FutureNet Group Inc. (FNG)
General Services Administration
Federal Supply Services

ENVIRONMENTAL SERVICES
Federal Supply Class 899
Contract Number: GS-10F-0331R

- US GSA Schedule Holder
- Certified as US SBA HUBZone Company
- MMBDC certified Minority Business Enterprise (MBE)
- 100% Minority Owned Corporation
- Certified Asbestos Abatement
- Certified Lead Abatement Contractor

FNG Headquarters:
12801 Auburn Street
Detroit, MI 48223
Telephone: (313) 544-7117
Fax: (313) 544-7111
E-mail: gsa@futurenetgroup.com
Website: www.futurenetgroup.com

Option Period Ending 2015
FutureNet Group Inc. (FNG) – Customer Information

1. Authorized Special Item Numbers (SINs):
   - SIN – 899-1   Environmental Consulting Services
   - SIN – 899-1RC  Environmental Consulting Services
   - SIN – 899-3   Environmental Training Services
   - SIN – 899-1RC  Environmental Training Services
   - SIN – 899-8   Remediation and Reclamation Services
   - SIN – 899-8RC  Remediation and Reclamation Services

2. Maximum Order: $ 1,000,000
3. Minimum Order: $ 100
4. Geographic Coverage: Worldwide and Domestic Delivery
5. Point(s) of Production / Performance: N / A
6. Discount from List Price: Prices shown herein are net prices
7. Quantity/Dollar Volume Discounts: Contact Contractor for Quantity Discounts
8. Prompt Payment Terms: Net 30 Days or Contact Contractor for Discussion
9. Government Credit Card: Is accepted for orders below micro purchase threshold;
   Contact the Contractor Representative for credit card acceptance of orders above the
   micro purchase threshold.
10. Foreign Items: N/A
11. Time of Delivery: To be negotiated with ordering agency on each task order.
12. FOB Point(s): To be negotiated with ordering agency on each task order.
    12801 Auburn Street
    Detroit, MI 48223
14. Payment Address: Same as above
15. Warranty Provision: N/A
16. Export Packing Charges: N/A
17. Terms and Conditions of Government Credit Card Acceptance: See #9 (above)
18. Environmental Attributes, E.G., recycled content, energy efficiency, and/or
   reduced pollutants: N/A
19. Data Universal Number System (DUNS) Number: 933549230
20. Notification Regarding Registration in Central Contractor Registration (CCR)
    Database: FutureNet Group Inc.
ABOUT OUR COMPANY

FNG and its professionals have impeccable credentials in addition to our outstanding track record of performance. FNG has an exemplary record in guiding its clients to new levels of satisfactory service and timely completion of the project activities in addition to the ‘Best Value’ competitive pricing.

FutureNet Group, Inc. (FNG) has provided professional services in Environmental, Engineering & Technology for over 15+ years. It has worked on various prestigious environmental projects with several local, state and federal government agencies. FNG has extensive experience in working with federal clients like the U.S. General Administrative Services (GSA), US Coast Guard and US Department of Housing and Urban Development (HUD). It has various ongoing projects with the State of Michigan, City of Detroit, US Army Corps of Engineers (USACOE), Detroit and Walla Walla District, Connecticut Army National Guard, etc. In the past, FNG has worked with corporations like General Motors, Ford Motor Company, Chrysler Corporation, IBM, and Detroit Edison etc. FNG has the following certifications and qualifications in addition to the ‘Best Value’ price proposal and professional services:

- **Certified US SBA 8(a) Certified HUBZone Company**
- **US General Services Administration (GSA) Environmental Schedule Holder**
- **MMBDC certified Minority Business Enterprise (MBE)**
- **100% owned and employed Minority Corporation**
- **Certified Asbestos Abatement Contractor**
- **Certified Lead Abatement Contractor**

