



## 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!<sup>TM</sup>, a menu-driven searchable database system. The INTERNET address for GSA Advantage!<sup>TM</sup> is:

<https://www.GSAAdvantage.gov>

Schedule for Environmental Services

Federal Supply Group 899, Class F999

Contract Number: GS-10F-0319M

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at [www.gsa.gov](http://www.gsa.gov)

OPTION #2

Contract Period: June 1, 2012 through May 31, 2017

Normandeau Associates, Inc.

25 Nashua Road

Bedford, NH 03110-5500

(603) 472-5191

(603) 472-7052 (Fax)

[www.normandeau.com](http://www.normandeau.com)

email: [afraizer@normandeau.com](mailto:afraizer@normandeau.com)

Business Size: Large Business

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## CUSTOMER INFORMATION

- 1a. Table of awarded special item numbers: 899-1, 899-1RC, 899-7, 899-7RC   
See Page 14 for awarded prices
- 1b. Lowest priced category awarded (Option #2, Contract Year 11):
- |           |              |         |
|-----------|--------------|---------|
| SIN 899-1 | Technician I | \$30.75 |
| SIN 899-7 | Technician I | \$30.75 |
- 1c. Description of Commercial Job Titles – See Page 6
2. Maximum Order: \$1,000,000.00
3. Minimum Order: \$100.00
4. Geographic coverage (delivery area): Domestic only
5. Points of production:
- 25 Nashua Road, Bedford, NH 03110-5500
  - 400 Old Reading Pike, Bldg A, Suite 101, Stowe, PA 19464
  - 1921 River Road, P O Box 10, Drumore, PA 17518
  - 102 NE 10<sup>th</sup> Avenue, Gainesville, FL 32601
6. Discount from list prices or statement of net price: Government net prices (discounts already deducted).
7. Quantity Discounts: None offered
8. Prompt Payment Terms – Net 30 days
- 9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold: Yes
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: Accept over \$2,500
10. Foreign items: None
- 11a. Time of delivery: Specified on each Task Order
- 11b. Expedited Delivery: Contact Contractor

- 11c. Overnight and 2-day delivery: Contact Contractor
- 11d. Urgent Requirements: Contact Contractor
- 12. F.O.B. Point: Destination
- 13a. Ordering address: Normandeau Associates, Inc., 25 Nashua Road, Bedford, NH 03110-5500
- 13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs) and a sample BPA can be found at the GSA homepage [www.gsa.gov](http://www.gsa.gov)
- 14. Payment address:
  - Normandeau Associates, Inc.
  - P O Box 845335
  - Boston, MA 02284-5335
- 15. Warranty provision: Contractor's standard commercial warranty
- 16. Export Packing Charges: Not Applicable
- 17. Terms and conditions of Government purchase card acceptance (any thresholds above micro-purchase level): Contact Contractor
- 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
- 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: Not Applicable
- 24b. Not Applicable

25. Data Universal Numbering System (DUNS) Number: 82-4870786
26. Notification regarding registration in Central Contractor Registration (CCR) database: Registered
27. Net Billing: Contractor will accept LH and FFP
28. Purchase of Incidental, Non-schedule items: For administrative convenience, open market (non-contract) items may be added to a Federal Supply Schedule Blanket Purchase Agreement (BPA) or an individual order, provided that the items are clearly labeled as such on the order, all applicable regulations have been followed, and price reasonableness has been determined by the ordering activity for the open market (non-contract) items.
29. 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 SCA 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.

<b>SCA Eligible Contractor Labor Category</b>	<b>SCA Equivalent Code Title</b>	<b>WD Number</b>
Technician III	30090 Environmental Technician	05-2339 Rev. 13 06/13/2011

## DESCRIPTION OF COMMERCIAL JOB TITLES

### **Associate (AS)**

**Commercial Job Titles:** Corporate Officer, Division Manager

**Responsibilities:** Manages company or division of company with company authority, involved in all aspects of organization including project control, financials, management of Group Managers, ensures company resources are available for projects, provides over site to large projects or groups of projects.

**Typical Assignments:** Corporate Officer, Division Manager, Senior Program Manager

**Education/Experience:** PhD or MS. Expert knowledge in one or more technical areas resulting from study and experience; knowledge of the entire environmental field, financial and operational management. Minimum experience of 12 years in the field.

