

Aarcher, Inc.

The Environmental Navigators®

A Professional Services consulting firm with more than 18 years successful experience helping Federal clients meet environmental management and compliance goals.



GSA Consolidated Schedule 00 CORP Professional Services Schedule 899

Environmental Consulting Services (00 Corp PSS 899 SIN 1, 899 1RC)

- Environmental Compliance Audits
- Facility Plans and Permits
- ISO 14000/Environmental Management Systems (EMS)
- Annual Reporting
- Pollution Prevention/Waste Minimization
- Greening/EO13514
- Greenhouse Gas Emission Inventories
- National Environmental Policy Act (NEPA) analysis, documentation, and compliance
- Natural Resources Assessments and Surveys
- Cultural Resource Assessment and Management

Environmental Training Services (00 Corp PSS 899 SIN 3, 899 3RC)

- Public Training
- Custom/Private training
(Visit aarcherinstitute.com)

Environmental Compliance

Conservation & Planning

Prevention & Sustainability

A a r c h e r , I n c .

DUNS # 008184819

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Annapolis, Maryland 21401

aarcherinc.com

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E-mail: cschwartz@aarcherinc.com



GSA Contract

GS-10F-0451M

Contract Period

9/17/2002–9/16/2017

A Small Business.



AARCHER, INC.



The Environmental Navigators®

SMALL BUSINESS
under ALL NAICS codes

aarcherinc.com

aarcherinstitute.com

Corporate Headquarters
2635 Riva Road, Suite 100
Annapolis, Maryland 21401

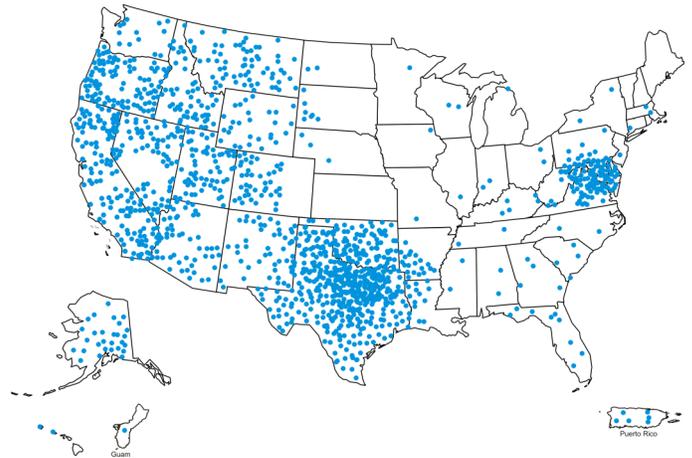
Regional Offices and Subsidiaries
Denver, CO * Dallas, TX * Annapolis, MD * Archer Institute of Environmental Training

Contract Administrator
Craig J. Schwartz, CHMM, CPEA, CET, President
410.897.9100 x103
cschwartz@aarcherinc.com

Experience

Aarcher has completed more than 3,000 separate assignments over the past 15 years, including a variety of environmental consulting services for Federal clients:

- ◆ Army National Guard
- ◆ Bureau of Engraving and Printing
- ◆ Bureau of Land Management
- ◆ Bureau of Prisons
- ◆ Corps of Engineers (Omaha District, New York District, Baltimore District)
- ◆ Defense Logistics Agency
- ◆ Department of the Treasury
- ◆ Department of Health and Human Services
- ◆ Department of the Interior
- ◆ Environmental Protection Agency (Regions 3,4,8; Office of Federal Activities)
- ◆ Indian Health Service
- ◆ Military District of Washington
- ◆ National Park Service
- ◆ U.S. Army
- ◆ U.S. Coast Guard
- ◆ U.S. Navy
- ◆ USDA Forest Service



Aarcher delivers quality environmental consulting to clients anywhere in the United States and its territories. We are experienced supporting clients in remote locations.

