

# CONTRACTOR CATALOG

The Professional Services Schedule (PSS)  
Environmental Services (previously Schedule 899)

GSA Contract:

Contract Period: 5/9/2013 to 5/8/2018  
Contract Administration: **Rebecca A. Currier**  
Marketing: **Daniel J. Warren**



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*Chinook Salmon*

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**The Professional Services Schedule (PSS):  
Environmental Services (previously Schedule 899)**

**Federal Supply Group:** FSC GROUP 99

**Contract Number:** GS10F167AA

**Modification Number:** PS-0014

**Date of Modification:** December 14, 2016

**For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at  
<http://www.gsa.gov/portal/content/200369>**

**Contract Period:** May 9, 2013 through May 8, 2018

**Contractor:** D.J. WARREN & ASSOCIATES, INC.  
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**Business Size:** Small Business

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**Contract Administration:** REBECCA A. CURRIER

**Marketing:** DANIEL J. WARREN

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## Introduction

D.J. Warren & Associates, Inc. (DJWA) is a small environmental consulting firm located in Philomath, Oregon. DJWA specializes in integrating science and project and program management with complex scientific and technical projects and programs involving natural resources. We specialize in building expert, multi-disciplinary teams that excel in planning, developing, executing and completing projects. DJWA has worked for a variety of clients on numerous projects involving planning, review, development and evaluation of salmonid hatchery programs, evaluation of impacts from natural stocks and other fisheries projects, stream restoration, environmental assessments and impact statements, and managing independent scientific reviews. DJWA has extensive experience and relationships with most major stakeholders in the Pacific Northwest and California including utilities, agencies and tribes.

## Services

DJWA services and expertise includes Project and Program Management, Implementation of Hatchery Reform, Data and Information Management, Monitoring and Evaluation Plans and Annual Program Reviews, and Hatchery Operations and Best Management Practices. These areas are described below.

### Project and Program Management

Experienced, formally trained and certified personnel ensure that projects are efficiently managed from planning through implementation—initiating, planning, executing, monitoring and controlling, and closing the project work.

- Practical application of project and program management strategies including concise project plans that incorporate schedule, scope and budget, clarification of quality or required specifications.
- Development of concise comprehensive project plans that show how project goals and objectives can be accomplished within an established project schedule and how this can be successfully accomplished by the project team.
- Implementation may include application of risk management, internal and external communications, data and information management and creative contracting strategies and procurement.



- Initiation (confirming goals and objectives)
- Development (the plan)
- Execution
- Monitor and control work
- Closeout and complete deliverables

## Implementation of Hatchery Reform

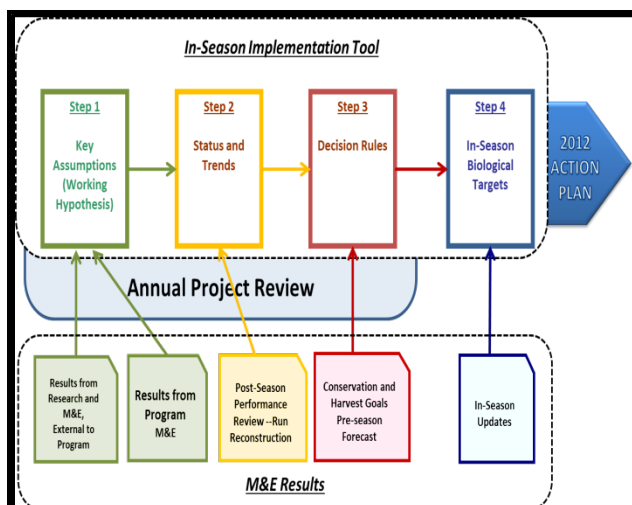
DJWA approaches the current needs for hatchery reform in a proactive manner consistent with the latest available science. This starts with a clear definition of the hatchery program which includes its *purpose, goals and objectives (conservation or harvest) and recommendations* for change. DJWA staff implements changes to programs from developing initial recommendations to implementation of the proposed changes. DJWA has accomplished this work throughout the Pacific Northwest, California and Alaska.



