and prepares data summaries and interpretations. ◆ Edits technical documents. ◆ Responsible for quality control of technical reports generated by Safety Specialist I. | |
| 36. Safety Specialist III | |
| Education: Bachelor's, Master's or Doctorate degree. | Experience: 5 to 10 years of experience. |
| Safety Specialist III Functional Responsibilities | |
| <ul style="list-style-type: none"> ◆ Expertise and experience in performing surveys to identify safety and health hazards and assessing compliance with Federal, State and local regulations and standards. ◆ Performs surveys and prepares written reports to document survey findings. ◆ Writes or edits technical materials, such as written program documents, training programs, standard operating procedures, policy documents and design specifications ◆ Translates technical information into clear, readable documents to be used by technical and non-technical personnel. ◆ Conducts data analysis and prepares data summaries and interpretations. ◆ Serves as primary editor and copy proof reader. ◆ Works independently, directly with client management staff. ◆ Responsible for quality control of technical reports generated by Safety Specialists I and II. | |
| 37. Safety Specialist IV | |
| Education: Bachelor's, Master's or Doctorate degree. | Experience: 10 to 15 years of experience. |
| Safety Specialist IV Functional Responsibilities | |
| <ul style="list-style-type: none"> ◆ Expertise and experience in performing surveys to identify safety and health hazards and assessing compliance with Federal, State and local regulations and standards. ◆ Performs surveys and prepares written reports to document survey findings. ◆ Writes or edits technical materials, such as written program documents, training programs, standard operating procedures, policy documents and design specifications. ◆ Translates technical information into clear, readable documents to be used by | |

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| <p>technical and non-technical personnel.</p> <ul style="list-style-type: none"> ◆ Conducts data analysis and prepares data summaries and interpretations. ◆ Works independently, directly with client management staff. ◆ Responsible for quality control of technical reports. ◆ Provides technical and management skills for managing large, complex technical projects. | |
| 38. Safety Specialist V | |
| Education: Bachelor's, Master's or Doctorate degree. | Experience: 15 or more years of experience. |
| Safety Specialist V Functional Responsibilities | |
| <ul style="list-style-type: none"> ◆ Expertise and experience in performing surveys to identify safety and health hazards and assessing compliance with Federal, State and local regulations and standards. ◆ Performs surveys and prepares written reports to document survey findings. ◆ Writes or edits technical materials, such as written program documents, training programs, standard operating procedures, policy documents and design specifications. ◆ Translates technical information into clear, readable documents to be used by technical and non-technical personnel. ◆ Conducts data analysis and prepares data summaries and interpretations. ◆ Works independently, directly with client management staff. ◆ Responsible for quality control of technical reports. ◆ Provides technical and management skills for managing large, complex technical projects. | |
| 39. Subject Matter Expert I | |
| Education: Bachelor's degree | Experience: 4 years of experience |
| Subject Matter Expert I Functional Responsibilities | |
| <ul style="list-style-type: none"> ◆ Expertise and experience in analyzing subject-specific literature, data, and innovations ◆ Provides technical review, technical writing, and generates summaries, reports and presentations on technology assessments ◆ Works under the supervision of Subject Matter Experts II, III, IV or Program Manager | |
| 40. Subject Matter Expert II | |
| Education: Master's degree | Experience: 4 years experience |
| Subject Matter Expert II Functional Responsibilities | |
| <ul style="list-style-type: none"> ◆ Expertise and experience in analyzing subject-specific literature, data, and innovations ◆ Provides technical review, technical writing, and generates summaries, reports and presentations ◆ Conducts data analysis and prepares data summaries and interpretations ◆ Edits technical documents ◆ Responsible for quality control of technical reports generated by the Subject Matter Expert I | |