Environmental Compliance Audits

- ◆ Prime contractor for more than 750 multimedia compliance audits for Federal Agencies
- ◆ Audit programs directed by Certified Professional Environmental Auditors
- ◆ Documented more than 10,000 findings for our clients
- ◆ Experience conducting audits to meet voluntary disclosure and supplemental environmental project (SEP) requirements
- ◆ Staff complete extensive apprenticeship and support functions before auditing
- ◆ Auditors cross-trained in EMS auditing, safety regulations, and industry consensus standards

Training

- ◆ Custom onsite courses for Federal agencies
- ◆ More than 120 open enrollment environmental courses offered throughout the United States
- ◆ Trained more than 3,000 students over the past 7 years
- ◆ Successful delivery of private training to more than 100 client organizations, including Fortune 100 companies, Federal agencies, and small/midsize organizations
- ◆ Industry-leading course attendee reviews
- ◆ See aarcherinstitute.com for more information

Plans & Permits

- ◆ Prepared more than 75 SPCC, SWPPP, and other site compliance and management plans
- ◆ More than 15 years of reach-back capability to access previously prepared plan and permit resources

NEPA Analysis & Documentation

- ◆ Environmental Assessments (EAs) and Environmental Impact Statements (EISs)
- ◆ Current prime contractor on a national NEPA Mission Support contract for USEPA, Office of Federal Activity (OFA)
- ◆ Prepared national Federal agency guidelines for evaluating air impacts in NEPA documents
- ◆ Prime contractor preparing a guide for EPA regional NEPA staff on the evaluation proposed of alternative energy projects
- ◆ Selected by EPA Region 8 to provide onsite NEPA training to its staff
- ◆ Coordinated with Federal and state agencies, including USFWS, EPA, and SHPOs for more than 3,000 proposed projects
- ◆ Individual experience consulting with Native American tribes in approximately 20 states

Natural Resources

- ◆ Wetland delineations, vegetation surveys, biological assessments, and other natural resource evaluations

Cultural Resources

- ◆ Architectural Historians and cultural resource specialist with more than 20 years cultural resource assessment, compliance, and planning experience
- ◆ Working knowledge of state historic preservation office (SHPO) procedures and policies in approximately 20 states

Environmental Management Systems

- ◆ Aarcher is an ISO 14000-registered organization
- ◆ Developed and successfully launched more than 20 organization-specific EMS efforts for Federal agencies
- ◆ RAB/QSA-certified ISO 14000 Lead Auditor-trained specialists
- ◆ Provide training on EMS and ISO 14000 conformance and implementation

Building Energy Audits

- ◆ Successfully performed energy and water conservation audits of seven Federal facilities

Pollution Prevention & Greening

- ◆ Performed 22 pollution prevention opportunity assessments (PPOAs) and developed a comprehensive pollution prevention (P2) plan for a US military installation
- ◆ Supported the implementation of the Hazardous Substance Management System (HSMS) at Sub base New London (CT), Fort Belvoir (VA), Fort A.P. Hill (VA), Fort Meade (MD), Fort Meyer (VA), Fort Lewis (WA), Camp Blanding (FL), and others
- ◆ P2 approaches and strategies incorporated into training courses, client EMS programs, audits, and SWPP support



GSA Contracting

Acquiring environmental services through the GSA PSS 899 is simplified because the primary contract is already in place. Agency personnel should coordinate with their Contract Administrator, who will ensure that all internal procedures and policies are met. Additional ordering information is available in the “Basic Scheduling Ordering Guidelines” section of the GSA Schedules e-Library website (gsaelibrary.gsa.gov)

**The Aarcher GSA Contract:
GS-10F-0451M**

Contracting Officer

- ERIK FISCHER
400 15th Street SW
Auburn, WA 98001
T: (253) 931-3869
F: (253) 876-7156
erik.fischer@gsa.gov

**Minimum Order
\$100
Maximum Order
\$1,000,000**

Here are the general steps to ordering under this professional services schedule:

1. Discuss your needs with the Aarcher senior representative (Craig Schwartz 410-897-9100; cschwartz@aarcherinc.com), who can recommend information to be included in the Scope of Services or provide sample Scopes of Service used by other agencies.
2. Develop a Scope of Services that includes:
 - Location and a description of the work to be performed
 - Period of performance, deliverables, and delivery schedule
 - Any applicable standards, acceptance criteria, and special requirements
 - Required expertise, labor categories, and projected hours (if appropriate)
 - Delivery location and points of contact
 - Obtain approval and a funding source from your contracting office.
3. Contact your contracting Officer to discuss the use of GSA Environmental Services Schedule (899) and solicitations and selection procedures.
4. After appropriate selection, return a GSA-approved purchase order (such as DD Form 1155) and the SOW to your Aarcher point of contact.

