



## **Solid Waste Solutions Corp.**

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### **I: Contract Information**

- GSA Contract: Environmental Services 899-1, 899-3, 8
- CONTRACT PERIOD: 3/15/2000 THROUGH 3/14/2015
- 99-5, 899-1RC, 899-3RC, 899-5RC
- GSA Contract #: GS-10F-0144K
- Business Size: Small Business
- Maximum Order: \$1,000,000
- Minimum Order: \$100
- Geographic Coverage: Worldwide
- Government Purchase Cards accepted for task orders over \$2,500
- Registered on Central Contractor Registration (CCR)
- Geographic Coverage (delivery area): Worldwide
- Point(s) of production (city, county, and state or foreign country): Same as Contractor
- Discount from list prices or statement of net price: Government net prices (discounts already deducted). See Attachment.
- Quantity discounts: None offered
- Prompt payment terms: Net 30 days
- Notification that Government purchase cards are accepted up to the micro-purchase threshold: Yes
- Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: Yes
- Foreign items (list items by country of origin): None
- Time of Delivery (Contractor insert number of days): Specified on the Task Order



- Expedited Delivery: The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery. (Contact Contractor)
- Overnight and 2-day delivery: The Contractor will indicate whether overnight and 2-day delivery is available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery. (Contact Contractor)
- Urgent Requirements: The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery (Contact Contractor).
- F.O.B Points(s): Destination
- Ordering Address: Same as Contractor
- Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s), and a sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).
- Payment Address(s): Same as Contractor
- Warranty Provision: Contractor’s standard commercial warranty.
- Export Packing Charges (if applicable): N/A
- Terms and Conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): Contact Contractor
- Terms and Conditions of rental, maintenance, and repair (if applicable): N/A
- Terms and Conditions of Installation (if applicable): N/A
- Terms and Conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A
- Terms and Conditions for any other services (if applicable): N/A
- List of Service and Distribution Points (if applicable): N/A
- List of Participating Dealers (if applicable): N/A
- Preventive Maintenance (if applicable): N/A
- Environmental Attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: N/A
- If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor’s website or other location). The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/).



- Data Universal Numbering System (DUNS) number: 07-8934937
- Notification regarding registration in Central Contractor Registration (CCR) database: Registered

Agencies may order services based on the hourly prices in the table below or under the four options available under Performance Based Waste Management Services and Management Services.

## **II: About Us**

Solid Waste Solutions Corp. (SWS) is a nationally recognized, environmental consulting firm that provides innovative waste and recycling consultative services worldwide. SWS has a demonstrated history of helping clients around the world reduce their “waste footprint” and manage their businesses in a more efficient and environmentally sustainable manner. Our services range from consulting to training to working with our strategic partners to evaluate, design, build, and operate on-site waste treatment technologies to better manage our clients’ unique waste streams. SWS has experience managing large and difficult-to-manage waste streams utilizing a vast network of transportation and disposal outlets as well as partnering with companies that provide cutting edge and innovative technologies. SWS has developed a unique approach to managing wastes and recyclable commodities. Specifically, SWS believes that that it is far more efficient to treat these materials as an asset, rather than a liability.

SWS has been listed on the General Service Administration (GSA) Environmental Services Schedule SIN 899 (#GS- 10F-0144K) since 2000. SWS was founded in 1998 and includes a team of specialized and highly trained professionals with extensive experience in all aspects of waste and recycling. SWS creates efficiencies through analyzing the processes and the handling of waste and recycling at a facility or in the field, as well as recognizing the human behavior associated with these practices.

This two-pronged approach supports targeted strategy development for clients to implement “Best Practices” or identify operational efficiencies and drive “culture change”, which is the key to long-term success. SWS measures success directly and indirectly (directly by reducing waste costs and increasing recycling and indirectly by increasing operational efficiencies and decreasing soft costs, such as the space, time, and labor necessary to handle waste and recycling). SWS has developed and has experience in implementing different service offerings to fit client needs in the public and private sector.

SWS was selected as the recipient of the “Excellence in Partnership Award as the Green Contractor of 2008”, by the Coalition for Government Procurement. The award recognizes the contractor who has made the best overall commitment to the environment by either offering environmentally friendly products



and services or adhering to environmentally sound manufacturing and/or operating procedures. The “Excellence in Partnership Awards” (EIP) are chosen by industry and government peer selection through the Coalition for Government Procurement, an organization that is the voice for commercial service and product companies selling to the federal market. “This is increasingly the most competitive category of the awards we present as more companies work to help meet the environmental goals of federal agencies,” said Larry Allen, president of the Coalition for Government Procurement. Past recipients of the EIP “Green Contractor Award” include, Sharp Corp., DuPont, and Mohawk Industries.