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| 41. Subject Matter Expert III | |
| Education: Master's degree | Experience: 10 years of subject matter experience |
| Subject Matter Expert III Functional Responsibilities | |
| <ul style="list-style-type: none"> ◆ Has expertise and experience in analyzing subject-specific literature, data, and innovations. ◆ Provides technical review, technical writing, and generates summaries, reports and presentations, such as technology assessments and program audits ◆ Writes or edits technical materials, such as experimental design protocols, survey questions, equipment manuals, web pages, appendices, and operating and maintenance instructions ◆ Translates technical information into clear, readable documents to be used by technical and non-technical personnel ◆ Conducts data analysis and prepares data summaries and interpretations ◆ Serves as primary edit and copy proof reader ◆ Works independently, directly with client management staff ◆ Responsible for quality control of technical reports generated by Subject-Matter Experts I and II ◆ Provides technical and management skills for managing technical projects | |
| 42. Support Scientist I | |
| Education: Bachelor's or Master's Degree | Experience: 0 to 2 years of experience |
| Support Scientist I Functional Responsibilities | |
| <ul style="list-style-type: none"> ◆ Expertise and experience in performing scientific analysis/research in support of more senior level scientists ◆ Performs surveys and prepares written reports to document survey findings ◆ Works under the supervision of Research Scientist II, III, IV, V or Program Manager | |
| 43. Support Scientist II | |
| Education: Bachelor's or Master's Degree | Experience: 2 to 4 years of experience |
| Support Scientist II Functional Responsibilities | |
| <ul style="list-style-type: none"> ◆ Expertise and experience in performing scientific analysis/research ◆ Performs surveys and prepares written reports to document survey findings ◆ Conducts data analysis and prepares data summaries and interpretations ◆ Edits technical documents ◆ Responsible for quality control of technical reports generated by Research Scientist I | |

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| 44. Support Scientist III | |
| Education: Bachelor's, Master's or Doctorate degree | Experience: 4 to 6 years of experience |
| Support Scientist III Functional Responsibilities | |
| <ul style="list-style-type: none"> ◆ 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 Research Scientist I and II | |
| 45. Support Scientist IV | |
| Education: Bachelor's, Master's or Doctorate degree | Experience: 6 to 8 years of experience |
| Support Scientist IV Functional Responsibilities | |
| <ul style="list-style-type: none"> ◆ 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 | |
| 46. Support Scientist V | |
| Education: Bachelor's, Master's or Doctorate degree | Experience: 10 or more years of experience |
| Support Scientist V Functional Responsibilities | |
| <ul style="list-style-type: none"> ◆ 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 | |

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| 47. Technical Writer/Editor I | |
| Education: Bachelor's degree | Experience: 3 years of related experience |
| Technical Writer/Editor I Functional Responsibilities | |
| <ul style="list-style-type: none"> ◆ Writes or edits technical materials, such as equipment manuals, web pages, appendices, and operating and maintenance instructions ◆ Participates in preparation of illustrations, photographs, diagrams, and charts; and assists in layout of work ◆ Organizes material and completes writing assignments according to set standards regarding order, clarity, conciseness, style, and terminology ◆ Performs literature reviews and reviews published materials ◆ Recommends photographs, drawings, sketches, diagrams, and charts to illustrate material ◆ Gathers, analyzes, and composes technical information ◆ Conducts research and ensures the use of proper technical terminology ◆ Translates technical information into clear, readable documents to be used by technical and non-technical personnel ◆ Submits all documents for review and approval to more senior Technical Writer/Editor or Program Manager | |
| 48. Technical Writer/Editor II | |
| Education: Master's degree. | Experience: 4 years of related experience. |
| Technical Writer/Editor II Functional Responsibilities | |
| <ul style="list-style-type: none"> ◆ Writes or edits technical materials, such as equipment manuals, web pages, appendices, and operating and maintenance instructions. ◆ Participates in preparation of illustrations, photographs, diagrams, and charts; and assists in layout of work. ◆ Organizes material and completes writing assignments according to publication standards regarding order, clarity, conciseness, style, and terminology. ◆ Performs literature reviews and reviews published materials; recommends revisions or changes in scope, format, content, and methods of reproduction and binding. ◆ Selects photographs, drawings, sketches, diagrams, and charts to illustrate material. ◆ Gathers, analyzes, and composes technical information. ◆ Conducts research and ensures the use of proper technical terminology. ◆ Translates technical information into clear, readable documents to be used by technical and non-technical personnel. ◆ Responsible for data analysis and interpretation and concept of graphical display of data and/or statistics. | |

