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: GSAAdvantage.gov.

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

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Regional Offices
Knoxville TN

Advanced Resources International, Incorporated SBA Classification: Small Business

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ABOUT ADVANCED RESOURCES

Advanced Resources International, Inc. (ARI) is a leading independent consulting firm focused on providing services to domestic, international, and government clients in the environmental and energy area. Since the company’s inception, our team of environmental specialists, geoscientists, engineers, economists, and business analysts has been providing a wide range of value-added environmental services for our worldwide clientele.

Our integrated approach for environmental services - combining geology and geophysics, petroleum engineering, environmental assessments, and strategic, policy and economic analyses - allows us to deliver a broad and in-depth level of support to our clients. Our clients include the U.S. Department of Energy, the U.S. Environmental Protection Agency, other government agencies and ministries in the U.S. and abroad, major and independent oil and gas companies, electric utilities, coal producers, energy project developers, research organizations, multi-lateral lending institutions, and non-governmental organizations.

In conducting its environmental consulting services, Advanced Resources specializes in several specific and distinct areas:

- Quantitative analyses of the impact of environmental policy and regulation on energy supplies and project economics.
- Support in the application of best environmental practices in oil and gas exploration, development, and production.
- Cutting-edge application of GIS technologies for environmental assessment, evaluation, and cost-effective mitigation.
- Assessment and deployment of CO₂ storage as part of carbon capture and storage (CCS) applications, often in associated with incremental oil and gas production from the application of enhanced recovery approaches.
- Technology assessment and deployment of strategies to reduce greenhouse gas emissions from industrial operations.
- Assessment and deployment of CO₂ storage as part of carbon capture and storage (CCS) applications, often in associated with incremental oil and gas production from the application of enhanced recovery approaches.
- Conducting workshops and training and providing technology transfer and public education services in all of the above areas.

In providing environmental advisory services, where we concentrate in their application to the field of energy, our approach has allowed us to "push the envelope" in important arenas such as reducing emissions of greenhouse gases and in developing sustainable approaches for conduction oil and gas exploration and production operations. We are driven by the nature of the solutions to be provided, especially where we can develop cost-effective or cost-mitigating approaches to the benefit of both the economy and the environment.

CLIENTS

Government Clients

<table>
<thead>
<tr>
<th>International Energy Agency</th>
<th>U.S. Agency of International Development</th>
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<tr>
<td>Public Service Commission of Colorado</td>
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Advanced Resources International, Incorporated (Rev. 09/18/2020)
U.K. Department of Energy and Climate Change  
U.S. Department of Energy (HQ, NETL, NPTO)  
Pennsylvania Department of General Services  
U.S. Bureau of Land Management  
U.S. Energy Information Administration  
U.S. Environmental Protection Agency  
U.S. Federal Energy Regulatory Commission  
U.S. Minerals Management Service  
U.S. Geologic Survey  
U.S. Trade and Development Agency

Private Clients

Anadarko Petroleum  
BHP Petroleum  
Belden & Blake  
BP  
British Gas  
Cenovus  
Cheniere  
CO₂ Capture Project JIP  
CDX Gas  
CenterPoint Energy  
CMS Energy  
ChevronTexaco  
China National Petroleum Corp.  
China United CBM  
Columbia Gulf Transmission  
Cominco  
ConocoPhillips  
Devon Energy  
Dominion Energy  
Duke Energy  
Energen Resources  
EOG Resources  
ESSAR  
Gas Authority of India  
Global Energy  
Halliburton Services

Kerr McGee  
Kinder-Morgan  
Marathon  
Morgan-Stanley  
Newfield Exploration  
NiSource  
Nova Scotia Power  
Occidental Petroleum  
Peabody Coal  
Pacific Gas & Electric  
PDVSA  
PEMEX  
Petrogulf  
Praxair  
Redstone Resources  
Reliance Energy  
Ryder Scott  
Santos  
Sasol  
Schlumberger  
Sempra Energy  
Shell  
Southern Company  
StatoilHydro  
Total

