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®, a menu-driven database system. The INTERNET address for GSA Advantage® is: GSAAdvantage.gov.

Multiple Award Schedule

Federal Supply Group: Professional Environmental Services
Industrial Class: F999
Contract Number: GS-10F-0463X
Business Size: Small Disadvantaged Business
             Woman Owned Small Business
Contract Period: September 13, 2020 through September 12, 2026

Contractor Address: 1518 West Taft Ave., Orange, CA 92865
Contractor Administrator: Johna Hutira, Vice President, Jhutira@Cogstone.com, 602-558-1991

www.cogstone.com

Price List current as of Modification #PA-0031 effective April 23, 2021

Prices Shown Herein are Net (discount deducted)
CUSTOMER INFORMATION

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

<table>
<thead>
<tr>
<th>SINs</th>
<th>Recovery</th>
<th>SIN Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>541370GIS</td>
<td>541370GISRC</td>
<td>Geographic Information Systems (GIS) Services</td>
</tr>
<tr>
<td>541620</td>
<td>6541620RC</td>
<td>Environmental Consulting Services</td>
</tr>
<tr>
<td>OLM</td>
<td>OLMSTLOC OLMRC</td>
<td>Order-Level Materials (OLM’s)</td>
</tr>
</tbody>
</table>

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the 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

5. Point(s) of production (city, county, and State or foreign country). Same as Company address

6. Discount from list prices or statement of net price. Government Net Prices (discounts already deducted.)

7. Quantity discounts. None

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 (list items by country of origin). Not Applicable

10a. Time of delivery. To Be Determined at the Task Order level

10b. Expedited Delivery. Items available for expedited delivery are noted in this price list. To Be Determined at the Task Order level

10c. Overnight and 2-day delivery. To Be Determined at the Task Order level
10d. Urgent Requirements. To Be Determined at the Task Order level

11. F.O.B. point(s). Destination

12a. Ordering address(es). Same as Company Address

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(es). Same as Company address

14. Warranty provision. Standard Commercial Warranty Terms & Conditions

15. Export packing charges, if applicable. Not Applicable

16. Terms and conditions of rental, maintenance, and repair (if applicable). Not Applicable

17. Terms and conditions of installation (if applicable). Not Applicable

18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). Not Applicable

18b. Terms and conditions for any other services (if applicable). Not Applicable

19. List of service and distribution points (if applicable). Not Applicable

20. List of participating dealers (if applicable). Not Applicable

21. Preventive maintenance (if applicable). Not Applicable

22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). Not Applicable

22b. 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/. Not Applicable

23. Data Universal Number System (DUNS) number. 068-374813

24. Notification regarding registration in System for Award Management (SAM) database. Contractor registered and active in SAM
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General Information ............................................................................................................................................... 1
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Cogstone Resource Management Inc. (Cogstone) is a small, woman-owned cultural resources consulting firm specializing in paleontology, archaeology, and history. Cogstone provides quality environmental services to assist clients in meeting project compliance requirements for the National Environmental Policy Act (NEPA), California Environmental Quality Act (CEQA), Paleontological Resources Preservation Act (PRPA), Sections 106 and 110 of the National Historic Preservation Act (NRHP) and other federal, state or local regulations. Since 2001, Cogstone has served both public and private-sector clients throughout the Pacific Region. We are a certified WBE, SBE, DBE, UDBE, WOSB, SDB and 8(a) firm.

In addition to our California offices, Cogstone has opened a branch office in Arizona to expand our services to the greater southwestern United States. Our Arizona staff has extensive experience in New Mexico, Texas, California, and Arizona on projects for federal, state, municipal, and tribal agencies as well as private companies.
Heritage Protection and Emergency Management

Our Heritage Protection and Emergency Management (HPEM) team provides all aspects of Heritage protection. With its team of Forensic Archaeologists and Criminal Investigators, HPEM has over 100 years of experience in protecting cultural resources. We can assist in the detection and investigation of archaeological violations and archaeological violation case report preparation. We can provide full archaeological damage assessment services for both terrestrial and submerged resources, including on-site damage assessment, Archaeological Resources Protection Act based value and cost determination, and archaeological damage assessment report preparation. Our investigation and damage assessment services are available for both criminal and civil cases.