- Clarify program purpose, goals and objectives
- Develop alternatives
- Recommendations for program changes

## Data and Information Management

DJWA provides biometrical and data and information management services related to endangered species assessments, salmonid program evaluation, creation of fisheries management systems, and development of tools for long-term monitoring and evaluation of fisheries programs.



- Biometrics
- Database development
- Information systems

## Monitoring and Evaluation Plans (M&E) and Annual Program Reviews (APR)

DJWA supports clients with program evaluation and crucial management decision-making processes to ensure programs are successful and questions are efficiently answered. This includes:

- Evaluating program performance relative to goals and expectations
- Adjusting hatchery and harvest issues based on clear decision rules
- Testing key assumptions and providing mechanisms for adjustments
- Designing M&E programs that support adaptive management



- Monitoring and evaluation plans
- Evaluation tools

## Hatchery Operations and Best Management Practices

DJWA's experience incorporates over 110 years of direct involvement with salmon enhancement programs and hatchery operations. Staff has evaluated facilities and developed fish culture procedures and operations manuals. We manage project teams inclusive of engineering and biological expertise on planning, evaluation, and development of fisheries programs to assure incorporation of operational, biological and fish culture practices. We have hands on experience with brood collection and holding, spawning, incubation, rearing and release strategies, marking and tagging, fish transport, and disease risk management.



- Evaluation of fish culture functional areas (processes)
- Review of best management practices
- Development and implementation of fish culture procedures
- Planning changes and requirements for fisheries facilities

## Teaming

D.J. Warren & Associates, Inc.'s staff is a small team of professionals with recognized expertise in the specialized skills needed for complex natural resource programs and projects. In order to handle larger contracts, DJWA teams with other GSA contractors to provide a total solution for agencies and to meet their requirements. DJWA project teams include expert scientists, planners, engineers, and technical programmers and developers. We specialize in building strong teams that excel in problem solving, project development, and implementation. Some of our partners: Meridian Environmental, Inc. and McMillen Jacobs Associates, Inc.

## Management Practices

DJWA is a small business and, therefore, each project is handled with direct, individual, and personal care. If a particular project requires more manpower than can be offered in-house, DJWA has direct associations with several consulting firms and individuals who can provide the needed expertise. These decisions are made at the project proposal stage when needed expertise is identified; DJWA does not insert additional personnel into a project post-contract unless it is approved by the client.

## Accounting Control

Accounting controls include segregation of duties, proper authorization of transactions, complete documentation, tagging and inventory of assets, and independent reviews. The in-house accountant does not sign checks or approve expenditures and an accounting firm provides professional oversight on an annual basis. Mr. Warren reviews and approves all accounts payable bills, invoices, and accounts receivable invoices. Invoicing is completed on a monthly basis and reviewed by three in-house personnel including Mr. Warren.

Employees complete monthly timesheets which are reviewed and approved by Mr. Warren. The in-house accountant compiles the data and sends it to a payroll service which prepares the paychecks and tracks yearly totals. Project expenditures are tracked daily or weekly to ensure management of scope and deliverables. Budgeted, estimated, and actual "cost to complete" are also tracked. Detailed budget tracking for each project is updated on a daily, weekly, or monthly basis depending on project scope and size. Organizational cash flow is updated every 2 to 4 weeks.

## Quality Control

Quality control and quality assurance are important aspects of the organizational controls for DJWA. Assignment of authority and responsibility are clearly defined in the employee handbook. All employees of DJWA are required to read the handbook and sign a document agreeing to the terms included in it. All data are stored electronically; both onsite and offsite data backup are used. DJWA seeks organizational reviews of legal, accounting, and insurance issues on a regular basis.

## Project Experience

DJWA is offering services under SIN 899-1. Project Experience No. 1 was completed by DJWA in 2012; Project Experience No. 2 is on-going. Both are similar in content and complexity to the type of work described under SIN 899-1.