Institutional Clients

American Petroleum Institute  
Asian Development Bank  
Asian-Pacific Economic Cooperation  
California Energy Commission  
Canadian Energy Research Institute  
Canadian Standards Association  
Colorado Oil and Gas Conservation Commission  
Commonwealth Scientific and Industrial Research Organization  
Electric Power Research Institute  
European Investment Bank  
Gas Technology Institute  
Independent Petroleum Association of Mountain States
A REPRESENTATIVE SAMPLE OF ENVIRONMENTAL SERVICES PROVIDED

**Environmental Policy and Compliance Consulting Services.** Advanced Resources is a recognized leader in providing objective and analytically sound consulting services and advice to all the major stakeholders concerned with the development of regulatory policies for the energy industries, especially the oil and gas industry. We are familiar with regulatory programs of the oil and gas producing states and numerous countries. We remain up to date on the latest developments in environmental technologies. We have helped develop and communicate best management practices for addressing GHG emissions, having supported a variety of government programs promoting best management practices in the industry. Finally, we have extensive knowledge of the costs and economic impacts associated with various current and potential future approaches for environmental compliance.

For nearly three decades, ARI personnel have provided support to numerous public and private sector organizations in the assessment of the economic impacts associated with a wide variety of alternative environmental requirements and compliance practices on the U.S. E&P industry. Moreover, ARI personnel have been asked on numerous occasions to provide comments, or in some cases, alternative analyses, in response to proposed regulatory initiatives or rulemakings. Examples include:

- The potential impacts of potential requirements on hydraulic fracturing on U.S. natural gas supplies.
- The potential economic and energy supply impacts of possible new spill prevention, control, and countermeasure (SPCC) regulations on onshore oil and gas exploration and production (E&P) operations.
- The potential economic and energy supply impacts of possible new ocean discharge criteria (ODC) standards imposed on offshore oil and gas exploration and production (E&P) operations, and new proposed regulations on storm water discharges.
- ARI assessed, and recommended ways to overcome, the economic, regulatory, and policy barriers that could constrain the future commercial development of methane hydrates.
- A landmark study for DOE of the cumulative energy and economic impacts of numerous proposed environmental regulatory. Directed several comparable studies for API and the Gas Research Institute (GRI).
- Various efforts to assess the issues and potential economic impacts associated with possible new regulatory requirements on the fracturing of coal bed methane wells.
- Several efforts to analyze the potential impacts of a proposed rulemaking resulting from advisory committee recommendations on improvements to underground injection control (UIC) regulations.
Environmental Technology and Management Services. Advanced Resources has also provided services to help design, evaluate, and implement environmental compliance strategies, policies, regulatory programs, and projects across all environmental media—land, air, and water. We have helped develop and refine strategies that address environmental challenges, including innovative regulatory approaches, compliance strategies, and public-private partnerships. Our approach for addressing the development of environmental guidelines explicitly considers risk-based, market-based, and performance-based approaches, as a potential alternative to more traditional “command and control” prescriptive approaches. We create sound economic models and well-researched risk assessment methodologies to support the development of compliance strategies and regulatory policies and programs. Examples of ARI led projects include:

- For API, prepared a three-volume series of environmental guidance documents related to hydraulic fracturing operations for use by industry and governmental personnel to understand industry “best practices” for hydraulic fracturing operations.
- For DOE, directed the preparation of a comprehensive report documenting the environmental advances resulting from technology advances in the oil and gas exploration and production industry.
- For DOE and the Interstate Oil and Gas Compact Commission (IOGCC), directed a high-profile analysis of the oil and gas environmental regulations of 17 states. This analysis was designed to document program improvements in state regulatory programs that have occurred since the mid-1980s, along with the improvements made in company E&P environmental programs, policies and practices over this period.
- For API, completed a survey of waste management practices used in the U.S oil and gas exploration and production (E&P) industry to characterize the wastes they generate (including drill cuttings), and the practices used to manage and dispose of these wastes.
- For DOE and IOGCC, directed effort to develop industry protocols for characterizing the risks posed by E&P waste management activities in the U.S. These risks were characterized for a wide variety of operating conditions and environmental settings.