### **III: Core Waste Management Consulting Services**

“**Core Waste Management Consulting Services**” provides a menu of sustainable services critical for any organization trying to improve waste and recycling at their facilities. These services include:

- Waste Audits
- Training and Education
- Analysis and Studies

SWS has extensive experience providing these services to both public and private sector clients, including but not limited to, the Department of Defense, U.S. Environmental Protection Agency, Veterans Health Administration and GSA’s Public Building Service.

These services are provided using firm-fixed priced terms. Cost will be based on a project statement of work (SOW) and other key factors such as number and size of buildings, population, locations, travel, deliverables, etc.

#### **Waste Audits**

##### **Waste Audit: Background**

SWS’s philosophy is to analyze the handling of the waste and recycling processes at the facility as well as the associated human behavior. This two-pronged approach enables us to create a strategy for our clients to implement “Best Practices” or operational efficiencies at each facility and drive “culture change”, the key to long-term success.

SWS’s approach almost always begins with a waste audit, which provides a comprehensive understanding of the waste characterization as well as waste and recycling processes and practices at a particular building. SWS uses the waste audit as its cornerstone to build an overall plan to improve waste and recycling management and processes at a facility. A waste audit captures the uniqueness of each



facility with respect to variables including, but not limited to, personnel, size, volume, facility age, geographic location, demographics, vendor availability, etc. A waste audit will also identify specific plans to meet each facility's specific requirements. Recommendations and suggestions issued in a waste audit report begin the process of developing unique plans for the facility.

### **Waste Audit: Processes**

The first step of the Waste Audit is to review the waste and recycling data currently on file for the facility. A field audit team (1-3 people depending on factors) reviews service levels, container size and quantity, monthly invoices and/or revenue from waste and recycling vendors servicing the locations being audited.

Once a preliminary baseline is established, members of the audit team, through site visits, will collect any additional data. The site visit(s) will include analyzing and observing waste stream generation and disposal and/or recycling accumulated over a 24-hour period. SWS may repeat this process several times until SWS feels confident in the accuracy of the results.

Interviews and site visits will be scheduled with staff responsible for operations such as janitorial, purchasing and shipping/receiving. To prepare for the site visit, the audit team will prepare and submit information requests to the staff before the visit so that relevant documentation can be collected during the site visit. During the site visit, SWS will also review documents such as management plans, maintenance schedules, materials purchasing reports, and vendor contracts.

The audit team will schedule site visits to coincide with the District's operation staff schedules and optimum times for field observation. For example, staff interviews may be conducted during business hours at a time least disruptive to operations. Please note that data collection will continue after the site visits are complete.

With the permission of the staff, the SWS team will photograph materials, management areas and waste stream generation points. The team will be guided by audit checklists developed by SWS, which will specify information needed to evaluate current waste management practices and the feasibility of replacing existing practices with more sustainable protocols.

### **Waste Audit: Reporting and Recommendations**

After data analysis is complete, the SWS team will develop specific recommendations for waste reduction protocols and Best Management Practices (BMP) for implementation at the facility(s). Tables and figures will clearly demonstrate projected waste reduction and cost savings realized through implementation of



the recommendations. Just as importantly, the SWS team will prepare an estimate of the return on investment (ROI) to assist in the prioritization of the recommendations for implementation. In the SWS team's experience, ROI has been an important consideration for decision-makers who must allocate resources based on getting the "most bang for the buck."

The final Waste Stream Audit Report will present environmental and cost baseline information in a consolidated, tabular format to allow managers to objectively measure and quantify the success of newly implemented practices and protocols.

SWS audits include a list of recommendations which are reviewed with the facility management and staff. From this review, SWS can develop a waste and recycling action plan along with an implementation schedule.

### **Training and Education**

SWS's approach is based on the belief that the key to a successful long-term waste and recycling program is the continual training of staff and education of tenants in a building. SWS's experience shows that training, education and re-education must be ongoing. As repetition reinforces lessons, personnel tend to acquiesce to the management's desire for change in personnel habits. Success does not arrive after implementing one well thought out plan. Therefore, the key to increasing the volume of recyclables stems from the simplicity of the program and communications and/or continuous training and education.