49. Technical Writer/Editor III**Education:** Master's degree.**Experience:** 10 years of professional writing and editing.**Technical Writer/Editor III 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 and/or statistics.
- ◆ Organizes material and completes writing assignments according to publication standards regarding order, clarity, conciseness, style, and terminology.
- ◆ Performs literature reviews and reviews published materials, recommends revisions or changes in scope, format, content, and methods of reproduction and binding.
- ◆ Studies drawings, specifications, mock ups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail.
- ◆ Observes production, developmental, and experimental activities to determine operating procedure and detail.
- ◆ Edits, standardizes, or makes changes to material prepared by other writers or establishment personnel.
- ◆ Performs final edits of technical documents.
- ◆ Quality control of documents produced by Technical Writer/Editor I and II.

50. 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.

51. 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.

52. 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 ALL SINS

Option Period Two (Years 11 - 15)

| Labor Category | Year 11 1/15/11 to 1/14/12 | | Year 12 1/15/12 to 1/14/13 | | Year 13 1/15/13 to 1/14/14 | | Year 14 1/15/14 to 1/14/15 | | Year 15 1/15/15 to 1/14/16 | |
|-----------------------------------|-------------------------------|----------------|-------------------------------|----------------|-------------------------------|----------------|-------------------------------|----------------|-------------------------------|----------------|
| | Company Site | Client Site |
| | Administrative Assistant I | \$ 38.78 | \$ 35.26 | \$ 40.33 | \$ 36.67 | \$ 41.94 | \$ 38.14 | \$ 43.62 | \$ 39.67 | \$ 45.36 |
| Administrative Assistant II | \$ 49.40 | \$ 44.80 | \$ 51.38 | \$ 46.59 | \$ 53.44 | \$ 48.45 | \$ 55.58 | \$ 50.39 | \$ 57.80 | \$ 52.41 |
| Administrative Assistant III | \$ 59.79 | \$ 54.23 | \$ 62.18 | \$ 56.40 | \$ 64.67 | \$ 58.66 | \$ 67.26 | \$ 61.01 | \$ 69.95 | \$ 63.45 |
| Computer Programmer | \$ 96.34 | \$ 87.39 | \$ 100.19 | \$ 90.89 | \$ 104.20 | \$ 94.53 | \$ 108.37 | \$ 98.31 | \$ 112.70 | \$ 102.24 |
| Computer Support Specialist I | \$ 51.90 | \$ 47.07 | \$ 53.98 | \$ 48.95 | \$ 56.14 | \$ 50.91 | \$ 58.39 | \$ 52.95 | \$ 60.73 | \$ 55.07 |