We love our work, we are creative problem solvers and we strive to develop long-term relationships with our clients. Our relationships are built on responsive, reliable and cost-effective professional services that pass review by regulatory agencies and assist you in meeting your project’s environmental requirements.
**Federal Supply Group:** Professional, Environmental Services

**Industrial Class:** F999

**Contract Number:** GS-10F-0463X

**Business Size:** Small Disadvantaged Business  
Woman Owned Small Business

**Contract Period:** September 13, 2020 to September 12, 2026

**Contractor:** Cogstone Resource Management Inc.  
1518 W. Taft Ave., Orange, CA 92865

**DUNS Number:** 068374813

**Program Manager:** Desiree Martinez, CEO  
1518 West Taft Ave  
Orange, CA 92865  
dmartinez@cogstone.com  
714-974-8300 Phone  
714-974-8303 fax

**Contract Manager:** Johna Hutira  
1518 West Taft Ave  
Orange, CA 92865  
jhutira@cogstone.com  
714-974-8300 Phone  
714-974-8303 fax  
602-558-1991 mobile

**Website:** [http://www.cogstone.com](http://www.cogstone.com)
Field and Laboratory Technician I

Functional Responsibility
Performs unskilled and semi-skilled tasks under direct supervision. Assists in survey, salvage, recordation of archaeological or paleontological finds, testing, excavation, and laboratory work. Assists in preparation of sketch maps and forms and field photography. Conducts simple surveys using GPS, topographical map and aerial photographs. Determines the exact locations of sites and marks them on maps and/or aerial photographs. Records information on archaeological site survey form and prepares simple reports. Cleans, packages, and labels artifacts recovered from inventories and excavations and assists in the flotation of soil samples and fossil preparation.

Minimum/General Experience
Requires two years of archaeological or paleontological experience. Bachelor’s degree in Anthropology, Paleontology, or closely related field preferred.

Field and Laboratory Technician II

Functional Responsibility
Performs skilled tasks under general supervision. Conducts hand excavations, completes plan and profile maps of excavated units, and completes standard feature and level forms, screens soils to recover artifacts. Performs flotation of soil samples, walk over, and shovel testing. Catalogs, packages, labels archaeological and paleontological resources. Maintains field equipment and supplies. Conducts inventories of cultural resources in areas of proposed projects. Researches reference materials such as state and national register files, historic documents, reports, maps and aerial photos, and interviews source individuals concerning project areas. Performs pedestrian reconnaissance, survey or monitoring for surface and subsurface evidence of historic and prehistoric archaeological remains and paleontological resources. Identifies and records historic and prehistoric cultural resource sites and fossil localities. Assists in salvage and preparation of fossils. Prepares simple reports, report sections and maps. Maintains the schedule and updates the project planning board by estimating duration of fieldwork, preparation of deliverables, and expected date of completion of each project. Reviews work in progress to see that standards for pre-field research, survey design, site recording, graphics and final report are being met. Advises other employees on methods and provides written instructions, research materials and supplies to all involved in planning and operation of projects.

Minimum/General Experience
Requires Bachelor’s degree in Anthropology, Paleontology or closely related field. Two years of experience preferred.