FNG has earned a solid reputation of providing quality assured services, specializing in Phase I and Phase II Environmental Assessments and Investigations, Sampling and Testing, Remedial Investigations and Feasibility Studies (RI/FS), Remediation, Asbestos and Lead Based Paint (LBP) Inspection followed by abatement, Hazardous Materials Removal and Disposal, Environmental Compliance and Training, Environmental Inspections and Compliance, Environmental Program Management, CADD Services. FNG is proud to follow all Occupational Safety & Health Association (OSHA), Department of the Army, Michigan Department of Environmental Quality (MDEQ), DOE, and United States Environmental Protection Agency (USEPA) guidelines without any violation in the history of our organization.
KEY ENVIRONMENTAL PROJECTS

- USACE Detroit District IDIQ Contract - MI, WI, MN - Sediment, Soil, Groundwater Sampling, and Professional Environmental Services
- USACE New Orleans District IDIQ Contract - LA, MS, MO - Planning, Investigation, and Environmental Studies
- US Department of Homeland Security - GA, NM, MD, SC - Industrial Hygiene Baseline Surveys
- USACE Chicago District IDIQ Contract for Environmental Engineering Services
- Detroit Riverfront Conservancy, MI - Phase I ESA, Phase II SI, BEA, Due Care Plan for Five Mile Stretch
- Malmstrom Air Force Base - Great Falls, MT - Develop and Setup Storm Water Sampling Network
- Bolling Air Force Base - Washington DC - Develop ACM and LBP Management and Operation Plan
- USEPA Region 7 - Former VA Hospital, MO - Phase I ESA; ACM and LBP Inspection, Risk Assessment, and Abatement; Building Demolition; and Site Restoration
- USACE Walla Walla District - Lower Granite Lock Dam, WA - ACM Abatement and Air Monitoring
- US Department of Interior - Bureau of Reclamation, CO - UST Removal, Clean-up, Sampling, and Site Closure
- USACE Detroit District - USPFO Lansing, MI - UST Removal, Clean-up, Sampling, and Site Closure
- USEPA Region 5 - Superfund Site, MN - Remedial Construction Oversight
- Connecticut and Tennessee Army National Guard - OSHA HAZWOPER Training
- Metropolitan Nashville Airport Authority - Nashville, TN - Phase I ESA, ACM and LBP Inspection, Hazardous Materials Survey

Our environmental professionals have an outstanding record of working with clients to implement environmental measures to improve air and water quality, assess environmental impacts, perform natural resource assessments, investigate and remediate hazardous waste sites, reduce waste generation, track hazardous material usage, implement hazardous material management systems and environmental management systems, perform risk and hazard assessments, perform environmental management, and redevelop Brownfields.

We have completed a broad range of environmental projects for government agencies and private industry, under environmental laws, including, but not limited to, the Resource Conservation and Recovery Act (RCRA), Solid Waste Disposal Act (SWDA), Clean Air Act (CAA), Clean Water Act (CWA), Toxic Substances Control Act (TSCA), National Environmental Policy Act (NEPA), National Contingency Plan (NCP), Comprehensive Environmental Responsive, Compensation, and Liability Act (CERCLA) as amended by the Superfund Amendments and Reauthorization Act (SARA), and the Safe Drinking Water Act (SDWA), as well as numerous Executive Orders.
SIN 899-1 ENVIRONMENTAL CONSULTING SERVICES

FNG can assist clients in effectively identifying potential environmental impacts of mission and operational changes before they occur and in developing strategies to ensure that environmental impacts are minimized during execution. Our comprehensive environmental engineering expertise enables us to assist our clients with the full range of environmental engineering services from conceptual design, through planning and permitting, followed by design and construction services.

FNG offers a multitude of environmental planning services; examples of these services include:

- Environmental Assessments
- Human Health and Ecological Risk Assessments
- Natural Resource, Cultural, and Historic Assessments and Plan Preparation
- Geographic Information Systems (GIS) for Mapping Sensitive Environmental Habitats, Public hearings, Community Outreach, and Community Involvement Assessments.
- Technical and Feasibility Studies (i.e. Range of Management Plans, Capital Project Plans)
- Strategic Environmental Plans and Management Action Plans
- Sampling and Analysis
- Historic and other Cultural Resources Management Plans, Studies, and Consultations.