GIS Services. ARI’s team of geoscientists frequently develop geologic and geographic models, perform resource estimates, and develop project development strategies that rely heavily on the application of GIS mapping and analysis technologies. As one example of this type of support, Advanced Resources, under the guidance of a Federal Steering Committee, performed an inventory of oil and gas resources on Federal lands, as specified in the Energy Policy and Conservation Act (EPCA). The current EPCA Inventory covers five major basins in the western U.S. The objective of the inventory is to provide the basis for assessing the impact of oil and gas leasing stipulations on hydrocarbon resource accessibility beneath Federal lands. Categories of Federal lands and corresponding land use stipulation types were characterized and the hydrocarbon resources impacted were identified and quantified by Federal land type and stipulation type from an Advanced Resources-generated digital database using a GIS application. The project output consists of a determination of natural gas resources impacted by varying degrees of accessibility ranging from “no access” to “standard lease terms”. Advanced Resources interacted with over 70 offices of the Bureau of Land Management and U.S. Forest Service to interview field experts for input into parameters for the analysis and collect data. Advanced Resources also processed the data and built a GIS-based model to conduct the analysis. Subsequent phases of this effort are currently underway.

As another example, ARI provided analysis of geological components, resource estimation, conceptual design for gas development and economics for the PGNiG Group, the only vertically
integrated natural gas company in Poland. The integral parts described above (geological components, resource estimation, conceptual design and economics) required additional analysis of environmental constraints. These constraints included environmental analyses of the quality of reservoir water in the shale formations, and comparing that through the use of geographic information systems (GIS) to develop a watershed characterization for mitigation planning associated with nearby surface and groundwater resources. Based on current Polish surface and environmental regulations for shale gas well development, this information was used to develop environmental cost assessments, to determine required information for potential environmental impact analyses; to determine development practices and operational requirements for environmental regulatory compliance; and do develop more accurate estimates of the potential costs associated with waste water disposal and well site remediation and their impact on potential project economics.

**Engineering Services Supporting the Geologic Storage of Carbon Dioxide.** Advanced Resources is a leading international consulting firm with expertise in the technologies, markets, environmental and regulatory issues, and economics of the geologic storage (GS) of CO₂ and CO₂ enhanced oil recovery (CO₂-EOR).

We have examined CO₂ storage opportunities for over 50 power plants and other industrial facilities, ranging from regional studies to identify geologically favorable settings and estimate CO₂ storage capacity and injectivity; to more detailed site-specific studies to determine specific well locations and GS project development plans. In addition, we have:

- A well-founded understanding of the geologic, technological, economic, environmental, legal, risk, social, and policy issues surrounding GS.
- An up-to-date understanding of GS potential in the diversity of geologic settings in the U.S. and worldwide, including depleted oil and gas reservoirs, unmineable coal seams, and deep saline aquifers.
- Documentable expertise and experience in planning and executing GS projects, which have required consideration of the numerous issues associated with all phases of a GS project, include project siting, implementation, closure, and post-closure monitoring.
- First-hand experience in understanding the policy options under consideration for GS projects, in addressing legal or regulatory issues facing these projects, in addressing current public attitudes towards GS, and in keeping up to date on the state of research and development to address these issues.
- We are currently leading efforts to design, permit and develop several large, commercial-scale CO₂ storage projects, including both large scale government supported demonstration projects and pure commercial ventures, including projects both in the U.S. and overseas.
- We are in the forefront of assessing and developing policies to overcome the barriers that exist to wide scale GS deployment, and are working with clients at the national, state, and individual project level in both formulating and evaluating policy options to facilitate more rapid market penetration of GS technology.