## Project Experience Number 1: California Hatchery Scientific Review Group (CA HSRG)

<u>Customer/Client Name:</u>	Pacific States Marine Fisheries Commission (PSMFC)
<u>Project Name/Contract No.:</u>	Scientific Review of California Salmon and Steelhead Hatcheries Project /Contract No. 14390 Rel. 4
<u>Customer Point of Contact:</u>	Randy Fisher
<u>Contact Info for Point of Contact:</u>	(503) 395-3100; <a href="mailto:randy.fisher@psmfc.org">randy.fisher@psmfc.org</a>
<u>Project Performance Period:</u>	October 28, 2010, to September 28, 2012
<u>Dollar Value of the Entire Project:</u>	\$1,753,553.00
<u>Dollar Value of Work Related to SIN:</u>	\$1,753,553.00

### **Summary of the Project:**

DJWA acted as facilitator and overall project manager for the facilitation and technical support team for the California Hatchery Review Project which reviewed all hatchery programs within the Klamath/Trinity and Central Valley areas. Hatchery reform in the Pacific Northwest was mandated by Congress in 2000. It was believed that, though fish hatcheries have a crucial role in maintaining salmonid and other fish populations in California waters, the hatchery programs were in great need of reform and updating. The original Hatchery Scientific Review Group (HSRG) was established to review all federal, state, and tribal hatcheries in the Puget Sound area of Washington State. This project, which was completed in 2006, proved successful; thus, a similar project for the hatcheries and hatchery programs in the Columbia River Basin was carried out between 2007 and 2010. DJWA was the manager and facilitator for the Columbia River HSRG.

In 2010, the US Congress provided an appropriation to the US Fish and Wildlife Service for fisheries and aquatic resource conservation part of which was to be used to conduct a scientific review of the Klamath/Trinity and Central Valley hatchery operations in California. The appropriation was administered through Pacific States Marine Fisheries Commission (PSMFC); DJWA occupied the same facilitative role as with the Columbia River HSRG.

During the course of the project, CA HSRG reviewed 19 hatchery programs for nine hatcheries in California and developed recommendations for reforms for each program in each hatchery. The project required a detailed and complex organization to accomplish all of the goals within the allotted period.

### **Statement of Work:**

- A. *Detailed Description of SIN relevant work performed and results achieved:* DJWA facilitated and managed the effort by CA HSRG and a Policy Committee to review all hatcheries and hatchery programs in the Klamath/Trinity and Central Valley areas of California. The major work included: adaptation of technical tools used in the Columbia Basin hatchery review to the California hatchery review, data and information gathering, project management, formal reviews of all hatchery programs (individually and cumulatively), and preparation of reports and findings. The project elements were:
- Manage and control project scope, schedule, budget, human resources, risk, and contracting
  - Arrange, coordinate, manage, and conduct hatchery, biological, and programmatic regional and "roll-up" workshops
  - Conduct formal regional workshops with CA HSRG members
  - Conduct formal review and evaluation of regional natural and hatchery salmonid populations, including onsite inspections
  - Manage, administer, produce, and distribute salmonid population, cumulative, summary reports, and final reports for each region
  - Prepare a Final California Hatchery Review Report

These elements are consistent with SIN 899-1 Environmental Consulting Services, which covers “development, planning, facilitation, coordination, and documentation” of “watershed and other natural resources management plans.” The project goals were met.

- B. *Methodology, tools, and/or processes utilized in performing the work:* DJWA used industry standard methods, principles, and processes for project management in performing the work required by the CA HSRG project. The methods, principles, and processes are endorsed by the Project Management Institute. Many of the methods used to review the hatcheries and hatchery programs were developed by the Puget Sound HSRG and, because they proved successful in that project as well as the Columbia River Basin HSRG, they were also applied to California.
- C. *Demonstration of compliance with any applicable laws, regulations, Executive Orders, OMB Circulars, professional standards, etc.:* DJWA requires its employees through their signed acceptance of the employee policies, to abide by all federal, state, and local laws and regulations. As is usual for Federal contracts, the HSRG contract contained sections requiring compliance with all laws, regulations, Executive Orders, etc. DJWA agreed with and signed the contract containing those sections.