Most environmental projects depend upon early identification of applicable regulations to ensure our clients and the interested agencies of our commitment to meet their collective expectations. FNG offers in-depth compliance services that help our clients to achieve maximum compliance, while offering innovative pollution prevention strategies aimed at minimizing future compliance requirements. We offer compliance services for RCRA, CAA, CWA, SDWA, TSCA, Executive Orders, and other environmental laws at the federal, state, and local levels. Our services include:

- Compliance Audits, Assessments, Inventories, and Data Management;
- Sampling and Analysis;
- ISO 14000 and Environmental Management System (EMS) Assessments;
FNG offers a diverse range of waste management services that not only help our clients manage their existing waste needs, but also help them plan to minimize and/or eliminate current and future wastes through recycling and pollution prevention. Our services include, but are not limited to:

- RCRA / CERCLA Site Investigation;
- Source Reduction, Waste Minimization, Recycling, and Composting Studies;
- Hazardous Material Program Assessment;
- Risk Analyses;
- Regulatory and Economic Analyses;
- Reporting and Compliance Software;
- Hazardous Material Tracking Software and Systems Management;
- Waste Program Management;
- Landfill Location Studies, Closure Plans, Geological Surveys, and Computer Modeling;
- Waste Characterization Studies; and,
- Hazardous Assessments and Exposure Assessments

SIN 899-3 ENVIRONMENTAL TRAINING SERVICES

Our environmental management and consulting experience have afforded us tremendous insights into how to effectively execute environmental management programs and initiatives. We build upon these insights and experiences when developing training courses to meet agency needs. These training needs may include compliance training, occupational training, project management training, public outreach training, audit training, and EMS training.

Our training services include:

- Training Assessments
- Course Development
- Course Delivery
SIN 899-8 REMEDIATION AND RECLAMATION SERVICES

FNG provides a full range of methods and technologies supporting activities necessary for Remediation Services. We perform investigations and studies that focus on the remediation objective for each project. FNG has been able to systematically and cost effectively evaluate current conditions, predict future conditions, and lead a clear path to the remedial solution without costly over-analysis and re-sampling. To speed the result, we use advanced field, data management, modeling, and visualization techniques. Our interpretations and solutions have a strong risk-based component and have been largely unchallenged by state agencies. In addition, our extensive remedy selection / remedial design capabilities are enhanced by our practical field expertise. We offer a comprehensive toolbox of proven and innovative technologies to reduce costs and accelerate remediation projects. FNG has a hands-on approach to remediation design, including reviews by field construction specialists, ensures constructability and operability for the lowest possible cost. Nearly all of these programs involve work at multiple types of contaminants in various media.

Services include:

- Air Monitoring and OSHA Compliance
- Remedial Oversight and Management
- Asbestos Abatement
- BRAC, Brownsfield Remediation and Redevelopment
- Hazardous Waste Removal and Disposal Emergency Cleanup
- UST / AST Removal and Clean-up
- Soil and Groundwater Remediation
- Lead and Mold Remediation
- Assessment and evaluation of remediation strategies and/or appropriate risk-based strategies
- Design, pilot testing and installation of Remediation systems for soil and groundwater
- Operation and maintenance of soil and groundwater remediation systems
SINs - 899-1: Environmental Consulting Services * 899-3: Environmental Training Services * 899-8: Remediation and Reclamation Services