ARI has provided and/or is currently providing support to nearly all of the major institutions pursuing R&D related to CO₂-EOR and GS, including the U.S. Department of Energy (DOE), EPA, Electric Power Research Institute (EPRI), CO₂ Capture Project (CCP), International Energy Agency Greenhouse Gas Program (IEA GHG), UK Department of Energy and Climate Change (UK DECC), UNIDO, California Energy Commission (CEC), New York State Energy Research and Development Authority (NYSERDA), Natural Resources Defense Council.
(NRDC), and a wide range of private companies. ARI has examined CO₂ storage opportunities for numerous industrial facilities, ranging from regional studies to identify geologically favorable settings and estimate CO₂ storage capacity and injectivity, to more detailed site-specific studies to determine specific well locations and GS project development plans.

ARI is providing project management support to the SECARB Carbon Sequestration Regional Partnership, serving as the primary geological, engineering, monitoring, and project management contractor for their Phase III large scale CO₂ sequestration demonstration project.

We prepared one of the major studies examining issues associated with mitigating and potentially remediating, if necessary, potential CO₂ leakage from geological formations. This study: 1) characterizes the potential CO₂ leakage pathways in depleted oil and gas fields and deep saline aquifers into which CO₂ may be injected and/or stored; 2) formulates site selection and reservoir screening requirements to minimize the risks of CO₂ leakage; 3) discusses modeling and monitoring techniques that would help identify potential CO₂ leakage pathways and any actual leakage, should it occur, 4) reviews and sets forth procedures for promptly remediating CO₂ leakage from these geological formations; and 5) developed preliminary cost estimates of the potential costs associated with such actions.

For the U.S. Department of Energy, in collaboration with a number of other co-sponsors, ARI is assessing factors influencing effective CO₂ storage capacity and injectivity in selected gas shales in the Eastern United States. Project objectives include analyzing data on reservoir properties; developing a better understanding of the characteristics of shales that impact sealing integrity, storage capacity and CO₂ injectivity; verifying this understanding through small-scale CO₂ injection tests; characterizing the potential constraints to economic CO₂ storage in gas shales; assessing approaches for development of cost-effective CO₂ storage; and developing a basin-level characterization of the CO₂ storage capacity and injectivity of selected Eastern shales.

For IEA GHG, UK DECC, and UNIDO, ARI reviewed the major CO₂-EOR operations underway around the world to better understand the factors that facilitated or hindered their implementation, and developed a high-level, first-order assessment of the CO₂-EOR oil recovery and CO₂ storage capacity potential in the largest 54 oil basins of the world using the U.S. experience as analogue.

For NRG Energy, in support to a carbon capture and storage project associated with a commercial IGCC project proposal in New York, ARI provided support to perform a geological and reservoir engineering appraisal of potential CO₂ sequestration opportunities for a proposed IGCC power plant in upstate New York, and the development of a project plan for this project for the most feasible site identified. In addition, ARI supported NRG in efforts to: (1) assist in the development of a regulatory and permitting strategy for CO₂ storage associated with the NRG Huntley Power Project; (2) facilitate discussions with New York regulatory agencies to help advise on appropriate and necessary information for permit application and approval, in lieu of the fact that no established regulatory framework for CO₂ storage currently exists; and (3) provide the necessary information and analysis for permit application

ARI also supported preparing of the Technical Guidance Document for Subpart RR—Carbon Dioxide Injection and Geologic Sequestration, and supported EPA’s GHG emissions inventory by summarizing annual data on CO₂ consumption for the U.S. Enhanced Oil Recovery sector. This includes data for existing sources of CO₂ consumption for EOR, along with the identification of new sources of CO₂ consumption for EOR that are planned.
**Services Directed at Reducing Methane Emissions from Industrial Operations.** Advanced Resources’ personnel have supported numerous technology assessment and deployment of strategies to reduce greenhouse gas emissions from industrial operations.