Blanket Purchase Agreements (BPAs)

According to GSA, “BPAs simplify the filling of recurring needs for supplies or services, while leveraging a customer's buying power by taking advantage of quantity discounts, saving administrative time, and reducing paperwork.”

BPAs are often practical for filling repetitive needs for supplies or services and may be established with one or more schedule contractors.

BPAs generally should not exceed five years in length, but may do so to meet program requirements. Contractors may be awarded BPAs that extend beyond the current term of their GSA Schedule contract, so long as there are option periods in their GSA Schedule contract that, if exercised, will cover the BPA’s period of performance.

Aarcher operates under several GSA PSS 899 BPAs and is prepared to work with you to help make this contracting mechanism effective and practical.



The ordering activity shall provide the RFQ (including the statement of work and the evaluation criteria) to any schedule contractor who requests a copy of it.

FAR 8.405-2(c)(4)



Archer Schedule Labor Rates

	9/17/2015-9/16/2016	9/17/2016-9/16/2017	9/17/2017-9/16/2018	9/17/18 – 9/16/19	9/17/19-9/16/20	9/17/20-9/16/21	9/17/2021-9/16/2022
Program Manager (L8)	\$167.74	\$172.44	\$177.27	\$182.23	\$187.33	\$192.58	\$197.97
Project Manager	\$136.25	\$140.06	\$143.99	\$148.02	\$152.16	\$156.42	\$160.80
Certified Industrial Hygienist	\$186.15	\$191.36	\$196.72	\$202.23	\$207.89	\$213.71	\$219.69
Environmental Manager (L6)	\$141.54	\$145.51	\$149.58	\$153.77	\$158.07	\$162.50	\$167.05
Compliance Specialist, Senior (L6)	\$115.36	\$118.59	\$121.92	\$125.33	\$128.84	\$132.45	\$136.15
Compliance Specialist (L4)	\$93.60	\$96.22	\$98.91	\$101.68	\$104.53	\$107.46	\$110.47
Compliance Specialist, Junior (L3)	\$76.58	\$78.72	\$80.93	\$83.19	\$85.52	\$87.92	\$90.38
Historic Preservationist	\$106.36	\$109.34	\$112.40	\$115.55	\$118.79	\$122.11	\$125.53
Environmental Scientist, Senior	\$159.56	\$164.02	\$168.62	\$173.34	\$178.19	\$183.18	\$188.31
Environmental Scientist	\$120.20	\$123.57	\$127.03	\$130.58	\$134.24	\$138.00	\$141.86
Environmental Scientist, Junior	\$80.83	\$83.10	\$85.42	\$87.82	\$90.27	\$92.80	\$95.40
Environmental Engineer, Senior	\$165.69	\$170.33	\$175.10	\$180.00	\$185.04	\$190.22	\$195.55
Environmental Engineer	\$110.63	\$113.73	\$116.91	\$120.18	\$123.55	\$127.01	\$130.57
Environmental Engineer, Junior	\$70.21	\$72.18	\$74.20	\$76.28	\$78.41	\$80.61	\$82.87
Administrative/Clerical	\$55.33	\$56.88	\$58.47	\$60.10	\$61.79	\$63.52	\$65.30
Training Program Manager	\$202.08	\$207.74	\$213.56	\$219.54	\$225.69	\$232.00	\$238.50
Training Project Manager	\$148.38	\$152.53	\$156.80	\$161.19	\$165.71	\$170.65	\$175.12
Course Administrator	\$272.73	\$280.37	\$288.22	\$296.29	\$304.58	\$313.11	\$321.88
Course Coordinator	\$186.54	\$191.76	\$197.13	\$202.65	\$208.32	\$214.16	\$220.15
Training Support	\$124.35	\$127.84	\$131.42	\$135.10	\$138.88	\$142.77	\$146.76
Senior Course Developer	\$233.15	\$239.68	\$246.39	\$253.29	\$260.38	\$267.67	\$275.17
Junior Course Developer	\$117.30	\$120.58	\$123.96	\$127.46	\$131.00	\$134.66	\$138.43
Senior Trainer	\$77.72	\$79.89	\$82.13	\$84.43	\$86.79	\$89.22	\$91.72
Trainer	\$65.00	\$66.82	\$68.69	\$70.61	\$72.59	\$74.62	\$76.71
Junior Trainer	\$59.36	\$61.02	\$62.73	\$64.48	\$66.29	\$68.15	\$70.05