Recycling is behavioral. You can have a great plan or provide numerous bins and boxes, but if there is not enough training, education, oversight, and management, eventually the program will fail, or worse, become an impediment to daily workflow. Culture change must be the goal; unfortunately culture change can take up to 3 to 5 years.

However, there are many techniques SWS has developed to streamline this process. Specifically, SWS believes that awareness by employees of any new recycling program or changes to an existing program combined with simplicity of the recycling program will drive volume. SWS understands that no two buildings are the same. Management style, personalities, size, geography, among other factors, makes each facility unique. Thus, SWS's solutions take a hands-on approach and develop creative solutions to deal with the myriad of complications that arise. For example, the way we train an operating room staff is different than how we approach a nursing station at a hospital. By changing the culture in a building through training and education, the facility has the best chance of long-term success.



**Analysis and Studies**

SWS has been tasked over the years with conducting some very interesting studies. These include, but are not limited to:

- Generating a full waste management and recycling plan for a 450 acre island luxury resort and golf course.
- Developing a tool kit for the city of Chicago to help educate the tenants of multi-tenant buildings.
- Analyzing the market for used tires to be used as fuel for a waste-to-energy plant.
- Analyzing the waste and recycling baseline practices of an international restaurant and hotel company and providing more environmentally sustainable options.
- Analyzing and improving deconstruction programs to replace demolition activities at multiple Army bases.
- Providing unique and emerging technology solutions to better and more sustainably manage millions of tons of vegetable residuals for an international food production company.

Our unique experience and insight as well as our vast network of industry contacts and strategic partners gives SWS an advantage when performing analyses and studies on waste and recycling issues.

**Labor Category Pricing**

Agencies may order **Core Waste Management Consulting Services** based on the hourly prices in the table below.

Option Period 2 Labor Category	Year 11 3/15/10 - 3/14/11	Year 12 3/15/11 - 3/14/12	Year 13 3/15/12 - 3/14/11	Year 14 3/15/13 - 3/14/11	Year 15 3/15/14 - 3/14/15
Clerical	\$54.30	\$55.66	\$57.05	\$58.48	\$59.94
Customer Service	\$70.96	\$72.73	\$74.55	\$76.42	\$78.33
Research & Best Practices	\$85.53	\$87.67	\$89.86	\$92.11	\$94.41
Database Specialist	\$148.34	\$152.05	\$155.85	\$159.75	\$163.74
Waste Auditor/Report Writer	\$176.50	\$180.91	\$185.44	\$190.07	\$194.82
Training & Education	\$166.99	\$171.16	\$175.44	\$179.83	\$184.33
Implementation/Monitor	\$166.99	\$171.16	\$175.44	\$179.83	\$184.33
Principal Consultant	\$252.52	\$258.83	\$265.30	\$271.94	\$278.73



## **IV: Performance Based Waste Management Services**

SWS's "**Performance Based Waste Management Services**" (PBWMS) is the same technical service offering as **Core Waste Management Consulting Services**, but in a different business model. Instead of the customer paying a fixed price for the Waste Audit and Waste Audit Report, the client pays a combination of a lower fixed price, coupled with a percentage of the savings generated as a result of the findings and changes implemented by SWS as a result of the Waste Audit.

### **Performance Based Waste Management Services Cost Structure**

PBWMS gives SWS customers pricing flexibility with reduced upfront costs combined with incentives in which SWS shares in any reduction in waste costs. The upfront costs are relatively low compared to our firm-fixed price costs to perform some of the same services, such as a waste audit or training and education described above in "Core Waste Management Services" section.

Performance Based Waste Management Services works by first developing a "baseline cost" during the waste audit. The baseline cost represents the client's average cost for waste and recycling services over the previous 12-month period. A 12-month period is used so that any seasonality or annual peaks and valleys can be averaged into the final baseline number. If SWS is successful in reducing the costs from the established baseline, then SWS receives a percentage of the amount reduced. The baseline is set for the term of the agreement.

### **Upfront Costs**

The client's upfront costs are based on:

- Number of buildings
- Size of the buildings
- Employees in the buildings
- Location of the buildings

Costs for any waste and recycling equipment the client chooses to acquire is the responsibility of the client although SWS is able to offer financing options.

### **Risks**

If SWS is not successful in reducing the baseline costs, then the client owes SWS nothing. The only risk



for the client is the initial upfront cost.