Field and Laboratory Technician III

Functional Responsibility
Serves as crew chief under the general supervision of the Field Director. Performs skilled tasks at archaeological/paleontological field sites. Conducts hand excavations, completes plan and profile maps of excavated units, and completes standard feature and level forms, screens soils to recover artifacts.
Performs flotation of soil samples, and shovel testing. Packages and labels archaeological and paleontological resources. Maintains field equipment and supplies. Researches reference materials such as state and national register files, historic documents, reports, maps and aerial photos, and interviews source individuals concerning project areas. Performs pedestrian reconnaissance, survey or monitoring for surface and subsurface evidence of historic and prehistoric archaeological remains and paleontological resources. Identifies and records historic and prehistoric cultural resource sites and fossil localities. Assists in salvage and preparation of fossils. Prepares simple reports, report sections and maps. Ensures that archaeology and paleontology work assignments are carried out in a safe, timely manner according to established standards and procedures. Maintains the schedule and updates the project planning board by estimating duration of fieldwork, preparation of deliverables, and expected date of completion of each project. Reviews work in progress to see that standards for pre-field research, survey design, site recording, graphics and final report are being met. Advises other employees on methods of cultural/paleontological resource inventory and provides written instructions, research materials and supplies to all involved in planning and operation of projects. Records sites and implements field data strategies. Provides leadership to lower graded Aids or Technicians. Leadership responsibilities are regular and recurring and occupy about 25 percent of the work time. As crew leader ensures the work assignments of employees are carried out. Assigns tasks, monitors status, and ensures timely accomplishment of workload. Instructs employees in special tasks and job techniques. Checks work in progress and amends or rejects work not meeting established standards. Reports performance, progress, etc., of employees to supervisor.

Minimum/General Experience
Requires Bachelor’s degree in Anthropology, Paleontology or closely related field. Minimum three years of experience.

Field and Laboratory Supervisor I

Functional Responsibility
Carries out instructions of Principal Investigator including field investigation plan. Oversees tasks of technicians to ensure scientific accuracy and proper procedure. Supervises excavations, testing, sample collection, field screening, washing, stabilization, sorting, cataloging, etc. May also supervise survey, reconnaissance, and monitoring. Responsible for ensuring proper data collection and documentation including photographs, maps, and field records. Ensures that work assignments are carried out in safe, timely manner according to established standards and procedures. Acts as project safety officer. May assist in preparation of and present worker environmental training.

Personnel at this level may be specialists with specific training and expertise in GIS, history, historic artifacts, faunal or botanical remains, lithics, fossils, etc. GIS personnel oversee maintenance of Trimble units and software, supervise data collection, post-process data and create maps. Other technical specialists are responsible for identification of recovered items and update the catalog accordingly. They also perform analyses within their specialty and prepare report sections.

Minimum/General Experience
Requires Bachelor’s degree in Anthropology, History, Paleontology or closely related field. Minimum three years of experience. Demonstrated ability to supervise field and/or lab tasks. Demonstrated experience using Trimble GH or similar unit.
**Field and Laboratory Supervisor II**

**Functional Responsibility**
Carries out instructions of Principal Investigator including field investigation plan. Oversees tasks of technicians to ensure scientific accuracy and proper procedure. Supervises excavations, testing, sample collection, field screening, washing, stabilization, sorting, cataloging, etc. May also supervise survey, reconnaissance, and monitoring. Responsible for ensuring proper data collection and documentation including photographs, maps, and field records. Ensures that work assignments are carried out in safe, timely manner according to established standards and procedures. May act as project safety officer. May assist in preparation of and present worker environmental training.

Personnel at this level may be specialists with specific training and expertise in GIS, history, historic artifacts, faunal or botanical remains, lithics, fossils, etc. GIS personnel oversee maintenance of Trimble units and software, supervise data collection, post-process data and create maps. Other technical specialists are responsible for identification of recovered items and update the catalog accordingly. They also perform analyses within their specialty and prepare report sections. Supervisors at this level may also assist in designing research and sampling strategies, and work with specialized subcontractors.

**Minimum/General Experience**
Requires Master’s degree in Anthropology, History, Paleontology or closely related field. Minimum five years of experience. Demonstrated ability to supervise field and/or lab tasks. Demonstrated experience using Trimble GH or similar unit or specialized analytic equipment.