D. *Project Schedule (i.e. major milestones, tasks, deliverables) including an explanation of any delays*

Major Milestones	Start Date	End Date	Deliverables
Project management, coordination, communications, and workshop management for each region	8/9/10	9/28/12	<ul style="list-style-type: none"> <li>• Implement and manage communications plan during the regional and cumulative process</li> <li>• Organize distribution of data and/or information to HSRG, technical team</li> <li>• Coordinate and manage regional and cumulative workshops</li> </ul>
Policy Committee management and facilitation	8/9/10	12/30/11	<ul style="list-style-type: none"> <li>• Provide project management and coordination</li> <li>• Organize distribution of data and/or information to Policy Committee</li> </ul>
Hatchery Regional Review Process -Klamath/Trinity Region -Central Valley Area 1 -Central Valley Area 2	1/10/11 1/10/11 2/1/11 2/1/11	9/23/11 3/31/11 6/10/11 7/29/11	<ul style="list-style-type: none"> <li>• Prepare and review data sets and draft population reports prior to workshop</li> <li>• Provide information to HSRG for review prior to workshop</li> <li>• Conduct formal review of hatchery and natural populations</li> <li>• Review of HSRG observations with co-managers during each Regional workshop</li> <li>• Revise population reports for each region</li> <li>• Workshop meeting records and actions</li> </ul>



Recommendation Review Workshops - Klamath/Trinity - Central Valley (Areas 1 & 2)	4/18/11 4/18/11 7/1/11	9/23/11 4/29/11 9/23/11	<ul style="list-style-type: none"> <li>• Prepare and review data sets and draft population reports prior to workshop</li> <li>• Provide information and data to HSRG</li> <li>• Draft ESU roll-up analysis for all populations in Cumulative Review</li> <li>• Revise recommendations for all populations</li> <li>• Complete sets of revised roll-up data sets</li> <li>• Changes documented for final ESU roll-up reports</li> </ul>
Final Hatchery Program Reports	3/21/11	3/22/12	<ul style="list-style-type: none"> <li>• Manage review and comments on CA HSRG cumulative review and recommendations</li> <li>• Manage production of final report</li> </ul>

- E. *Describe how the work performed is similar in scope and complexity to that described in the Statement of Work:* The Statement of Work in Part 1 of the Environmental Consulting Services (899-1) Solicitation states that “services include, but are not limited to: Planning and Documentation Services for the development, planning, facilitation, coordination, and documentation of and/or for environmental initiatives (or mandates...)” for Endangered species, wetland, watershed, and other natural resource management plans...” The CA HSRG project was mandated by Congress and involves hatchery programs dealing with threatened and endangered salmonid populations including steelhead and sockeye salmon. DJWA was retained to plan, facilitate, manage, coordinate, and produce documentation for the HSRG effort in the Klamath/Trinity, and Central Valley areas of California.
- F. *Demonstration of specific work experience and/or special qualifications detailed in the Statement of Work:* The work performed under the contract required in-depth knowledge of project management as well as fisheries and hatchery management. Mr. Warren has a degree and many years of experience in fisheries with an emphasis on hatchery program development, management, and evaluation. He also holds a Master’s degree in Business Administration and is accredited as a PMP by the Project Management Institute. Subcontractors who worked for Mr. Warren on the project are highly qualified and experienced professionals in the fields of hatchery management and design of fisheries management programs. For example, Dr. Lars Mobrand developed the biometric models and tools that were used for both the Puget Sound and Columbia River HSRG and which are being applied also to the California HSRG project.

## Project Experience Number 2: Springfield Fish Hatchery Master Plan and Engineering Concepts

<u>Customer/Client Name:</u>	Idaho Department of Fish and Game (IDFG)
<u>Project Name/Contract No.:</u>	Springfield Fish Hatchery Master Plan and Engineering Concepts /IDFG Tracking No. IDFG- FY10-383
<u>Customer Point of Contact:</u>	Jeff Heindel
<u>Contact Info for Point of Contact:</u>	(208) 287-2712 / <a href="mailto:jeff.heindel@dfg.idaho.gov">jeff.heindel@dfg.idaho.gov</a>
<u>Project Performance Period:</u>	June 2010 – April 2012
<u>Dollar Value of Project:</u>	\$298,405
<u>Dollar Value Related to SIN:</u>	\$298,405