Year 14 Year 15 Year 16 Year 17 Year 18 Year 19 Year 20





*A archer Schedule
Labor Descriptions*

	Education/Experience	Definition
Program Manager (L8)	B.S. + 15+ years experience or M.S. + 13+ years experience	Works closely with clients; responsible for directing overall project approaches and maintaining quality and overall client approval
Project Manager	B.S. + 6+ years experience or M.S. + 4+ years experience	Experienced in all phases of managed work; responsible for quality review and client routine communication; responsible for ensuring that projects are completed within schedules and budgets
Certified Industrial Hygienist	B.S. + 8+ years experience or M.S. + 5+ years experience	Current and comprehensive knowledge of employee exposure assessment and monitoring procedures, related regulations, and all facets of IH issues; works directly with clients and develops client deliverables
Environmental Manager (L6)	B.S. + 9+ years experience or M.S. + 7+ years experience	Understanding of pollution prevention, contingency planning, environmental management systems, and regulatory requirements; works directly with clients, develops deliverables, and creates project plans
Compliance Specialist, Senior (L6)	B.S. + 5-9 years experience or M.S. + 3-7 years experience	Works directly with client to develop compliance programs, manage assessments, lead teams, and perform quality control for all client deliverables; strong background and knowledge of federal and state environmental and safety regulations
Compliance Specialist (L4)	B.S. + 2-7 years experience or M.S. + 1-5 years experience	Leads teams of compliance assessors performing facility inspections, document reviews, and regulatory analyses; responsible for preparing client deliverables
Compliance Specialist, Junior (L3)	B.S. + 8+ years experience or M.S. + 5+ years experience	Serves as team member for compliance assessment field teams, researches regulatory requirements, drafts compliance analysis and findings, compiles data for client deliverables
Historic Preservationist	B.S. + 9+ years experience or M.S. + 7+ years experience	Comprehensive knowledge of cultural resources and related regulations, coordinates with clients and SHPOs, prepares client deliverables
Environmental Scientist, Senior	B.S. + 5-9 years experience or M.S. + 3-7 years experience	Works directly with client to develop project plans, approve deliverables, and perform quality control for all phases of environmental scientific analysis
Environmental Scientist	B.S. + 2-7 years experience or M.S. + 1-5 years experience	Works directly with client to develop project plans, approve deliverables, and perform quality control for all phases of environmental scientific analysis; performs field assessments, studies, and data collection – normally under direction of a Senior Environmental Scientist
Environmental Scientist, Junior	B.S. + 15+ years experience or M.S. + 13+ years experience	Performs field studies, acquires and analyzes data for studies and reports
Environmental Engineer, Senior	B.S. + 9+ years experience or M.S. + 7+ years experience	Performs facility modification design, approves site plans and client deliverables, and works directly with client
Environmental Engineer	B.S. + 5-9 years experience or M.S. + 3-7 years experience	Prepares draft facility modification design, site plans, and client deliverables
Environmental Engineer, Junior	B.S. + 2-7 years experience or M.S. + 1-5 years experience	Performs draft facility modification design, analyzes site data, and compiles information for client deliverables
Administrative/Clerical	B.A. + 3+ years experience or M.A. + 1+ years experience	Performs word processing, document compilation and binding, photocopying, and basic editing/quality reviews, at direction of technical personnel and managers