For over 15 years, ARI has provided a wide variety of support to EPA’s Coalbed Methane Outreach Program (CMOP), including: (1) Supporting EPA’s efforts under the Global Methane Initiative and predecessor programs, through working with other partner countries to identify project opportunities, conduct project expos, providing wide-ranging technical support, and arranging travel and visits for foreign participants; supporting countries including China, Ukraine, Poland, Kazakhstan, Georgia, and India; (2) Assisting with the establishment of the CMM Clearinghouse in Ranchi, India; involving technical support and facilitation of meetings with CMPDI and other relevant government personnel; (3) Conducting major CMM feasibility studies in China involving estimating CMM resources, developing detailed reservoir simulation models, designing more effective degasification technologies using long hole directional drilling technologies, market assessments, end-use technology, and economics; (4) Performing quick turnaround technical and economic assessments for EPA outreach efforts with coal companies which compared the economics of flaring to small-scale power generation; (6) Producing the EPA Coalbed Extra newsletters; (7) Composing the latest Gassy Mines Profile for EPA; (8) Making presentations on CMM degasification techniques at major international conferences in Poland, India, and China, and (9) Preparing analysis and justification for assumptions used for allocating program benefits associated with CMM degasifications systems; identified and described potentially more defensible and accurate methodologies to measure the program’s success, and using the most appropriate methodology, calculated emissions reductions attributable to CMOP.

ARI has extensive experience in conceptualizing, engineering, financing, resolving legal issues, managing, and operating successful CMM/CBM projects. For over 25 years, including conducting CMM/CBM technical, economic, legal and financial analyses for the mining and petroleum industry and government.

ARI has provided technical and analytical support on coal mining sector on EPA’s Mandatory Reporting of Greenhouse Gases Rule, supported EPA’s efforts in developing this rule for the coal mining sector by preparing drafts for the coal mining sector of the preamble and rule, prepared the Technical Support Document for Fugitive Methane Emissions from Coal Mining Sector, prepared the cost assessments and regulatory impact analyses (RIA) for fugitive emissions from the coal mining sector, and drafted EPA’s response to comments for the draft rule. Finally, ARI supported EPA in developing a training session on the new rule for Coal Mines at a CMOP national conference, including providing assistance in conducting the training. Prior to this, ARI personnel supported a number of confidential coal-mining clients in the development of GHG foot printing and baseline data assembly in anticipation of the EPA Mandatory GHG Reporting Rule (MRR).

**Technology Transfer and Public Education Services.** Advanced Resources provides standard and customized training on a wide array of topics, including exploration strategies, well stimulation, reservoir engineering, and production enhancement. In addition, we have supported numerous agencies in developing, organizing, implementing, and documenting industry/government workshops on a wide variety of technical and policy issues. For example, we organized three major conferences that brought together industrial, government, and academic researchers from around the world working on the sequestration of CO2 in unmineable coal seams. We also develop informational documents for the U.S. Department of Energy to better education the public on the nation’s energy industry and the role of that our domestic resource
base and improved technology can serve in meetings our nation’s energy needs. Examples of such reports include these published by the U.S. Department of Energy:

- **Strategic Review of the Department of Energy’s Oil and Natural Gas Technology Programs: Securing Our Nation’s Energy, Environmental, and Economic Future.**
- A widely distributed 1999 DOE/FE report entitled *Environmental Benefits of Advanced Oil and Gas Exploration and Production Technologies*, and a subsequent SPE Paper entitled *Quantifying Environmental Benefits of Improved Oil and Gas Exploration and Production Technology*.
- Several widely distributed publication booklets on *Natural Gas Fundamentals: From Resource to Market; Rocky Mountain States Natural Gas: Resource Potential and Prerequisites for Expanded Production; and Sustainable Development of North America’s Oil and Natural Gas: Ensuring Plentiful Energy and a Clean Environment*.
- For DOE and the Interstate Oil and Gas Compact Commission, two IOGCC outreach documents: (1) *Mature Region, Youthful Potential - Oil and Natural Gas Resources in the Appalachian and Illinois Basins*, and *Untapped Potential: Offshore Oil and Gas Resources Inaccessible to Leasing*.