Price List

<table>
<thead>
<tr>
<th>Labor Categories</th>
<th>Hourly Rate – with IFF (fully loaded)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Consultant</td>
<td>$199.50</td>
</tr>
<tr>
<td>Principal II</td>
<td>$156.75</td>
</tr>
<tr>
<td>Principal I</td>
<td>$123.97</td>
</tr>
<tr>
<td>Program Manager II</td>
<td>$112.57</td>
</tr>
<tr>
<td>Program Manager I</td>
<td>$102.60</td>
</tr>
<tr>
<td>Project Director III</td>
<td>$119.00</td>
</tr>
<tr>
<td>Project Director II</td>
<td>$108.30</td>
</tr>
<tr>
<td>Project Director I</td>
<td>$88.35</td>
</tr>
<tr>
<td>Project Manager III</td>
<td>$99.75</td>
</tr>
<tr>
<td>Project Manager II</td>
<td>$79.80</td>
</tr>
<tr>
<td>Project Manager I</td>
<td>$70.00</td>
</tr>
<tr>
<td>Project Coordinator II</td>
<td>$82.65</td>
</tr>
<tr>
<td>Project Coordinator I</td>
<td>$56.00</td>
</tr>
<tr>
<td>Project Engineer II</td>
<td>$85.50</td>
</tr>
<tr>
<td>Project Engineer I</td>
<td>$75.52</td>
</tr>
<tr>
<td>QA/QC Manager II</td>
<td>$88.35</td>
</tr>
<tr>
<td>QA/QC Manager I</td>
<td>$72.80</td>
</tr>
<tr>
<td>Inspector III</td>
<td>$72.80</td>
</tr>
<tr>
<td>Inspector II</td>
<td>$61.60</td>
</tr>
<tr>
<td>Inspector I</td>
<td>$53.20</td>
</tr>
<tr>
<td>Geologist</td>
<td>$86.92</td>
</tr>
<tr>
<td>Scientist II</td>
<td>$89.77</td>
</tr>
<tr>
<td>Scientist I</td>
<td>$72.80</td>
</tr>
<tr>
<td>Draftsman</td>
<td>$51.30</td>
</tr>
<tr>
<td>Field Supervisor III</td>
<td>$64.40</td>
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<tr>
<td>Field Supervisor II</td>
<td>$53.20</td>
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<tr>
<td>Field Supervisor I</td>
<td>$44.80</td>
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<tr>
<td>Field Technician III**</td>
<td>$40.59</td>
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<tr>
<td>Field Technician II**</td>
<td>$36.28</td>
</tr>
<tr>
<td>Field Technician I**</td>
<td>$32.36</td>
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<tr>
<td>Mgmt. Consultant</td>
<td>$96.90</td>
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<tr>
<td>Administrator III**</td>
<td>$59.36</td>
</tr>
<tr>
<td>Administrator II**</td>
<td>$39.90</td>
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<td>Administrator I**</td>
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<td>Report Writer II</td>
<td>$49.00</td>
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<td>Report Writer I</td>
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<td>Laborer III</td>
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<td>Laborer II</td>
<td>$29.40</td>
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<tr>
<td>Laborer I</td>
<td>$25.20</td>
</tr>
</tbody>
</table>
SCA Information:

The labor categories that fall under the requirements of the Service Contract Act (SCA) (i.e. non-exempt labor categories) are identified in the matrix below. All prices for these labor categories meet or exceed the requirements in the SCA Wage Determination identified below. The matrix and narrative are incorporated into this contract and must also be included in the contractor’s electronic price list on GSA Advantage.

<table>
<thead>
<tr>
<th>Labor Categories</th>
<th>SCA Equivalent Code – Title</th>
<th>WD Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field Technician III</td>
<td>30083 – Engineering Technician III</td>
<td>05-2271</td>
</tr>
<tr>
<td>Field Technician II</td>
<td>30082 – Engineering Technician II</td>
<td>05-2271</td>
</tr>
<tr>
<td>Field Technician I</td>
<td>30081 – Engineering Technician I</td>
<td>05-2271</td>
</tr>
<tr>
<td>Administrator III</td>
<td>01313 – Secretary III</td>
<td>05-2271</td>
</tr>
<tr>
<td>Administrator II</td>
<td>01312 – Secretary II</td>
<td>05-2271</td>
</tr>
<tr>
<td>Administrator I</td>
<td>01311 – Secretary I</td>
<td>05-2271</td>
</tr>
</tbody>
</table>