**Field and Laboratory Director I**

**Functional Responsibility**
May serve as leader of field and/or laboratory teams under general supervision of the Project Manager and in concert with the Principal Investigator. Oversees skilled tasks of field and laboratory supervisors, technicians and technical assistants. Ensures that work assignments are carried out in safe, timely manner according to established standards and procedures. Responsible for or shares responsibility with supervisors for ensuring proper data collection and documentation including photographs, maps, and field records. May act as project safety officer, assist in designing research and sampling strategies, and work with specialized subcontractors. May assist in preparation of and present worker environmental training.

**Minimum/General Experience**
Requires Bachelor’s degree in Anthropology, History, Paleontology or closely related field. Minimum three years of experience as a supervisor. Master’s degree preferred.

**Field and Laboratory Director II**

**Functional Responsibility**
May serve as leader of field and/or laboratory teams under general supervision of the Project Manager and in concert with the Principal Investigator. Assists Principal Investigator with preparation of work plans. Implements work plans. May oversee skilled tasks of field and laboratory supervisors, technicians and technical assistants. Ensures that work assignments are carried out in safe, timely manner according
to established standards and procedures. Responsible for or shares responsibility with supervisors for ensuring proper data collection and documentation including photographs, maps, and field records. May act as project safety officer, assist in designing research and sampling strategies, and work with specialized subcontractors. May assist in preparation of and present worker environmental training. Provides field guidance regarding local, state and federal regulations.

Minimum/General Experience
Requires Master’s degree in Anthropology, History, Paleontology or closely related field. Minimum five years of experience as a supervisor.

Project Manager I

Functional Responsibility
Serves as administrator for projects. Responsible for preparing and submitting proposals, and for project-specific budget tracking and timeliness of research, field and lab work, and deliverables. Interfaces effectively with other managers, clients, and both technical and administrative employees.

Minimum/General Experience
Requires Bachelor’s degree in Business, Anthropology, History, Paleontology or related field. Minimum two years of experience.

Project Manager II

Functional Responsibility
Serves as administrator for projects. May serve as co-Principal Investigator for some projects. Responsible for proposal preparation and submittal. Responsible for prioritizing work and assignment decisions and ensuring tasks are assigned to the most qualified individuals. Responsible for managing subconsultants. Provides close direction or oversight of work performed and desired results. Responsible for establishing and maintaining excellent working relationships with peer managers, business clients, Native Americans and regulatory agencies.

Minimum/General Experience
Requires a Master’s degree in Anthropology, History, Architectural History, Paleontology or closely related field and five years of experience. Must demonstrate strong ethics, leadership, interpersonal skills, communication and engage in continuous learning.

Project Manager III

Functional Responsibility
Serves as Principal Investigator or Co-Principal Investigator on projects. Ensures quality control and quality assurance of field and laboratory work and of project deliverables (technical reports, site records, fossil locality records, analyses, catalogs, etc.). Is fully qualified to conduct all types of field studies, including survey, reconnaissance, monitoring, salvage, testing, and excavation. Prepares work plans, research designs, treatment plans, monitoring plans, worker environmental training, etc. Makes decisions on a project-by-project basis on types of special studies that may be warranted, such as
radiocarbon dating, protein residue analysis, identification of pollen or macrobotanicals, obsidian sourcing, etc. May be specialists with specific training and expertise in history, prehistoric or historic artifacts, faunal or botanical remains, lithics, ceramics, fossils, geoarchaeology, etc. May be responsible for identification of recovered items, perform analyses within their specialty, and author relevant report sections. May author or assist in proposal preparation, including budgeting of special studies. Works in concert with the Project Manager, Field and Laboratory Directors and Supervisors to ensure proper data collection and documentation at all stages of a project.