**Summary of the Project:**

The Springfield Fish Hatchery Master Plan and Engineering Concepts project was performed for the Idaho Department of Fish and Game. The purpose of the project was to produce a Step 1 Master Plan (under Bonneville Power Administration's Northwest Planning and Conservation Council [NPCC] Fish and Wildlife Three-step project review system) for a sockeye salmon production program on the Snake River in Idaho. The Step 1 Master Plan covered renovation and expansion of a facility that formerly housed a commercial trout hatchery. DJWA, in association with Meridian Environmental, McMillen Jacobs Associates, Inc., and Malone Environmental developed both the Master Plan and engineering concepts. The Master Plan, which included a draft Hatchery Genetics Management Program, was approved by the Interagency Scientific Review Panel (ISRP) and NPCC in February 2011 and Step 2 (preliminary design) planning has begun. DJWA was retained by IDFG to continue with Step 2 and Step. Project management was focused on cost, schedule, scope, quality, risk and communications and information management. Establishment of a detailed project schedule and schedule of deliverables were important components of the project management approach. The Step 1 project was completed on time and under budget; the remainder of the Step 1 budget was applied to Step 2 and 3 of the Master Plan process.

**Statement of Work:**

- A. *Detailed Description of SIN relevant work performed and results achieved:* The Springfield Fish Hatchery project involved writing and producing a Step 1 Master Plan and Step 2 and Step 3 documents for renovation and expansion of an existing hatchery in Idaho for production of sockeye salmon for the Snake River system. Snake River sockeye are an endangered species. The major project tasks were as follows:

- Compile and review existing data
- Develop program need and justification
  - Clarify and document IDFG goals and objectives for Snake River sockeye smolt production
  - Develop alternative program options for sockeye recovery using alternative actions, e.g. habitat enhancement, artificial propagation, harvest changes, etc.
- Update Hatchery Genetics Management Plan
- Develop Step 1 Master Plan according to NPCC requirements

The Master Plan and Step 2-3 documents were completed and approved. The work elements are consistent with SIN 899-1 Environmental Consulting Services, which covers "Planning and documentation services for the development, planning, facilitation, coordination, and documentation" of "Endangered Species, watershed and other natural resources management plans."

- B. *Methodology, tools, and/or processes utilized in performing the work:* The project involved production of a master plan that was completely in compliance with the NPCC Three-Step planning process for natural resources projects. The NPCC process was followed exactly. In addition, the project updated the Hatchery Genetics Management Plan in accordance with NOAA Fisheries requirements. DJWA used approved existing methodology, tools, and processes in production of the Master Plan and in project management.
- C. *Demonstration of compliance with any applicable laws, regulations, Executive Orders, OMB Circulars, professional standards, etc.:* The Springfield Fish Hatchery Project was completed in accordance with all applicable laws, regulations, and other requirements. It was approved by a scientific review panel, NPCC, BPA, and NOAA Fisheries as well as the Idaho Department of Fish and Game. These entities approved both the technical and regulatory aspects of the work.
- D. *Project Schedule (i.e. major milestones, tasks, deliverables) including an explanation of any delays:*

Major Milestones	Start Date	End Date	Deliverables
Conceptual Design	6/10	4/11	Manage budget, schedule and communications. Provide review meetings with the design team, IDFG, co-managers and BPA. Provide specific support during NPCC Step 1 process (including Step 1 submittal, approval & ISRP response).
Determine preferred IDFG program alternatives for sockeye management (basis for HGMP addition, revision).	6/10	9/10	<ul style="list-style-type: none"> <li>• Clarify and document IDFG goals and objectives for sockeye</li> <li>• Develop alternative IDFG program options for sockeye using alternative actions, e.g., habitat enhancement, artificial propagation, harvest reform, etc.</li> <li>• Assess and evaluate most feasible alternatives based on their likelihood of:</li> <li>• Meeting IDFG goals and objectives for species/population conservation and harvest.</li> <li>• Achieving principles of the Columbia River Hatchery Scientific Review Group.</li> <li>• Addressing pertinent advice of the ISRP.</li> <li>• Achievability within planned capital and O&amp;M budgets.</li> <li>• Acceptance by the fishery co-managers, ISRP, NPCC, land management agencies, and BPA.</li> <li>• Timely implementation and results.</li> </ul>
Review capabilities of existing Springfield Hatchery facilities for meeting needs of preferred sockeye program. Propose additional facilities as HGMPs are being refined.	6/10	9/10	List of proposed facilities
Prepare Revised HGMPs for Sockeye Program	7/10	9/10	Draft revised HGMPs
Consult with IDFG and NOAA Fisheries (Anadromous Fish) and USFWS (Resident Fish) on Draft HGMPs	10/10	11/10	Meetings with USFWS and NOAA Fisheries
Produce Step 1 Master Plan	7/10	11/10	Chapters 1 through 9, Reference Section, Appendices
Investigate Specific Environmental Compliance, NEPA (EA or EIS)	7/10	7/10	Determine NEPA and other regulatory requirements Conduct Pre-Acquisition Activities Step 1
Produce Design and/or Specifications Step 1	7/10	9/10	Planning & Start-Up Meetings Program Verification Concept Design Document