| Computer Support Specialist II | \$ 58.12 | \$ 52.71 | \$ 60.44 | \$ 54.82 | \$ 62.86 | \$ 57.01 | \$ 65.37 | \$ 59.29 | \$ 67.98 | \$ 61.66 |
| Computer Support Specialist III | \$ 88.58 | \$ 80.36 | \$ 92.12 | \$ 83.57 | \$ 95.80 | \$ 86.91 | \$ 99.63 | \$ 90.39 | \$ 103.62 | \$ 94.01 |
| Consultant I | \$ 96.79 | \$ 87.78 | \$ 100.66 | \$ 91.29 | \$ 104.69 | \$ 94.94 | \$ 108.88 | \$ 98.74 | \$ 113.24 | \$ 102.69 |
| Consultant II | \$ 124.63 | \$ 113.08 | \$ 129.62 | \$ 117.60 | \$ 134.80 | \$ 122.30 | \$ 140.19 | \$ 127.19 | \$ 145.80 | \$ 132.28 |
| Consultant III | \$ 151.79 | \$ 137.71 | \$ 157.86 | \$ 143.22 | \$ 164.17 | \$ 148.95 | \$ 170.74 | \$ 154.91 | \$ 177.57 | \$ 161.11 |
| Data Keyer | \$ 35.59 | \$ 32.27 | \$ 37.01 | \$ 33.56 | \$ 38.49 | \$ 34.90 | \$ 40.03 | \$ 36.30 | \$ 41.63 | \$ 37.75 |
| Data Management Specialist | \$ 96.34 | \$ 87.39 | \$ 100.19 | \$ 90.89 | \$ 104.20 | \$ 94.53 | \$ 108.37 | \$ 98.31 | \$ 112.70 | \$ 102.24 |
| Data Management Specialist - Sr | \$ 117.68 | \$ 106.77 | \$ 122.39 | \$ 111.04 | \$ 127.29 | \$ 115.48 | \$ 132.38 | \$ 120.10 | \$ 137.68 | \$ 124.90 |
| Engineer I | \$ 52.89 | \$ 47.99 | \$ 55.01 | \$ 49.91 | \$ 57.21 | \$ 51.91 | \$ 59.50 | \$ 53.99 | \$ 61.88 | \$ 56.15 |
| Engineer II | \$ 79.61 | \$ 71.66 | \$ 82.79 | \$ 74.53 | \$ 86.10 | \$ 77.51 | \$ 89.54 | \$ 80.61 | \$ 93.12 | \$ 83.83 |
| Engineer III | \$ 107.56 | \$ 97.58 | \$ 111.86 | \$ 101.48 | \$ 116.33 | \$ 105.54 | \$ 120.98 | \$ 109.76 | \$ 125.82 | \$ 114.15 |
| Engineer IV | \$ 123.99 | \$ 110.71 | \$ 128.95 | \$ 115.14 | \$ 134.11 | \$ 119.75 | \$ 139.47 | \$ 124.54 | \$ 145.05 | \$ 129.52 |
| Engineer V | \$ 166.14 | \$ 150.73 | \$ 172.79 | \$ 156.76 | \$ 179.70 | \$ 163.03 | \$ 186.89 | \$ 169.55 | \$ 194.37 | \$ 176.33 |
| Environmental Scientist I | \$ 52.89 | \$ 47.99 | \$ 55.01 | \$ 49.91 | \$ 57.21 | \$ 51.91 | \$ 59.50 | \$ 53.99 | \$ 61.88 | \$ 56.15 |
| Environmental Scientist II | \$ 79.61 | \$ 72.22 | \$ 82.79 | \$ 75.11 | \$ 86.10 | \$ 78.11 | \$ 89.54 | \$ 81.23 | \$ 93.12 | \$ 84.48 |
| Environmental Scientist III | \$ 107.98 | \$ 97.97 | \$ 112.30 | \$ 101.89 | \$ 116.79 | \$ 105.97 | \$ 121.46 | \$ 110.21 | \$ 126.32 | \$ 114.62 |
| Environmental Scientist IV | \$ 123.99 | \$ 112.48 | \$ 128.95 | \$ 116.98 | \$ 134.11 | \$ 121.66 | \$ 139.47 | \$ 126.53 | \$ 145.05 | \$ 131.59 |