### **Principal Engineer (PE)**

**Commercial Job Title:** Principal Engineer

**Responsibilities:** Complete responsibility for interpretation, organization, execution and coordination of a complex project.

**Typical Assignments:** Plan, develop, coordinate and direct projects. Solve problems of considerable scope and complexity; establish and define project objectives; development of project schedules and manpower needs; initiate, prepare and be responsible for new business proposals and interviews; initiate and perform requirement project administrative duties; initiate billing and collect bills; coordinate and supervise other project personnel working on the project while providing leadership and professional and personal development.

**Education/Experience:** BS in Engineering. PE required; supervisory and interpersonal skills; proficiency in written and oral communication skills. Minimum 7-10 years or MS with 5-7 years of experience.

## DESCRIPTION OF COMMERCIAL JOB TITLES (CONTINUED)

### **Quality Assurance Director (QD)**

**Commercial Job Title:** Quality Assurance Director

**Responsibilities:** Responsible to the President for establishing, administering, and monitoring the implementation of, and recommending changes in project, facility and corporate quality programs, quality assurance organizations and associated procedures.

**Typical Assignments:** Establish, implement and monitor QA programs, conduct QA audits, supervise company safety programs, ensure company's compliance to safety regulations, ensure company's compliance to OSHA regulations.

**Education/Experience:** MS or BA in relevant specialty; Quality Assurance training; a minimum of 10 years of experience with 8 of those years being involved in QA/QC assignments.

### **Senior Principal Scientist (SP)**

**Commercial Job Titles:** Corporate Officer, Group Manager, Senior Project Manager

**Responsibilities:** Manages operations of division or large group with company authority, involved in all aspects of the organization including project control, financials, client development manages complex projects.

**Typical Assignments:** Corporate Officer/Division Manager, Project Manager on complex projects

**Education/Experience:** PhD or MS, expert knowledge in one scientific area resulting from study and experience, general knowledge of the entire environmental field and additional training in operational functions. Minimum experience of 12 years in the field.

## DESCRIPTION OF COMMERCIAL JOB TITLES (CONTINUED)

### Senior Scientist (SS)

**Commercial Job Titles:** Project Manager, Senior Scientist (or more specifically, Senior Wetlands Scientist or Senior Ecologist, etc.), Principal Investigator, Project Consultant, Laboratory Manager

**Responsibilities:** Generally functions as a project manager or person responsible for a specific discipline-related task within a large project. A company scientific authority in a specific area of expertise.

**Typical Assignments:** Project management of multidisciplinary projects; principal investigator on large projects; provide expert testimony; prepare technical proposals.

**Education/Experience:** PhD or MS. Expert knowledge resulting from advanced studies, original research and/or consulting experience. Minimum experience of 8 years in addition to undergraduate studies in area of expertise.

### Scientist IV (S4)

**Commercial Job Titles:** Project Manager, Project Scientist, Project Consultant, Principal Investigator

**Responsibilities:** Generally functions as a project manager or project scientist; may supervise discipline-related tasks on project.

**Typical Assignments:** Project management of small projects; staff scientist of larger projects; design and conduct statistical analysis of data; principal investigator; review and edit project reports.

**Education/Experience:** PhD or MS. Advanced knowledge resulting from academic experience, e.g. PhD or consulting experience. Minimum experience of 6 years in addition to undergraduate studies in area of expertise.

## DESCRIPTION OF COMMERCIAL JOB TITLES (CONTINUED)

### Scientist III (S3)

**Commercial Job Titles:** Scientist (or more specifically Ecologist or Botanist, etc.), Staff Scientist, Section Leader

**Responsibilities:** Generally a second-level supervisory position on a project or in a laboratory; may be responsible for the activities of other scientists and technicians; accountable to a project manager, a principal investigator or laboratory manager for the performance of discrete tasks; may manage small projects.

**Typical Assignments:** Supervision of laboratory section; prepare technical reports; conduct field work requiring advanced expertise; proposal preparation and budgeting; prepare project and laboratory SOP's; staff scientist.

**Education/Experience:** MS or BS. Advanced knowledge resulting from academic experience e.g., MS or project experience. Minimum of 4 years experience in addition to undergraduate studies in area of expertise.