Oversees preparation and quality of draft and final technical reports. Evaluates resources for eligibility to state, national and local registers. Authors all or portions of technical reports, including conclusions, management recommendations and relevant mitigation for project impacts to significant archaeological, paleontological, built environment resources, traditional cultural properties, prehistoric or ethnographic cultural landscapes, etc. Maintains expertise with all regulations and regulatory agencies, and ensures compliance with federal, state, local and agency laws, ordinances, regulations and statutes. May author cultural resources sections/chapters of National Environmental Policy Act or California Environmental Quality Act (NEPA/CEQA) documents, including Initial Studies (ISs), Environmental Assessments (EAs), Environmental Impact Statements (EISs), Environmental Impact Reports (EIRs), etc.

Represents the company with members of the public, Native Americans, regulatory and agency personnel (federal, state, local), historic societies, business clients, managers, other professionals, etc. Assists with internal staff selection and managing employee performance. Provides direction or oversight of work performed and desired results. Works closely with the Program Manager to maintain high quality of all aspects of work and project deliverables. Responsible for staying current with relevant technology, regulations, and innovation. May recommend revised policies and procedures in concert with technological and methodological advances. May assist Project Manager or Program Director in consultant oversight and contract management.

**Minimum/General Experience**
Requires a Master’s degree in Anthropology, History, Architectural History, Paleontology or closely related field and ten years of experience with a Ph.D. preferred. Archaeologist must have RPA (Registered Professional Archaeologist) status. Must demonstrate strong ethics, leadership, interpersonal skills, communication and engage in continuous learning.

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**Principal/Program Manager I**

**Functional Responsibility**
Manages all work performed within a specific discipline or region. Serves as Principal Investigator and overall Project Manager with decision-making authority. Manages subordinate managers and technical specialists for multiple projects. Responsible for prioritizing work and assignment decisions and ensuring tasks are assigned to the most qualified individuals. Responsible for procuring and managing subconsultants. Provides close direction or oversight of work performed and desired results. Responsible for establishing and maintaining excellent working relationships with peer managers, business clients, Native Americans and regulatory agencies. Internally is integral to selecting staff and managing employee performance and development by conducting performance planning and reviews, coaching employees, and carrying out disciplinary action when necessary.
Minimum/General Experience
Requires a Master’s degree in Anthropology, History, Architectural History, Paleontology or related field
and fifteen years of experience as a Principal Investigator. Must demonstrate strong ethics, leadership,
interpersonal skills, communication and engage in continuous learning.

Clerical I

Functional Responsibility
Responsible for answering phones, filing, photocopying, scanning and providing other basic clerical
services. Responsible for ordering supplies. Provides other office-related services as requested.

Minimum/General Experience
Requires a high school diploma or GED and previous experience in clerical duties. Operational expertise
with Microsoft® Office suite required.

Clerical II

Functional Responsibility
Provides word processing services. Responsible for records and library management. Requests insurance
certificates and similar documents. Tracks report submissions to clients and information centers.
Provides similar services as requested.

Minimum/General Experience
Requires a high school diploma or GED and more than one year of previous experience. Operational
expertise with Microsoft® Office suite required.

Clerical III

Functional Responsibility
Responsible for records and library management. Requests insurance certificates and similar
documents. Proofreads and formats technical documents. Provides similar services as requested.
Responsible for document production.

Minimum/General Experience
Requires a Bachelor’s degree and more than one year of previous similar experience. More than five
years of similar experience may substitute for the degree. Operational expertise with Microsoft® Office
suite required.

Project Accountant I

Functional Responsibility
Compiles and sorts documents, such as timesheets, invoices and checks, substantiating business
transactions. Verifies and posts details of business transactions to ledgers, computer spreadsheets, and
databases. Computes and records charges related to job activities. Monitors accounts payable and
receivable to ensure that payments are up to date. Reconciles and reports discrepancies and problems. Works closely with Project Accountant II.