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 awarded are in line with the geographic scope of the contract (i.e. nationwide).
<table>
<thead>
<tr>
<th>LABOR CATEGORY</th>
<th>MINIMUM EXPERIENCE REQUIRED</th>
<th>MINIMUM QUALIFICATIONS</th>
<th>RESPONSIBILITIES</th>
</tr>
</thead>
</table>
| Executive Consultant| 18 years                    | MS/MA/Ph.D. or P.E. + ext. exposure           | • Topmost consultant, program manager authorized completely to operate, manage, procure contracts  
• Single contract manager and authorized interface with the customer agency for large scale contract  
• Senior company authority within a technical field who can act both as a consultant in complex and critical client projects as well as a program manager for large and complex projects  
• Responsibilities include project development from inception to deployment, guidance and direction in required tasks, management and control of funds and resources  
• Capable of managing multiples tasks contracts |
| Principal Consultant II | 16 years                | BS/BA + ext. exposure                        | • Single contract manager and authorized interface with the customer agency for large scale contract  
• Senior company authority within a technical field who can act both as a consultant in complex and critical client projects as well as a program manager for large and complex projects  
• Responsibilities include project development from inception to deployment, guidance and direction in required tasks, management and control of funds and resources  
• Capable of managing multiples tasks contracts |
| Principal Consult. I  | 14 years                   | BS/BA + ext. exposure                        | • Within broad objectives, performs in a professional position requiring high level of specialized knowledge and experience  
• Demonstrated ability to analyze complex problems, research and synthesize data, |
<table>
<thead>
<tr>
<th>Role</th>
<th>Years</th>
<th>Education</th>
<th>Experience</th>
</tr>
</thead>
</table>
| Program Manager II            | 12    | MS/MA/Ph.D. or P.E. + ext. exposure          | • Within broad objectives, performs in a professional position requiring high level of specialized knowledge and experience  
• Demonstrated ability to analyze complex problems, research and synthesize data, and propose unique solutions or alternatives  
• Serves as the prime point of contact for clients and manages client programs |
| Program Manager I             | 8     | BS/BA + relevant experience                  | • Demonstrated ability to analyze complex problems, research and synthesize data, and propose unique solutions or alternatives  
• Serves as the prime point of contact for clients and manages client programs |
| Project Director III          | 16    | MS/MA/Ph.D. or P.E. + ext. exposure          | • Within broad objectives, performs in a professional position requiring high level of specialized knowledge and experience  
• Demonstrated ability to analyze complex problems, research and synthesize data, and propose unique solutions or alternatives  
• Serves as the prime point of contact for clients and manages client programs |
| Project Director II           | 12    | BS/BA + ext. exposure                        | • Demonstrated ability to analyze complex problems, research and synthesize data, and propose unique solutions or alternatives  
• Serves as the prime point of contact for clients and manages client programs |
| Project Director I            | 8     | BS/BA + relevant experience                  | • Demonstrated ability to analyze complex problems, research and synthesize data, and propose unique solutions or alternatives  
• Serves as the prime point of contact for clients and manages client programs |
| Project Manager III           | 14 +  | MS/MA/Ph.D. or P.E. + ext. exposure          | • Within broad objectives, performs in a professional position requiring high level of specialized knowledge and experience  
• Demonstrated ability to analyze complex problems, research and synthesize data, and propose unique solutions or alternatives  
• Serves as the prime point of contact for clients and manages client programs |
<table>
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<tr>
<th>Position</th>
<th>Years</th>
<th>Education</th>
<th>Responsibilities</th>
</tr>
</thead>
</table>
| Project Manager II             | 12+   | BS/BA + ext. exposure    | • Within broad objectives, performs in a professional position requiring high level of specialized knowledge and experience  
• Demonstrated ability to analyze complex problems, research and synthesize data, and propose unique solutions or alternatives  
• Serves as the prime point of contact for clients and manages client programs |
| Project Manager I              | 8     | BS/BA + relevant experience | • Within broad objectives, performs in a professional position requiring high level of specialized knowledge and experience  
