

MULTIPLE AWARD SCHEDULE (MAS)

Federal Supply Group: Professional Services

Product Service Code: F999

GSA Contract: GS10F0424Y

Contractor: Hartgen Archeological Associates, Inc.
1744 Washington Avenue Ext
Rensselaer, New York 12144-9482
p +1 518 283 0534
f +1 518 283 6276
www.hartgen.com

Business Size: Small Business

Points of Contact: Justin DiVirgilio, President Matthew J. Kirk, Vice-President
jdivirgilio@hartgen.com mkirk@hartgen.com

Contract Period: 16 August 2012 – 15 August 2022

Price list current as of Modification #PS-0016 effective January 7, 2021.

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 GSA Advantage! is: GSA Advantage.gov.

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov.

1a. Table of awarded special item numbers	SIN 541620 Environmental Consulting Services SIN OLM Order Level Materials
1b. Lowest priced model number and lowest unit price	N/A
1c. Hourly rates and labor category descriptions	See pages 3 through 5
2. Maximum order	\$1,000,000
3. Minimum order	\$100.00
4. Geographic coverage	Continental United States
5. Points of production	Rensselaer, Washington County, New York Putney, Windham County, Vermont
6. Discount from list prices or statement of net price	Government Net Prices (discounts already deducted.)
7. Quantity discounts	5% off all task orders at or above the Simplified Acquisition Threshold (\$150,000)
8. Prompt payment terms	Net 30 days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.
9. Foreign items	N/A
10a. Time of delivery	Delivery based upon contractual requirements
10b. Expedited Delivery	N/A
10c. Overnight and 2-day delivery	N/A
10d. Urgent Requirements	Urgent Requirement clause in accordance with I-FSS-140-B
11. F.O.B. point	Destination
12a. Ordering address	Justin DiVirgilio, President Hartgen Archeological Associates, Inc. 1744 Washington Avenue Ext Rensselaer, New York 12144-9482 P: 518.283.0534 E: jdivirgilio@hartgen.com
12b. 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
13. Payment address	Hartgen Archeological Associates, Inc. 1744 Washington Avenue Ext Rensselaer, New York 12144-9482 P: 518.283.0534
14. Warranty provision	N/A
15. Export packing charges	N/A
16. Terms and conditions of rental, maintenance, and repair	N/A
17. Terms and conditions of installation	N/A
18. Terms and conditions of repair parts	N/A
18a. Terms and conditions for any other services	N/A
19. List of service and distribution points	N/A
20. List of participating dealers	N/A
21. Preventive maintenance	N/A
22a. Special attributes	N/A
22b. Section 508 compliance information	N/A
23. Data Universal Number System (DUNS) number	122746563
24. System for Award Management (SAM)	Hartgen is registered in SAM

PRICE LIST

SIN Proposed	Labor Category	Minimum Education	Minimum Years of Experience	Price Offered to GSA (including IFF)
541620	Principal-in-charge	Masters	15	\$ 119.02
541620	Principal Investigator	Masters	10	\$ 78.98
541620	Project Director	Bachelors	5	\$ 70.87
541620	Architectural Historian	Bachelors	10	\$ 70.87
541620	Architectural Hist. Asst.	Bachelors	2	\$ 40.36
541620	Cartographer/GIS Analyst**	Bachelors	5	\$ 64.12
541620	Research Associate**	Bachelors	2	\$ 48.59
541620	Laboratory Director	Masters	5	\$ 52.63
541620	Laboratory Archeologist**	Bachelors	2	\$ 48.59
541620	Field Director**	Bachelors	3	\$ 60.19
541620	Crew Chief**	Bachelors	2	\$ 48.59
541620	Field Archeologist**	Bachelors	0	\$ 43.43
541620	Copy Clerk**	Bachelors	1	\$ 40.36
541620	Field Mobilization Asst**	High School	0	\$ 30.66
541620	Geomorphologist	Masters	10	\$ 100.76
541620	HABS/HAER Photographer	High School	10	\$ 47.86

SERVICE CONTRACT LABOR STANDARDS (SCLS) MATRIX

SCLS Matrix		
SCA Eligible Labor Category	SCA Equivalent Code Title	WD Number
Cartographer/GIS Analyst	30030 Cartographic Technician	2015-4144
Research Associate	30022 Archeological Technician II	2015-4144
Laboratory Archeologist	30022 Archeological Technician II	2015-4144
Field Director	30023 Archeological Technician III	2015-4144
Crew Chief	30022 Archeological Technician II	2015-4144
Field Archeologist	30021 Archeological Technician I	2015-4144
Copy Clerk	01111 General Clerk I	2015-4144
Field Mobilization Asst	11030 Cleaner, Vehicles	2015-4144

The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (**) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract.

GSA Title/ Labor category	Minimum Education	Minimum Years of Experience	Functional Responsibility
Principal-in-charge	M.A.	15	The Principal-in-charge (PR) serves as the senior cultural resource manager for the firm. The PR serves as the Principal Investigator for selected projects, maintains oversight of other Principal Investigators, monitors regulatory changes affecting cultural resources, and assists clients in understanding the compliance process and the services Hartgen provides.