- E. *Describe how the work performed is similar in scope and complexity to that described in the Statement of Work:* The Statement of Work in Part 1 of the Environmental Consulting Services (899-1) Solicitation states that “services include, but are not limited to: Planning and Documentation Services for the development, planning, facilitation, coordination, and documentation of and/or for environmental initiatives (or mandates...)” for Endangered species, wetland, watershed, and other natural resource management plans...” This project involved planning and documentation for a facility which will produce sockeye salmon in an effort to restore the endangered populations of the Snake River system. DJWA also facilitated the process by careful project management.
- F. *Demonstration of specific work experience and/or special qualifications detailed in the Statement of Work:* Work performed under the contract required in-depth knowledge of project management as well as fisheries and hatchery management. Mr. Warren has a degree and many years of experience in fisheries with an emphasis on hatchery management. He also holds a Master’s degree in Business Administration and is accredited by the Project Management Institute. Subcontractors working for Mr. Warren on the project were highly qualified and experienced professionals in the fields of hatchery engineering and management and design of fisheries facilities.

## D.J. Warren & Associates Labor Categories and Rates

### Experience/Education Substitution Matrix

Consistent with industry wide practice, it is D.J. Warren & Associates, Inc.’s company policy, henceforth, that personnel shall be evaluated in a holistic manner taking two factors into consideration: (1) formal education, certifications and training; and (2) workplace experience. Consistent with practices customary in the field of Environmental Consulting Services, D.J. Warren & Associates, Inc. evaluates all personnel on a case-by-case basis to ensure that each employee meets or exceeds the minimum requirements of the specific labor categories. Experience may also satisfy the formal educational requirement, and education may also satisfy the experience requirement in accordance with this approach.

e.g., Employee X has 11 years of experience and a Bachelor’s Degree. Using the Experience and Education substitutions Employee X would satisfy the experience and education requirements for the labor category of Principal / Senior Project Manager / Environmental Planner.

Experience Substitutions:		
2 Years Professional Experience	Equals	Associate’s Degree
4 Years Professional Experience	Equals	Bachelor’s Degree
6 Years Professional Experience	Equals	Master’s Degree
10 Years Professional Experience	Equals	Ph.D.
Education Substitutions:		
Ph.D.	Equals	10 Years Professional Experience
Master’s Degree	Equals	6 Years Professional Experience
Bachelor’s Degree	Equals	4 Years Professional Experience
Associate’s Degree	Equals	2 Years Professional Experience



## Labor Categories and Rates

**Table 1: D.J. Warren & Associates, Inc. Labor Category Descriptions and GSA Rates. Rates include the required 0.75% Industrial Funding Fee (IFF).**