Additional detail on our qualifications and expertise of Advanced Resources can be obtained from our website at www.adv-res.com.
LABOR RATES (PER HOUR)

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<th>Labor Category</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
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The Service Contract Labor Standards (SCLS) is applicable to this contract as it applies to the entire Multiple Award Schedule and all services provided. While no specific labor categories have been identified as being subject to SCLS due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CRF 541.300), this contract still maintains the provisions and protections for SCLS eligible labor categories. If and/or when the contractor adds SCLS labor categories/employees to the contract through the modification process, the contractor will inform the Contracting Officer and establish an SCLS matrix identifying the GSA labor category titles, the occupational code, SCLS labor category titles and the applicable WD number. Failure to do so may result in cancellation of this contract.

LABOR CATEGORIES

**Senior Executive** is an individual who is internationally recognized and is a practice area leader in energy and environmental services, greenhouse gas mitigation, carbon capture and storage, environmental risk management, and/or environmental strategies related to energy development and production. This person provides overall leadership, strategic direction and internal consistency of all products and services provided by the company in environmental consulting, training and GIS services. The minimum level of education and experience for someone in this position is a Master’s degree with at least 25 years of professional experience in the area of energy and environmental services.

Required/Supplemental Certifications include special industry recognition, as well as other recognition such as being a distinguished lecturer for professional societies, serving in an advisory capacity for corporate boards of directors and national committees, testimony before Congress, etc. This individual will also have completed 15 or more professional publications and presentations.

**Executive II** is an individual who is internationally recognized and is a practice area leader in energy and environmental services, greenhouse gas mitigation and carbon capture and storage, environmental risk management, and/or environmental strategies related to energy development and production. This person provides overall project management, guidance and quality
assurance for the products and services provided by the company in environmental consulting, training and GIS services that he/she oversees in his or her specific practice areas. The Executive II also meets with clients to present results of environmental and GIS consulting assignments, and conducts overall environmental training activities. The minimum level of education and experience for someone in this position is a Master's degree with at least 16 years of professional experience in the area of energy and environmental services.

Executive III is an individual who is internationally recognized and provides line support to the practice area leader in energy and environmental services, greenhouse gas mitigation and carbon capture and storage, environmental risk management, and/or environmental strategies related to energy development and production. This person supports more senior executives in providing management, guidance and quality assurance for the products and services provided by the company in environmental consulting, training and GIS services that he/she oversees in his or her specific practice areas. The Executive III also meets with clients to present results of environmental consulting assignments and conducts overall environmental training activities. The minimum level of education and experience for someone in this position is a Master’s degree with at least 14 years of professional experience in the area of energy and environmental services.

Project Manager I is the individual responsible for the complete oversight of projects and staff, to include weekly reporting to Executive staff on the progress of projects. This person is responsible for substantive technical, financial, and administrative management of large tasks, projects, and contracts for the products and services provided by the company in environmental consulting, training and GIS services in the areas of energy and environmental services, greenhouse gas mitigation and carbon capture and storage, environmental risk management, and/or environmental strategies related to energy development and production. The minimum level of education and experience for someone in this position is a Master’s degree with 12 years or more of professional experience with a majority of that experience in the area of energy and environmental services.

Project Manager II is the individual responsible for providing substantive technical, financial, and administrative guidance on large tasks, projects, and contracts for the products and services provided by the company in environmental consulting, training and GIS services in the areas of energy and environmental services, greenhouse gas mitigation and carbon capture and storage, environmental risk management, and/or environmental strategies related to energy development and production. The minimum level of education and experience for someone in this position is a Master’s degree with 8 years or more of professional experience with a majority of that experience in the area of energy and environmental services.

Senior Consultant I is an individual who manages the efforts of junior level consultants in task execution and performs quality assurance checks of work products. This person is responsible for technical, financial, and/or administrative management of tasks or portions of larger projects. He/she oversees the initial implementation of tasks utilizing GIS tools and the incorporation of maps and related visual materials, as well as analyses utilized and presented in consulting services reports and environmental training services, in support of the preparation of final reports and training materials. The Senior Consultant I also provides first drafts of final consulting service reports and environmental training materials. The minimum level of education and experience for someone in this position is a Master's degree with 6 years or more of professional experience with a majority of that experience in the area of energy and environmental services.