*A archer Schedule
Labor Descriptions*

	Education/Experience	Definition
Training Program Manager	B.S. + 15+ years experience or M.S. + 13+ years experience	Serves as the primary contact with client and manages training programs to meet the client's requirements. Provides interface between the client and company training resources. Determines scope and manages the design of training programs. Communicates with the client on an ongoing basis. Represents our company to the client and how we do business. Ensures positive and ongoing relationship with clients. Responds effectively to meet the client's needs. Manages project budget, schedule and delivery of services. The "Training Program Manager" labor category will only be used for SIN 899-3 (like all categories described here) and differs significantly from the "Program Manager" category used in other SINs. The Training Program Manager is required to have significant training experience and is responsible for the management of training programs that are very different from all other Archer work efforts.
Training Project Manager	B.S. + 7+ years experience or M.S. + 5+ years experience	Experienced in all phases of training projects; responsible for quality review and client routine communications; responsible for ensuring that training projects are completed within schedules and budgets. The "Training Project Manager" labor category will only be used for SIN 899-3 (like all categories described here) and differs significantly from the "Project Manager" category used in other SINs. The Training Project Manager is required to have significant training experience and is responsible for the management of training projects that are very different from all other Archer work efforts.
Course Administrator	B.S. + 6+ years experience or M.S. + 4+ years experience	Primary function is to manage a team, produce and conduct courses. Management includes, but is not limited to sales and quality performance
Course Coordinator	B.S. + 3+ years experience or M.S. + 2+ years experience	Responsible for course production, overall course coordination, and providing administrative support
Training Support	B.S. + 2+ years experience or M.S. + 1+ years experience	Prepares graphical and print/production-ready materials; integrates input from various sources
Senior Course Developer	B.S. + 20+ years experience or M.S. + 14+ years experience	Senior level position responsible for developing environmental courses. Must be able to apply the ISD process in course development. Communicates with the client in gathering information necessary for developing facility-specific courses. Responsible for conducting needs analysis, writing objectives, constructing test items, and developing student instructional materials. Maintains competencies within the environmental field.
Junior Course Developer	B.S. + 6+ years experience or M.S. + 4+ years experience	Responsible for developing environmental courses. Applies the ISD process during course development. Assists in preparing needs analyses, writing objectives, constructing test items, and developing student instructional materials
Senior Trainer	B.S. + 15+ years experience or M.S. + 7+ years experience	Senior level position responsible for conducting environmental courses. Uses appropriate methodologies during the training sessions. Must be able to adjust training to fit the intended audience in regards to student education and training, experience level, and objectives desired
Trainer	B.S. + 12+ years experience or M.S. + 6+ years experience	Conducts environmental training courses. Assists in choosing the appropriate teaching methodologies for the training. Maintains competencies within the environmental field
Junior Trainer	B.S. + 6+ years experience or M.S. + 3+ years experience	Conducts environmental training courses. Assists in choosing the appropriate teaching methodologies for the training. Maintains competencies within the environmental field

SCA Matrix

The labor category that falls under the requirements of the Service Contract Act (SCA) (i.e. non-exempt labor category) is identified in the matrix below. The prices for this labor category meet or exceed the requirements in the SCA Wage Determination identified below.

<i>SCA Eligible Contract Labor Category</i>	<i>SCA Equivalent Code-Title</i>	<i>WD Number</i>
Administrative/Clerical	01111—General Clerk I	05-2247

The SCA is applicable to this contract and it includes a SCA applicable labor category. The prices for the indicated SCA labor category is based on the U.S. Department of Labor Wage Determination Number identified in the matrix. The process 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.

Customer Information List

- 1. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers: 899-1 and 899-3**
- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.**
- 1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility, and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item.**
- 2. Maximum Order: \$1,000,000**
- 3. Minimum Order: \$100**
- 4. Geographic Coverage (delivery area): Domestic and Overseas**
- 5. Point(s) of production (city, county, and state, or foreign country): Same as company address**

Customer Information List (Continued)

- 6. Discount from list prices or statement of net price: Government net prices (discounts already deducted) See the following**
- 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: will Accept Over \$2,500**
- 10. Foreign items (list items by country of origin): None**
- 11a. Time of Delivery (Contractor insert number of days): Specified on the Task Order**
- 11b. 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**
- 11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor**
- 11d. Urgent Requirements. The Contractor will note in its price list that "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**
- 12. F.O.B. Point(s): Destination**
- 13a. Ordering Address(es): Same as company address**
- 13b. 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)**
- 14. Payment address(es): Same as company address**
- 15. Warranty Provision: Contractor's standard commercial warranty**
- 16. Export Packing Charges (if applicable): N/A**
- 17. Terms and Conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A**
- 18. Terms and conditions of rental, maintenance, and repair (if applicable): N/A**
- 19. Terms and conditions of installation (if applicable): N/A**



Customer Information List (Continued)

- 20. Terms and Conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A**
- 20a. Terms and conditions for any other services (if applicable): N/A**
- 21. List of service and distribution points (if applicable): N/A**
- 22. List of participating dealers (if applicable): N/A**
- 23. Preventive Maintenance (if applicable): N/A**
- 24a. Special attributes such as environmental attributes, (e.g. recycled content, energy efficiency, and/or reduced pollutants): N/A**
- 24b. 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/**
- 25. Data Universal Numbering System (DUNS) Number: 00-8184819**
- 26. Notification regarding registration in Central Contractor Registration (CCR) database: Registered**