Labor Category	Functional Responsibilities	Minimum Education / Certification Level	Minimum Years of Experience	GSA Rate
Principal / Senior Project Manager / Environmental Planner	Directs and manages the processes and activities of all projects, including keeping the project within the prescribed scope, time frame, funding parameters, and stakeholder quality requirements and expectations. Initiates projects and planning. Hires, leads and coordinates project team. Communicates clearly with team members and stakeholders. Identifies project risks and designs strategies to manage and mitigate those risks. Executes project. Controls direction, schedule, and budget of project. Evaluate project to make certain results meet the intended goal, satisfies quality standards, and meets stakeholder expectations. Determine and make recommendation for project termination. Supervisory duties.	Master's	15 years general work experience	\$120.03
Assistant Project Manager	Directly supports and assists the Principal / Senior Project Manager with the processes and activities to implement and manage projects. This includes supporting management of scope, schedule, budgets, and development and management of stakeholder communication. Supports communication with all project team members and stakeholders. Implements strategies to manage and mitigate project risks. At the direction of the Principal / Senior Project Manager, supports management of schedule and budget of project, ensuring results meet the intended project goals and objectives.	Bachelor's	5 years of general work experience	\$72.43
Project Assistant	Support Principal / Senior Project Manager/ Environmental Planner in development and implementation of project management plans in all areas of Work Plan Development (project scope, schedule, time management, cost, cost management, quality, quality management, human resources plans, communications and information management, risk management, and procurement or contract management). Prepare for and support implementation of and attend project workshops as requested. Continue to perform other clerical, business planning, cross training and project management tasks to support the needs of the company.	Bachelor's	6 years general work experience	\$54.57

Labor Category	Functional Responsibilities	Minimum Education / Certification Level	Minimum Years of Experience	GSA Rate
Contracting Assistant	Perform clerical, business and specific project management tasks to support the needs of the company and Principal / Senior Project Manager / Environmental Planner. Primary responsibilities: support invoicing, contracting, accounts receivables and payables; support all financial aspects of the business.	Bachelor's	6 years general work experience	\$65.48
Senior Biometrician	Focuses on quantitative and qualitative analysis of natural resource problems. Work with government, industry, Tribal nations, and stakeholder clients to deploy custom and standardized tools, analyses and applications to support management decisions. Functional responsibilities include acting as the technical analyst on complex and challenging projects, consulting with clients on project needs and technical approaches, supporting marketing and business development activities such as proposal preparation, interview participation, and strategic planning, and implementing QA/QC standards for data management and analysis. Ability to present Congressional reports in Washington, D.C. is highly desirable.	PhD	15 years general work experience	\$169.15
Biometrician I	Focuses on quantitative and qualitative analysis of natural resource problems. Works with clients to deploy custom and standardized tools, analyses and applications to support decisions. Functional responsibilities include supporting the Senior Biometrician and Biometrician II, acting as the technical analyst on projects, consulting with clients on project needs and technical approaches, supporting general marketing activities as requested, and implementing QA/QC standards for data management and analysis.	Master's	15 years of general work experience	\$124.17
Senior Fisheries Biologist	Provide technical support for a wide range of natural resources projects. Analyze and interpret study results to develop defensible conclusions. Prepare written scientific reports and other visual presentations of study results. Review and comment on documents electronically. Participate in field efforts to collect scientific data. Work directly with clients to understand and meet their expectations. Make presentations to clients or stakeholders. Support marketing and business development activities such as proposal preparation, interview participation, and strategic planning, and implementing QA/QC standards for data management and analysis.	Master's	15 years general work experience	\$130.97

The Service Contract Act (SCA) is applicable to this contract as it applies to the entire Environmental Services Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and / or when the contractor adds SCA labor categories / employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.

## Customer Information

- 1a. **Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:**  
899-1/899-1RC
- 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:** N/A
- 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:** Rate Sheet enclosed, pgs. 12-13
2. **Maximum Order:** \$1,000,000.00
3. **Minimum Order:** \$100.00
4. **Geographic Coverage (delivery Area):** Domestic only
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). See Attachment.
7. **Quantity discounts:** None Offered
8. **Prompt payment terms:** Net 30 days\*
- 9a. **Notification that Government purchase cards are accepted up to 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 the “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 Points(s):** Destination
- 13a. Ordering Address(es):** Same as Contractor
- 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](http://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 Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor
- 18. Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
- 19. Terms and conditions of installation (if applicable):** N/A
- 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. 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/](http://www.Section508.gov/)
- 25. Data Universal Numbering System (DUNS) number:** 137119322
- 26. Notification regarding registration in Central Contractor Registration (CCR) database:** Registered

\*Net 30 days equal to 0% additional discount



*Chinook Salmon*



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