• Demonstrated ability to analyze complex problems, research and synthesize data, and propose unique solutions or alternatives  
• Serves as the prime point of contact for clients and manages client programs |
| Project Coordinator II         | 14    | BS/BA + extensive exposure | • Assists in the preparation of management plans and reports  
• Coordinates schedules to facilitate completion of proposals, contract deliverables, task order review, briefings/presentations, and in-process review preparation  
• Performs analysis, development, and review of program administrative operating procedures  
• Provides close supervision and direction to lower level administrative personnel |
| Project Coordinator I          | 8     | BS/BA + relevant experience | • Coordinates schedules to facilitate completion of proposals, contract deliverables, task order review, briefings/presentations, and in-process review preparation  
• Performs analysis, development, and review of program administrative operating procedures  
• Provides close supervision and direction to lower level administrative personnel |
| Project Engineer II            | 10    | MS/MA or relevant exp     | • Senior technical professional who applies broad to comprehensive knowledge of methodologies, theoretical concepts, principles, and practices in specific professional scientific or technical disciplines  
• Plans, conducts, leads and accomplishes broad assignments  
• Usually operates with some latitude for |
<table>
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<tr>
<th>Position</th>
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<th>Education</th>
<th>Responsibilities</th>
</tr>
</thead>
</table>
| Project Engineer I| 8 years    | MS/MA or relevant exp | - Senior technical professional who applies broad to comprehensive knowledge of methodologies, theoretical concepts, principles, and practices in specific professional scientific or technical disciplines  
- Plans, conducts, leads and accomplishes broad assignments  
- Usually operates with some latitude for unreviewed actions or decisions and provides daily supervision and direction to support staff  
- Client contact is routine and frequent |
| QA/QC Manager II | 12 years   | BS/BA + Certified | - Top-most corporate quality control officer with thorough understanding of the quality procedures of all activities/projects of the company  
- Responsible for all quality matters  
- Review plans, procedures, methods  
- Supervise all activities  
- Can stop any unsatisfactory work/activities |
| QA/AC Manager I  | 6 years    | BS/BA             | - Assists other superior quality control officers  
- Prepares project/work specific quality control plans  
- Collects, organizes and manages data |
| Inspector III     | 12 years   | BS/BA + Certified + relevant experience | - Performs and leads other technicians in carrying out routine and complex technical duties involving relevant technical experience |
| Inspector II      | 8 years    | BS/BA + Certified with relevant experience | - Performs routine and complex technical duties involving relevant technical disciplines |
| Inspector I       | 4 years    | Certified with relevant experience | - Performs routine and complex technical duties involving relevant technical disciplines |
| Geologist         | 9 years    | MS/MA + Certified | - Closely supervise quality procedures, review reports  
- Supervise on-site and in-house activities from quality stand point of view |
| Scientist II      | 16 years   | MS/MA/Ph.D. or P.E. | - Foremost technical professional of the corporate  
- Senior technical professional who applies broad to comprehensive knowledge of technical disciplines |
<table>
<thead>
<tr>
<th>Position</th>
<th>Experience</th>
<th>Education</th>
<th>Responsibilities</th>
</tr>
</thead>
</table>
| Scientist I     | 12 years   | MS/MA/Ph.D. or P.E.      | • Senior company expert within the technical field  
• Senior technical professional who applies broad to comprehensive knowledge of methodologies, theoretical concepts, principles, and practices in specific professional scientific or technical disciplines  
• Plans, conducts, leads and accomplishes broad assignments  
• Provides guidance and assistance in coordinating tasks and ensuring technical adequacy of the end product/service  
• Ensures compliance with technological standards throughout the project  
• Usually operates with some latitude for unreviewed actions or decisions and provides daily supervision and direction to support staff  
• Client contact is routine and frequent |
| Draftsman       | 4 years    | Technical Diploma        | • Designs and develops project documents  
• Directs development and production of technical documents by managing staff resources |
| Or              |            | Bachelors Degree         |                                                                                 |