**Minimum/General Experience**
Requires Bachelor’s degree and zero years of experience.

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**Project Accountant II**

**Functional Responsibility**
Ensuring accurate capture and reporting of actual costs in accordance with contractual requirements, budget variance analysis, development of Estimates-to-Complete and supervision of revenue recognition and billing cycle. Designs, develops, and communicate contract methodology to meet both internal and external financial reporting requirements. Performs detailed review of invoice(s) for adequacy prior to submission to client. Provides notifications related to the project financial position to relevant personnel and external parties. Reviews contract charges to ensure proper accounting treatment of expenses. Responds to external/internal audit request. Performs account reconciliations. Performs analysis of billed and unbilled accounts receivable. Responsible to perform financial analysis and produce necessary reports to effectively manage cost reimbursable, time & material and firm fixed price type contracts.

**Minimum/General Experience**
Requires MBA or CPA and three years or more of demonstrated supervisory experience in accounting.
<table>
<thead>
<tr>
<th>Title</th>
<th>Minimum Education</th>
<th>Minimum Experience</th>
<th>Year 10 09/13/2020 09/12/2021</th>
<th>Year 11 09/13/21 09/12/2022</th>
<th>Year 12 09/13/22 09/12/2023</th>
<th>Year 13 09/13/23 09/12/2024</th>
<th>Year 14 09/13/24 09/12/2025</th>
<th>Year 15 09/13/25 09/12/2026</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field &amp; Laboratory Technician I*</td>
<td>H.S.</td>
<td>2</td>
<td>$51.08</td>
<td>$52.00</td>
<td>$52.93</td>
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<td>$54.86</td>
<td>$55.84</td>
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<td>$65.00</td>
<td>$66.17</td>
<td>$67.36</td>
<td>$68.57</td>
<td>$69.80</td>
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<tr>
<td>Project Manager II</td>
<td>M.A.</td>
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<td>$76.62</td>
<td>$78.00</td>
<td>$79.40</td>
<td>$80.83</td>
<td>$82.28</td>
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<td>Project Manager III</td>
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<td>Principal/Program Manager I</td>
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<td>$119.18</td>
<td>$121.32</td>
<td>$123.51</td>
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<td>$52.93</td>
<td>$53.89</td>
<td>$54.86</td>
<td>$55.84</td>
</tr>
<tr>
<td>Clerical III*</td>
<td>B.A.</td>
<td>5</td>
<td>$63.85</td>
<td>$65.00</td>
<td>$66.17</td>
<td>$67.36</td>
<td>$68.57</td>
<td>$69.80</td>
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<td>Project Accountant I*</td>
<td>B.A.</td>
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<td>Project Accountant II</td>
<td>MBA/CPA</td>
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</table>
The Service Contract Act (SCA) is applicable to this contract and it includes SCA eligible labor categories (*). The prices for the cited SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix below. 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.

Labor categories subject to the Service Contract Act Wage Determinations are identified below:

<table>
<thead>
<tr>
<th>SCA Eligible Contract Labor Category</th>
<th>SCA Equivalent Code</th>
<th>SCA Title</th>
<th>WD Number</th>
</tr>
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<tbody>
<tr>
<td>Field &amp; Laboratory Technician I</td>
<td>30021</td>
<td>Archaeological Technician I</td>
<td>2015-5645</td>
</tr>
<tr>
<td>Field &amp; Laboratory Technician II</td>
<td>30022</td>
<td>Archaeological Technician II</td>
<td>2015-5645</td>
</tr>
<tr>
<td>Field &amp; Laboratory Technician III</td>
<td>30023</td>
<td>Archaeological Technician III</td>
<td>2015-5645</td>
</tr>
<tr>
<td>Project Accountant I</td>
<td>01011</td>
<td>Accounting Clerk I</td>
<td>2015-5645</td>
</tr>
<tr>
<td>Clerical I</td>
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