**Note: SWS will pay IFF on the monthly management fee and the performance incentive earned.**

### **Services being offered under “Performance Based Waste Management Services”**

- Contractor will conduct a waste audit of the client’s recycling and waste programs and related costs at the client’s facility(s). Contractor will develop a “baseline” number which represents the client’s average cost for waste and recycling services over the previous 12-month period. A 12-month period is used so that any seasonality or annual peaks and valleys can be averaged into the final baseline number.
- Contractor will develop a written waste audit report with recommendations and suggestions as to what recycling and waste programs and systems can be changed.
- Contractor will coordinate the implementation of the new recycling and waste programs agreed to by the client.
- Contractor will continually “right size” the disposal service to meet client’s volume of waste.
- Contractor will continually train and re-train client’s staff.
- Contractor will monitor client’s program with monthly visits, or additional visits as needed, to achieve the greatest cost savings.
- Contractor will try to recycle all materials currently found in the waste stream as well as any new materials that are brought into the facility during the term of the Agreement.
- Contractor will assist/advise client with all issues concerning waste and recycling at their facility(s) for the term of the task order including but not limited to:
  - a. Purchasing equipment.
  - b. Finding alternative vendors for recycled materials.
  - c. Bidding out disposal services.
  - d. Negotiating new contracts with vendors.
- Contractor will look at possible source reduction efficiencies for client.

### **Performance Based Waste Management Services (Option 1)**

Waste management services with a one-year base and four one-year options. Firm fixed price performance based service contract.



- **Period of performance:** One-base with four one-year options.
- **Performance Incentive:** A 50/50 shared arrangement, with a ceiling price capped at 45% of the client's averaged 12-month waste and recycling bill. (Waste Audit)
- **Waste Audit Cost:** To be determined at the task order level.
- **Monthly Fee (Management Fee):** \$25.00/month – Education, training and performance monitoring.

### **Performance Based Waste Management Services (Option 2)**

Firm Fixed-Price Multi-Year Performance Based Waste Management Services. Under this option, contractor will rebate the costs associated with the waste audit report, travel and monthly management fee from any performance incentive earnings.

- **Period of performance:** Five years
- **Client/Contractor Rebates**
  - Year 1 = 50% / 50% Waste audit report, travel and monthly management fee
  - Year 2 = 60% / 40% Monthly management fee
  - Year 3 = 70% / 30% Monthly management fee
  - Year 4 = 80% / 20% Monthly management fee
  - Year 5 = 80% / 20% Monthly management fee
- **Performance Incentive:** Ceiling is set at 45% of the baseline (agency averaged 12-month waste and recycling bills).
- **Monthly Fee (Management Fee):** \$25.00/month – Education, training and performance monitoring.

### **Performance Based Waste Management Services (Option 3)**

Firm fixed price with award term for Performance Based Waste Management Services.

- **Period of performance:** One-year base with four one-year award-term periods.
- **Performance Incentive:** A sharing arrangement is established for the performance incentive. The ceiling is set at 45% of the baseline (agency averaged 12-month waste and recycling bill).
- **Monthly Fee (Management Fee):** \$25.00/month – Education, training and performance monitoring.



- **Award Term Provision:** The award term period would be exercised for reduction of waste bills that are below the baseline number.
- | <b>Period of Time</b> | <b>Client/Contractor</b> |
|-----------------------|--------------------------|
| Base period           | 50% / 50%                |
| Award Term 1          | 50% / 50%                |
| Award Term 2          | 60% / 40%                |
| Award Term 3          | 70% / 30%                |
| Award Term 4          | 80% / 20%                |
| Award Term 5          | 80% / 20%                |
- **Rebate:** Contractor will rebate the costs associated with the waste audit report, travel, and monthly management fee from any performance incentive earnings.

## V: Integrated Management Services

The “**Integrated Management Services**” program is designed to work in conjunction with either the **Core Waste Management Services** offering, or the Performance **Based Waste Management Services** offering. After the Waste Audit has been completed, including reviewing the Waste Audit Report and determining a plan of action, SWS assumes the role as the lead solid waste and recycling point of contact with all of the vendors associated with these services. The customer retains contractual relationships with the vendors and has ultimate decision-making powers with respect to choice of vendors for all services. SWS, however, consolidates all vendor invoices, acts as the primary vendor contact, resolves all vendor disputes, and pays individual vendor invoices on behalf of the customer. In turn, SWS invoices the customer a single, transparent invoice (vendor invoices attached) with a management fee.