| Field Supervisor III | 16 years | BS/BA + Certified | • Prepares management plans for the work performed  
• Looks after the activities of project including purchase, subcontractors, records, etc  
• Implement or help implement QA/QC plans  
• Monitor the project activities, schedule, etc |
<table>
<thead>
<tr>
<th>Position</th>
<th>Experience</th>
<th>Education</th>
<th>Responsibilities</th>
</tr>
</thead>
</table>
| Field Supervisor II           | 12 years   | BS/BA + Certified          | • Monitor and control the project budget, project schedule  
                                |            |                            | • Prepares management plans for the work performed  
                                |            |                            | • Looks after the activities of project including purchase, subcontractors, records, etc  
                                |            |                            | • Implement or help implement QA/QC plans  
                                |            |                            | • Monitor the project activities, schedule, etc |
| Field Supervisor I            | 8 years    | BS/BA                      | • Looks after the tasks assigned by the superiors  
                                |            |                            | • Assists superior Site Supervisors |
| Field Technician III          | 7 years    | BS/BA + Certified          | • Performs and leads other technicians in carrying out routine and complex technical duties involving relevant technical experience |
| Field Technician II           | 5 years    | BS/BA                      | • Performs routine and complex technical duties involving relevant technical disciplines |
| Field Technician I            | 4 years    | -                          | • Performs routine and complex technical duties involving relevant technical disciplines |
| Management Consultant        | 14 years   | BS/BA + ext. exposure      | • Within broad objectives, performs in a professional position requiring high level of specialized knowledge and experience  
                                |            |                            | • Responsibilities include project development from inception to deployment, guidance and direction in required tasks, management and control of funds and resources  
                                |            |                            | • Capable of managing multiples tasks |
| Administrator III             | 8 years    | BS/BA                      | • Assists in the preparation of management plans and reports  
                                |            |                            | • Coordinates schedules to facilitate completion of proposals, contract deliverables, task order review, briefings/presentations, and in-process review preparation  
                                |            |                            | • Performs analysis, development, and review of program administrative operating procedures  
                                |            |                            | • Provides close supervision and direction to lower level administrative personnel |
| Administrator II              | 6 years    | BS/BA                      | • Performs high level secretarial work under the general supervision of the manager  
                                |            |                            | • Types and proofreads correspondence, reports, and documentation  
<pre><code>                            |            |                            | • Answers telephones, responds to routine |
</code></pre>
<table>
<thead>
<tr>
<th>Position</th>
<th>Experience</th>
<th>Education</th>
<th>Duties</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrator I</td>
<td>4 years</td>
<td>BS/BA</td>
<td>Performs high level secretarial work under the general supervision, types and proofreads correspondence, responds to routine questions/requests, greets visitors, schedules meetings, mail distribution, and makes travel arrangements</td>
</tr>
<tr>
<td>Report/ Technical Writer II</td>
<td>6 years</td>
<td>BS/BA</td>
<td>Designs and develops project documents, directs development and production of technical documents by managing staff resources, supervises the documents generation</td>
</tr>
<tr>
<td>Report/ Technical Writer I</td>
<td>4 years</td>
<td>BS/BA</td>
<td>Designs and develops project documents, develops and produces documents</td>
</tr>
<tr>
<td>Laborer III</td>
<td>6 Years</td>
<td>BS/BA</td>
<td>Performs routine and complex technical duties involving relevant technical disciplines.</td>
</tr>
<tr>
<td>Laborer II</td>
<td>4 years</td>
<td>-</td>
<td>Performs routine and complex technical duties involving relevant technical disciplines.</td>
</tr>
<tr>
<td>Laborer I</td>
<td>4 years</td>
<td>-</td>
<td>Performs routine technical duties involving relevant technical disciplines.</td>
</tr>
</tbody>
</table>