| Environmental Scientist V | \$ 166.14 | \$ 150.73 | \$ 172.79 | \$ 156.76 | \$ 179.70 | \$ 163.03 | \$ 186.89 | \$ 169.55 | \$ 194.37 | \$ 176.33 |
| General Manager / Executive | \$ 95.46 | \$ 86.61 | \$ 99.28 | \$ 90.07 | \$ 103.25 | \$ 93.67 | \$ 107.38 | \$ 97.42 | \$ 111.68 | \$ 101.32 |
| General Manager / Executive - Sr. | \$ 180.58 | \$ 158.29 | \$ 187.80 | \$ 164.62 | \$ 195.31 | \$ 171.20 | \$ 203.12 | \$ 178.05 | \$ 211.24 | \$ 185.17 |
| Industrial Hygienist I | \$ 52.89 | \$ 47.99 | \$ 55.01 | \$ 49.91 | \$ 57.21 | \$ 51.91 | \$ 59.50 | \$ 53.99 | \$ 61.88 | \$ 56.15 |
| Industrial Hygienist II | \$ 79.61 | \$ 72.22 | \$ 82.79 | \$ 75.11 | \$ 86.10 | \$ 78.11 | \$ 89.54 | \$ 81.23 | \$ 93.12 | \$ 84.48 |
| Industrial Hygienist III | \$ 107.98 | \$ 97.97 | \$ 112.30 | \$ 101.89 | \$ 116.79 | \$ 105.97 | \$ 121.46 | \$ 110.21 | \$ 126.32 | \$ 114.62 |
| Industrial Hygienist IV | \$ 123.99 | \$ 112.48 | \$ 128.95 | \$ 116.98 | \$ 134.11 | \$ 121.66 | \$ 139.47 | \$ 126.53 | \$ 145.05 | \$ 131.59 |
| Industrial Hygienist V | \$ 166.14 | \$ 150.73 | \$ 172.79 | \$ 156.76 | \$ 179.70 | \$ 163.03 | \$ 186.89 | \$ 169.55 | \$ 194.37 | \$ 176.33 |
| Program Assistant | \$ 83.06 | \$ 75.37 | \$ 86.38 | \$ 78.38 | \$ 89.84 | \$ 81.52 | \$ 93.43 | \$ 84.78 | \$ 97.17 | \$ 88.17 |
| Program Manager | \$ 95.46 | \$ 86.61 | \$ 99.28 | \$ 90.07 | \$ 103.25 | \$ 93.67 | \$ 107.38 | \$ 97.42 | \$ 111.68 | \$ 101.32 |
| Program Manager - Senior | \$ 145.51 | \$ 132.00 | \$ 151.33 | \$ 137.28 | \$ 157.38 | \$ 142.77 | \$ 163.68 | \$ 148.48 | \$ 170.23 | \$ 154.42 |
| Safety Specialist I | \$ 52.89 | \$ 47.99 | \$ 55.01 | \$ 49.91 | \$ 57.21 | \$ 51.91 | \$ 59.50 | \$ 53.99 | \$ 61.88 | \$ 56.15 |
| Safety Specialist II | \$ 79.61 | \$ 72.22 | \$ 82.79 | \$ 75.11 | \$ 86.10 | \$ 78.11 | \$ 89.54 | \$ 81.23 | \$ 93.12 | \$ 84.48 |
| Safety Specialist III | \$ 107.98 | \$ 97.97 | \$ 112.30 | \$ 101.89 | \$ 116.79 | \$ 105.97 | \$ 121.46 | \$ 110.21 | \$ 126.32 | \$ 114.62 |
| Safety Specialist IV | \$ 123.99 | \$ 112.48 | \$ 128.95 | \$ 116.98 | \$ 134.11 | \$ 121.66 | \$ 139.47 | \$ 126.53 | \$ 145.05 | \$ 131.59 |
| Safety Specialist V | \$ 166.14 | \$ 150.73 | \$ 172.79 | \$ 156.76 | \$ 179.70 | \$ 163.03 | \$ 186.89 | \$ 169.55 | \$ 194.37 | \$ 176.33 |