### Scientist II (S2)

**Commercial Job Titles:** Scientist (or more specifically Botanist, Aquatic Biologist, Taxonomist, etc.)

**Responsibilities:** Perform scientific and technical functions as directed by supervisor; some supervisory responsibility for other scientists and technicians; completion of assigned tasks routinely requires individual to exercise scientific judgment; Technical Manager of small projects.

**Typical Assignments:** Coordination and supervision of personnel in field and laboratory; training new staff; preparation of reports; coordination of QC requirements; sorting and identification of biological and geological samples; collection of field data.

**Education/Experience:** MS-BS. Detailed knowledge in area of expertise. Minimum of 2 years experience in addition to undergraduate studies in area of expertise.

## DESCRIPTION OF COMMERCIAL JOB TITLES (CONTINUED)

### **Scientist I (S1)**

**Commercial Job Title:** Scientist (or more specifically Biologist or Chemist, etc.)

**Responsibilities:** Perform scientific and technical functions as directed by supervisor; functions are often repetitive and routine tasks, but a scientific background and relevant academic and work experience is necessary or useful in making judgements when performing assigned tasks; occasional supervisory responsibility for other scientists and technicians.

**Typical Assignments:** Collect biological data; taxonomic identification; maintain data records, chemical analysis of water and sediment samples; assist in organizing data for scientific reports.

**Education/Experience:** BS or AS. Academic training. This is generally an entry-level position for personnel with less than 2 years of post undergraduate experience.

### **Senior Technician (ST)**

**Commercial Job Titles:** Field Operations Manager, Field Coordinator, Support Department Manager

**Responsibilities:** Supervision of technical, production, administrative and logistical operations. Performance of assigned tasks under general direction.

**Typical Assignments:** Manage Publications Department; design, supervise and produce graphics for technical reports; supervise field technicians; management of project operations; manage field operations for major projects; manage field support section.

**Education/Experience:** BS or AS/AA or equivalent. Detailed technical knowledge of all aspects of assigned responsibilities and understanding of how the accomplishment of those tasks affects project or department operations. Substantial experience in performing and supervising assigned and related tasks. Minimum of 12 years of post-academic experience.

## DESCRIPTION OF COMMERCIAL JOB TITLES (CONTINUED)

### **Technician V (T5)**

**Commercial Job Titles:** Supervisor, Field Operations Supervisor, Diving Supervisor, Project Administration

**Responsibilities:** Assist Field Operations supervision with all responsibilities; supervise company dive program; supervise project administration activities.

**Typical Assignments:** Carry out field operations tasks for major programs; assist field operations supervisor with major tasks; manage company wide project administration tasks.

**Education/Experience:** BS or AS/AA or equivalent. Extensive knowledge of field operations. Knowledge of field supervision of staff client interaction to conduct operations. Knowledge of project administration. Minimum 10 years experience.

### **Technician IV (T4)**

**Commercial Job Titles:** Project Administrator, Senior Field Technician

**Responsibilities:** Field operation staff, Team Leader, Field Task Manager, Project Administration

**Typical Assignments:** Assist Field Ops Manager with supervisory tasks; supervise data collection; handle project administration tasks; assist project manager.

**Education/Experience:** BS or AS/AA. Detailed knowledge of numerous specific tasks with ability to undertake these technical tasks with minimal supervision. Knowledge in boat operation/maintenance, computer procedures and/or other specialty skills. Minimum of 6 years experience.

## DESCRIPTION OF COMMERCIAL JOB TITLES (CONTINUED)

### **Technician III (T3)**

**Commercial Job Titles:** Project Administrator, Data Technician, Field Operations Team Leader

**Responsibilities:** Accountable to project or facility manager for completion of assigned technical tasks with a minimum of supervision; completion of assigned tasks routinely requires individual to exercise discretion and judgement.

**Typical Assignments:** Technical programming for projects; processing of technical data; develop, document and maintain technical and business software; supervise small field teams in certain tasks; supervise boat handling tasks.

**Education/Experience:** High School or AS/AA. Detailed technical knowledge of all aspects of assigned responsibilities. Minimum of 4 years post-academic experience.