Senior Consultant II is the individual responsible for working independently to identify, structure, and implement appropriate procedures for tasks supporting environmental consulting services
and environmental training activities. He/she manages the efforts of junior staff in task execution and performs quality assurance checks of work products. The Senior Consultant II receives minimum outlines on objectives, and exercises wide latitude to develop approaches to tasks and project work. He/she also provides guidance on the initial implementation of tasks utilizing GIS tools, involving the preparation of maps and related visual materials, as well as analyses utilized and presented in consulting services reports and environmental training services, in support of more of senior staff in the areas of energy and environmental services, greenhouse gas mitigation and carbon capture and storage, environmental risk management, and/or environmental strategies related to energy development and production. The minimum level of education and experience for someone in this position is a Master’s degree with 5 years or more of professional experience with a majority of that experience in the area of energy and environmental services.

Consultant I is the individual responsible for working independently to identify structure and implement appropriate procedures for tasks, manage the efforts of junior staff in task execution, and perform quality assurance checks of work products. He/she is responsible for the initial implementation of tasks utilizing geographical information system (GIS) tools, involving the preparation of maps and related visual materials, as well as analyses utilized and presented in consulting services reports and environmental training services. The Consultant I receives minimum outlines on objectives, and exercises wide latitude to develop approaches to tasks and project work in support of senior staff in the areas of energy and environmental services, greenhouse gas mitigation and carbon capture and storage, environmental risk management, and/or environmental strategies related to energy development and production. The minimum level of education and experience for someone in this position is a Master’s degree with 4 years or more of professional experience with a majority of that experience in the area of energy and environmental services.

Analyst I is an individual whose responsibilities include data collection, research, analyses, and logistical, organizational, and administrative support to projects, contracts, and/or proposals. He/she competently applies standard procedures to routine tasks, and identifies potentially problematic issues related to task content or schedule. This person works without explicit direction on recurring tasks, standard technical methods, or tasks involving research of common information sources (e.g. regulations), in addition to organizing graphical (GIS) and tabular material in consulting services reports and environmental training materials in support of senior staff in the areas of energy and environmental services, greenhouse gas mitigation, carbon capture and storage, environmental risk management, and/or environmental strategies related to energy development and production. The minimum level of education and experience for someone in this position is a Master’s degree with 2 years of prior work experience, or internal promotion from Research Assistant based on demonstrated technical and business analysis for a period of 3 years in the fields of energy, environment, engineering, and/or economics.

Research Assistant I is an individual whose responsibilities involve data collection, research, or quantitative or qualitative analysis, primarily to provide input for use by more senior staff in consulting services. He/she prepares graphical (GIS) and tabular material for inclusion in consulting services reports and environmental training materials, and receives direction on task approaches and expected results, in support of senior staff in the areas of energy and environmental services and training greenhouse gas mitigation, carbon capture and storage, environmental risk management, and/or environmental strategies related to energy development and production. The minimum level of education and experience for someone in this position is a Bachelor of Science or a Bachelor of Arts degree demonstrating technical competence in at least one area of geology, engineering, economics, quantitative business analysis, environmental
studies, geographic information systems, environmental services, and/or programming with 1 year work experience.

**Senior Administrative** is the individual who coordinates the preparation of environmental services consulting reports and environmental training course materials, and archives GIS related data and maps. He/she provides word processing, graphics preparation, basic data entry, activity and travel coordination and office management assistance, supporting environmental consulting services reports, the preparation of training service materials, and in setting up the display of maps and visuals generated by GIS. The minimum level of education and experience for someone in this position is an Associate’s degree with 10 years or more of professional experience.

**Administrative II** is an individual who provides word processing, graphics preparation, basic data entry, activity and travel coordination and office management assistance, supporting environmental consulting services reports, the preparation of training service materials, and in setting up the display of maps and visuals generated by GIS. The minimum level of education and experience for someone in this position is a high school degree with 3 years of professional experience.
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