APPENDIX B: LABOR RATES FOR ALL SINs (CONTINUED)

Option Period Two (Years 11 - 15)

| Labor Category | Year 11 1/15/11 to 1/14/12 | | Year 12 1/15/12 to 1/14/13 | | Year 13 1/15/13 to 1/14/14 | | Year 14 1/15/14 to 1/14/15 | | Year 15 1/15/15 to 1/14/16 | |
|-------------------------------------|-------------------------------|-------------|-------------------------------|-------------|-------------------------------|-------------|-------------------------------|-------------|-------------------------------|-------------|
| | Company Site | Client Site |
| Subject Matter Expert I | \$ 68.59 | \$ 62.21 | \$ 71.33 | \$ 64.70 | \$ 74.18 | \$ 67.29 | \$ 77.15 | \$ 69.98 | \$ 80.24 | \$ 72.78 |
| Subject Matter Expert II | \$ 93.72 | \$ 85.02 | \$ 97.47 | \$ 88.42 | \$ 101.37 | \$ 91.96 | \$ 105.42 | \$ 95.64 | \$ 109.64 | \$ 99.47 |
| Subject Matter Expert III | \$ 132.62 | \$ 120.31 | \$ 137.92 | \$ 125.12 | \$ 143.44 | \$ 130.12 | \$ 149.18 | \$ 135.32 | \$ 155.15 | \$ 140.73 |
| Support Scientist I | \$ 53.39 | \$ 48.44 | \$ 55.53 | \$ 50.38 | \$ 57.75 | \$ 52.40 | \$ 60.06 | \$ 54.50 | \$ 62.46 | \$ 56.68 |
| Support Scientist II | \$ 60.07 | \$ 54.50 | \$ 62.47 | \$ 56.68 | \$ 64.97 | \$ 58.95 | \$ 67.57 | \$ 61.31 | \$ 70.27 | \$ 63.76 |
| Support Scientist III | \$ 75.99 | \$ 68.94 | \$ 79.03 | \$ 71.70 | \$ 82.19 | \$ 74.57 | \$ 85.48 | \$ 77.55 | \$ 88.90 | \$ 80.65 |
| Support Scientist IV | \$ 85.50 | \$ 77.56 | \$ 88.92 | \$ 80.66 | \$ 92.48 | \$ 83.89 | \$ 96.18 | \$ 87.25 | \$ 100.03 | \$ 90.74 |
| Support Scientist V | \$ 97.77 | \$ 88.68 | \$ 101.68 | \$ 92.23 | \$ 105.75 | \$ 95.92 | \$ 109.98 | \$ 99.76 | \$ 114.38 | \$ 103.75 |
| Technical Writer / Editor I | \$ 54.12 | \$ 49.11 | \$ 56.28 | \$ 51.07 | \$ 58.53 | \$ 53.11 | \$ 60.87 | \$ 55.23 | \$ 63.30 | \$ 57.44 |
| Technical Writer / Editor II | \$ 83.06 | \$ 75.37 | \$ 86.38 | \$ 78.38 | \$ 89.84 | \$ 81.52 | \$ 93.43 | \$ 84.78 | \$ 97.17 | \$ 88.17 |
| Technical Writer / Editor III | \$ 127.04 | \$ 115.24 | \$ 132.12 | \$ 119.85 | \$ 137.40 | \$ 124.64 | \$ 142.90 | \$ 129.63 | \$ 148.62 | \$ 134.82 |
| Technical Writer / Editor IV | \$ 166.14 | \$ 150.73 | \$ 172.79 | \$ 156.76 | \$ 179.70 | \$ 163.03 | \$ 186.89 | \$ 169.55 | \$ 194.37 | \$ 176.33 |
| Training Developer/Coordinator | \$ 81.23 | \$ 73.69 | \$ 84.48 | \$ 76.64 | \$ 87.86 | \$ 79.71 | \$ 91.37 | \$ 82.90 | \$ 95.02 | \$ 86.22 |
| Training Developer/Coordinator - Sr | \$ 107.98 | \$ 97.97 | \$ 112.30 | \$ 101.89 | \$ 116.79 | \$ 105.97 | \$ 121.46 | \$ 110.21 | \$ 126.32 | \$ 114.62 |

| SCA Matrix | | |
|--------------------------------------|-----------------------------|-----------|
| SCA Eligible Contract Labor Category | SCA Equivalent Code - Title | WD Number |
| Administrative Assistant I | 01111 - General Clerk I | 2005-2103 |
| Administrative Assistant II | 01112 - General Clerk II | 2005-2103 |
| Administrative Assistant III | 01113 - General Clerk III | 2005-2103 |
| Data Keyer | 01111 - General Clerk I | 2005-2103 |

The SCA is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

GSA SCHEDULE CONTRACTS

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

The advantages of the Schedules program include:

- Reduction in time required to obtain services (usually a few weeks).
- Commerce Business Daily synopsis is not required.
- Competition requirements have been met (FAR 6.1023(d)(3)).
- Rates have been determined to be fair and reasonable.
- Can be used by all federal agencies and the District of Columbia.
- Agencies can order directly from the contracted firm – no transfer of funds to GSA.
- No maximum order limitations.
- BPAs can be used to customize your solution.

CSS-DYNAMAC AVAILABLE GSA SCHEDULE CONTRACTS

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

Environmental Services (ESS) Schedule

Contract No. GS-10F-0126L

Information Technology (IT) Schedule

Contract No. GS-35F-0623K

MISSION ORIENTED BUSINESS INTEGRATED SERVICES (MOBIS) Contract No. GS-10F-0042R