### **Technician II (T2)**

**Commercial Job Titles:** Technician (or more specifically graphics tech, data tech, field tech, project administration)

**Responsibilities:** Perform assigned technical tasks as directed.

**Typical Assignments:** Assist in data reduction; prepare final technical illustrations from draft manuscripts; produce maps, graphs; computer operator, field technician.

**Education/Experience:** High School Graduate. Knowledge as gained by specialized or on-the-job training. Minimum of 2 years post-academic experience.

## DESCRIPTION OF COMMERCIAL JOB TITLES (CONTINUED)

### **Technician I (T1)**

**Commercial Job Title:** Technician (or more specifically graphics tech, data tech, field tech, project administration)

**Responsibilities:** Responsible for accomplishment of basic and routine tasks as assigned.

**Typical Assignments:** Field Technician, ordering supplies, filing project information, keypunching/data entry; reducing data.

**Education/Experience:** High School Graduate. No specialized experience required. Required knowledge can be readily gained through on-the-job training. This is essentially an entry level position.



GSA Contract No. GS-10F-0319M

SIN 899-1, 899-7 <small>DISAST RECOV</small> 899-1RC, 899-7RC		Option #2 (Contract Years 11 - 15)									
		6/1/12 - 5/31/13		6/1/13 - 5/31/14		6/1/14 - 5/31/15		6/1/15 - 5/31/16		6/1/16 - 5/31/17	
Title	Hourly Rate	Daily Rate	Hourly Rate	Daily Rate	Hourly Rate	Daily Rate	Hourly Rate	Daily Rate	Hourly Rate	Daily Rate	
Associate	\$165.95	\$1,327.60	\$170.10	\$1,360.80	\$174.35	\$1,394.80	\$178.71	\$1,429.68	\$183.17	\$1,465.36	
Principal Engineer	\$124.76	\$998.08	\$127.88	\$1,023.04	\$131.08	\$1,048.64	\$134.36	\$1,074.88	\$137.72	\$1,101.76	
Principal Scientist	\$116.49	\$931.92	\$119.40	\$955.20	\$122.39	\$979.12	\$125.45	\$1,003.60	\$128.58	\$1,028.64	
Quality Assurance Director	\$113.75	\$910.00	\$116.60	\$932.80	\$119.51	\$956.08	\$122.50	\$980.00	\$125.56	\$1,004.48	
Scientist I	\$41.00	\$328.00	\$42.03	\$336.24	\$43.08	\$344.64	\$44.15	\$353.20	\$45.26	\$362.08	
Scientist II	\$51.24	\$409.92	\$52.52	\$420.16	\$53.83	\$430.64	\$55.18	\$441.44	\$56.56	\$452.48	
Scientist III	\$63.76	\$510.08	\$65.35	\$522.80	\$66.98	\$535.84	\$68.66	\$549.28	\$70.37	\$562.96	
Scientist IV	\$75.78	\$606.24	\$77.67	\$621.36	\$79.61	\$636.88	\$81.60	\$652.80	\$83.64	\$669.12	
Senior Principal Scientist	\$136.54	\$1,092.32	\$139.95	\$1,119.60	\$143.45	\$1,147.60	\$147.04	\$1,176.32	\$150.71	\$1,205.68	
Senior Scientist	\$96.34	\$770.72	\$98.75	\$790.00	\$101.22	\$809.76	\$103.75	\$830.00	\$106.34	\$850.72	
Senior Technician	\$96.84	\$774.72	\$99.26	\$794.08	\$101.74	\$813.92	\$104.29	\$834.32	\$106.90	\$855.20	
Technician I	\$30.75	\$246.00	\$31.52	\$252.16	\$32.31	\$258.48	\$33.11	\$264.88	\$33.94	\$271.52	
Technician II	\$43.77	\$350.16	\$44.86	\$358.88	\$45.98	\$367.84	\$47.13	\$377.04	\$48.31	\$386.48	
Technician III	\$53.08	\$424.64	\$54.41	\$435.28	\$55.77	\$446.16	\$57.17	\$457.36	\$58.60	\$468.80	
Technician IV	\$63.08	\$504.64	\$64.66	\$517.28	\$66.27	\$530.16	\$67.93	\$543.44	\$69.63	\$557.04	
Technician V	\$72.71	\$581.68	\$74.53	\$596.24	\$76.39	\$611.12	\$78.30	\$626.40	\$80.26	\$642.08	