In accordance with the detailed plan of action as outlined in the Waste Audit Report, SWS continuously works with the vendors to “right size” containers, modify service levels, create unique and creative service plans to satisfy the customer’s needs all the while reducing overall costs, increasing recycling revenues, and enhancing operational efficiencies. In addition, SWS will help create vendor RFP’s for solid waste and recycling related services, will help negotiate service levels and pricing on behalf of the customer, and can offer consultative services and advice as to the selection of vendors for all solid waste and recycling related services.

SWS will also assess compliance with all applicable environmental policies and procedures related to waste minimization and recycling or will create environmental policies and procedures if they do not exist in order to minimize waste and increase recycling. SWS will issue monthly performance reports to measure results and monitor the effectiveness of the overall program.



Benefits to the customer of SWS Integrated Management Services, in addition to those provided by the previous service offerings, include:

- One-Point-of-Contact (SWS) for all waste and recycling vendors.
- One “transparent” invoice (copies of all vendor invoices attached) for all waste and recycling vendors.
- Management and oversight of waste and recycling vendors by SWS
- Monthly performance reports.
- Less time spent on vendor and accounts payable issues by customer’s internal staff.

#### **Integrated Management Services (Option 4)**

Firm fixed price Integrated Management Services under this option will assist government agencies with multiple small facilities managing waste and recycling. Clients who wish to continue work after Options 1, 2 or 3 lapses, or who have multiple small facilities, would choose to use Option 4.

Services offered under this option:

- Develop best practices for similar facilities.
- Maximizing resources used in waste and recycling (i.e., money, materials, space, time and labor).
- Maximize revenues from all recyclables.
- Accumulate current information about direct waste costs and waste production.
- Develop educational and promotional materials for the facilities.
- Develop a database to include all pertinent information about each facility.
- Provide customer service call center for all facilities.
- Accumulate all waste billings and provide monthly reporting summaries by facility of waste production, waste costs and recycling revenues.
- Assist organizations in reducing excess materials going into facilities, utilizing reverse logistics.

The monthly fee for this service is 5% of the averaged monthly waste bill for each facility (the average is derived from the previous 12-month waste bill per facility). There will be a minimum fee of \$25.00/month that will not exceed \$250.00/month. A facility with a waste bill under \$500.00 would be charged the



minimum fee. For larger facilities, a waste bill that exceeds \$5,000.00, the maximum charge of \$250.00 would be applied.

If, by contractor recommendation, the cost exceeds the baseline, contractor will be responsible for the amount over the baseline.

## **VI: Labor Categories Description**

### **Clerical**

**Minimum Education:** High School Diploma

**Minimum Years of Experience:** None

**Capabilities and Skills Required:** Computer skills, working understanding of Microsoft Word, Excel and PowerPoint, strong telephone communications skills, strong intra-personal skills.

**Responsibilities:** Include, but are not limited to, report preparation, scheduling meetings, event coordination, reward and recognition program coordination, PowerPoint production, database management ([www.salesforce.com](http://www.salesforce.com)), and general clerical duties.

### **Customer Service**

**Minimum Education:** College or University Course Work

**Minimum Years of Experience:** 3 Years

**Capabilities and Skills Required:** Computer skills, working understanding of Microsoft Word, Excel and PowerPoint, excellent telephone communications skills, and strong intra-personal skills.

**Responsibilities:** Include, but are not limited to, assisting customers and staff with day-to-day issues, researching solutions, filing, data entry, report preparation, scheduling meetings, event coordination, PowerPoint production, database management (Access), and miscellaneous projects.

### **Research & Best Practices**

**Minimum Education:** Bachelors Degree

**Minimum Years of Experience:** 3 Years



**Capabilities and Skills Required:** Research experience, strong analytical skills, solution oriented mindset, technical writing experience, strong computer skills, complete understanding of Microsoft Word, Excel and PowerPoint, excellent telephone communications skills, and strong intra-personal skills.

**Responsibilities:** Include, but are not limited to, assisting clients and staff with issues, researching solutions, filing, data entry, report preparation, creating excel spread sheets, interviewing people, project coordination, program coordination, PowerPoint production, database management (Access), and miscellaneous projects.

### **Data Base Specialist**

**Minimum Education:** College or University course work

**Minimum Years of Experience:** 3 Years

**Capabilities and Skills Required:** Strong analytical skills, solution oriented mindset, technical writing experience, strong computer skills, complete understanding of Microsoft Word, Excel and PowerPoint, excellent telephone communications skills, and strong intra-personal skills.