GSA Title/ Labor category	Minimum Education	Minimum Years of Experience	Functional Responsibility
Principal Investigator	M.A.	10	The Principal Investigator (PI) oversees progress on his/her projects and works with the Project Director to ensure adherence to scope, schedule, and budget, and the validity of analytical methods and interpretations. The PI is responsible for quality control of all deliverables. The PI participates in authoring research designs, planning documents, reports, and proposals. The PI participates in consultations with clients, review agencies, tribal representatives, and other interested parties.
Project Director	B.A.	5	The Project Director (PD) provides administrative and technical project oversight. Under the supervision of the PI, the PD implements the research design/scope of work; oversees fieldwork, analysis, research, and report writing; drafts proposals; and is often the primary point of contact for the client. The PD is responsible for implementing field quality assurance/quality control measures.
Field Director	B.A.	3	The Field Director (FD) assists the PD/PI in conducting the field study. Responsibilities include logistics (e.g. landowner coordination, utility locators, etc.), reviewing field forms, directing field staff, mapping test locations and finds, photographing fieldwork, preparing bag lists, and coordinating activities of multiple archaeological field crews. The FD may also perform archeological monitoring. The FD may participate in writing about the field methodology and results.
Crew Chief	B.A.	2	For projects with multiple crews operating concurrently, each crew is supervised by a Crew Chief (CC). The CC is the lead archeological technician and is responsible for directing Field Technicians in the absence of senior personnel. The CC assists the FD in reviewing field forms, mapping test locations and finds, photographing fieldwork, and preparing bag lists. The CC may also perform archeological monitoring. For many projects, no CC is assigned.
Field Archeologist	B.A.	0	The Field Archeologist (FA) participates in all phases of archeological investigation, including surveys, site evaluations, and data retrievals. Responsibilities include performing systematic surface inspections, shovel testing, unit excavation, recording field data, producing scaled drawings of excavations and features, and mapping test locations and finds.
Architectural Historian	B.A./B.S.	10	The Architectural Historian (AH) is responsible for identifying, inventorying, and assessing architectural resources; preparing Historic American Buildings Survey or Historic American Engineering Record (HABS/HAER) documentation packages; evaluating the eligibility and drafting nominations for listing in the National Register of Historic Places (NRHP) for architectural resources. Tasks include research, fieldwork, writing, and architectural drafting. The AH oversees the work of the Architectural Historian Assistant and coordinates with the PI/PD when projects entail archeological investigation. The AH consults with clients and review agencies.
Architectural Historian Assistant	B.A.	2	The Architectural Historian Assistant (AHA) supports the Senior Architectural Historian during field survey, report writing, and the completion of inventory forms. The AHA's responsibilities include taking notes, organizing digital photos, preparing tabular summaries of surveyed structures for use in report, and inputting preliminary information into structure inventory forms.

GSA Title/ Labor category	Minimum Education	Minimum Years of Experience	Functional Responsibility
Cartographer/GIS Analyst	B.A./B.S.	5	The Cartographer/GIS Analyst (CGA) provides technical services to support archaeological, architectural, and historical studies. The CGA's responsibilities include assisting with field mapping; using CAD and GIS software to produce maps and graphics for inclusion in reports, and to support the PI/PD in performing geospatial analyses.
Laboratory Director	M.A.	5	The Laboratory Director (LD) is responsible for the preparation of artifact inventories and collections management. The LD supervises all staff members assigned to laboratory duties; performs artifact identification, database management; manages the lab facility; oversees the lab portion of project budgets; coordinates the transfer of collections to long-term repositories; and supports the PI/PD in site analysis. The LD periodically updates Hartgen's laboratory procedures. The LD is responsible for ensuring that quality assurance protocols are followed and for maintaining quality control of artifact catalogs and collections management.
Laboratory Archeologist	B.A./B.S.	2	The Laboratory Archeologist (LA) supports the LD in performing tasks associated with artifact processing, sorting, cataloging, temporary storage, and curation.
Research Associate	B.A.	2	The Research Associate examines and compiles relevant information from state and national register files, archeological site files, building inventory files, archeological reports, maps and aerial photos, deeds, censuses, tax lists, directories and other historic documents. The Researcher may also contribute to report authorship.
Copy Clerk	B.A.	1	The Copy Clerk produces copies of reports, prepares letters of transmittal, and distributes copies as instructed by the client.
Field Mobilization Assistant	High school diploma	0	The Field Mobilization Assistant supports the PI/PD in preparing for fieldwork by readying the field equipment and field vehicles for departure.
Geomorphologist	M.A.	10	The Geomorphologist is a professional geologist with a background in surficial geology and soil science. The Geomorphologist assists the PI and PD in developing field strategies, participates in field investigations, and helps to place archeological data in the context of a changing physical environment. The Geomorphologist assists in writing reports.
HABS/HAER Photographer	High school diploma	10	The Photographer (PH) produces high quality, large-format print and digital images primarily for use in HABS/HAER documentation packages. The PH rectifies images for use in photogrammetry and prepares archival prints as needed.