**Responsibilities:** Include, but are not limited to, the control, integrity, and accessibility of the database file structures for use with multiple, concurrent users. Create database design specifications, provide physical data modeling, conduct design services, and implement business resumption plans. Move conceptual data model to the logical/physical data model in the database tool. Create, alter, or maintain application database structure. Design physical databases using Salesforce.com. Perform database-specific application tuning. Help facilitate database and application design reviews. Implement physical data standards. Provide database tutoring. Troubleshoot database problems. Consult on application design. Perform research on database features, technologies, and tools. Make decisions that directly impact both individual projects and the overall Enterprise production environment.

### **Waste Auditor / Report Writer**

**Minimum Education:** Bachelors Degree

**Minimum Years of Experience:** 1 Year

**Capabilities and Skills Required:** Strong analytical skills, solution oriented mindset, excellent technical writing skills, experience with Salesforce.com a plus, strong computer skills, complete understanding of Microsoft Word, Excel, PowerPoint and Apple computers.

**Responsibilities:** Include, but are not limited to, waste audits, sustainability assessments, collection audits, process flow analyses, supply chain management, up-stream positioning, developing and



implementing sustainable programs, green purchasing, monitoring waste and recycling programs and managing large waste streams (beneficial reuse). Writing reports for any and all of these actions listed above.

### **Training & Education**

**Minimum Education:** Bachelors Degree

**Minimum Years of Experience:** 3 Years

**Capabilities and Skills Required:** Strong communication skills, strong analytical skills, solution oriented mindset, quick-thinking, strong technical writing skills, experience with Salesforce.com a plus, strong computer skills, and extensive knowledge of Microsoft Word, Excel and PowerPoint.

**Responsibilities:** Include, but are not limited to, assisting on waste audits, sustainability assessments, collection audits, and process flow analyses, teaching at SWS' Waste University™, and identifying efficiencies and/or best practices. Changing human behavior is the ingredient to success in this position. Therefore, education and training plays major role in SWS' methodology and strategy for improving waste and recycling at every facility.

### **Implementation and Monitoring**

**Minimum Education:** Bachelors Degree

**Minimum Years of Experience:** 3 Years

**Capabilities and Skills Required:** Strong communication skills, strong analytical skills, solution oriented mindset, quick-thinking, strong writing skills, experience with Salesforce.com a plus, strong computer skills, extensive use of Microsoft Word, Excel and PowerPoint.

**Responsibilities:** Include, but are not limited to, assisting on waste audits, implementing programs, improving and/or tweaking existing programs, education and training, conducting sustainability assessments, collection audits and process flow analyses, and teaching at SWS' Waste University™. SWS believes that once we identify efficiencies or best practices, changing human behavior is the ingredient to success. For long-term success, a well-implemented program must be monitored on a regular basis.

### **Principal Consultant**

**Minimum Education:** Bachelors Degree (Graduate Degree Preferred)



**Minimum Years of Experience:** 7 Years

**Capabilities and Skills Required:** Strong communication skills, strong analytical skills, solution oriented mindset, quick-thinking, strong writing skills, experience with Salesforce.com a plus, strong computer skills, and extensive knowledge of Microsoft Word, Excel and PowerPoint.

**Responsibilities:** Include, but are not limited to, assisting on waste audits, implementing programs, improving and/or tweaking existing programs, education and training, sustainability assessments, collection audits, process flow analyses, and teaching at SWS' Waste University™. This position is responsible for managing the day-to-day relationship with the client and representing SWS with the client on all matters. This position requires a myriad of management skills, as well as experience in waste and recycling, conducting/managing waste audits, process flow, commodities, markets, industry know-how, vendor relations, training and education, project implementation, and customer service at a minimum. The Principal Consultant must have strong verbal and written communication skills. The SWS Principal Consultant is ultimately the advocate for clients for all waste and recycling issues. Throughout the contract term, the Principal Consultant will continue to provide oversight and management for the client.

SCA Matrix		
SCA Eligible Contract Labor Category	SCA Equivalent Code - Title	WD Number
Clerical	01113 - General Clerk III or 01263 - Personnel Assistant III	05-2167
Customer Service	01270 – Production Control Clerk or 01313 - Secretary III	05-2167
Data Base Specialist	14073 – Computer Programmer III	05-2167

*“The Service Contract Act (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.”*