



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 is available through **GSA Advantage!**®, a menu-driven database system. The INTERNET address for **GSA Advantage!**® is: **GSAAAdvantage.gov**

**ENVIRONMENTAL SERVICES**

FSC Group: 899, FSC Class F999

Special Item Numbers: 899-1/899-1RC, 899-3/899-3RC, 899-5/899-5RC, 899-7/899-7RC

**Contract No. GS-10F-188AA**

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at [fss.gsa.gov](http://fss.gsa.gov).

**Period Covered by Contract: June 07, 2013 through June 06, 2018**



**Amtec Corporation**

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**Contract Administration:** Kelly D. Joiner, ext. 112

**Pricelist current through**

**Modification No. PA-0003, Effective Date: January 31, 2014**

**Prices shown herein are net (discount deducted)**

*Supplement No: 0001, Effective July 16, 2014*

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**CUSTOMER INFORMATION**
**1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:**

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**1b. Identification of the lowest price model number and lowest unit price for that model for was special item number awarded in the contract. N/A**

- 1c.** Hourly rates by work site, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees can be found at pages 11 through 27.
- 2. Maximum Order:** \$1,000,000 The Maximum Order threshold is a dollar value that serves two purposes: First, although Amtec Corporation is required to accept any order between the minimum and maximum values, we are not required to accept orders over the maximum value. Should Amtec elect not to accept an order over the maximum value, the order will be returned to the ordering activity within five workdays after Amtec has received it. Second, while ordering activities are encouraged to seek price reductions for any order value, they are required to seek reductions if a requirement exceeds the maximum value. Note that in accordance with item 7 below, any order over the maximum value will receive an additional 5% discount.
- 3. Minimum Order:** \$100
- 4. Geographic Scope of Contract:** The geographic scope of this contract is the 48 contiguous states, the District of Columbia, Alaska, Hawaii, and the Commonwealth of Puerto Rico.
- 5. Point(s) of production (city, county, and state or foreign country):** Huntsville, Madison, Alabama
- 6. Discount from list prices or statement of net price:** Government net prices (discounts already deducted).
- 7. Quantity discounts:** All orders over \$1,000,000 will receive a 5% discount
- 8. Prompt payment terms:** 2%, 10 days, Net 30
- 9a. Notification whether 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:** Government purchase cards are accepted above the micro-purchase threshold

**10. Foreign items:** None

**11a. Time of Delivery:** Specified on the Task Order

**11b. Expedited Delivery:** Items available for expedited delivery are noted in this price list.  
None

**11c. Overnight and 2-day delivery:** Overnight and 2-day delivery is not available. However, if circumstances warrant, the schedule customer may contact Amtec.

**11d. Urgent Requirements:** When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, agencies are encouraged, if time permits, to contact Amtec for the purpose of obtaining accelerated delivery. Amtec shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by Amtec in writing.) If Amtec offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

**12. F.O.B Points(s):** Destination

**13a. Ordering address:**

For Mailed Orders:  
Amtec Corporation  
Attention: Ms. Kelly Joiner  
654-A Discovery Drive  
Huntsville, AL 35806-2802

For Facsimile Orders:  
(256) 722-7212  
Mark "To the Attention of Ms. Kelly Joiner"  
Email: kjoiner@amtec-corp.com

**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 Schedule website, under the GSA schedules/schedules flexibilities section. ([www.gsa.gov](http://www.gsa.gov))

**14. Payment address:**

Amtec Corporation  
Attention: Accounts Receivable

654-A Discovery Drive  
Huntsville, AL 35806-2802

- 15. Warranty Provision:** N/A
- 16. Export Packing Charges (if applicable):** N/A
- 17. Terms and conditions of government purchase card acceptance:** Contact Amtec
- 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. Section 508 compliance is not applicable to this contract.**
- 25. Data Universal Numbering System (DUNS) number:** 196595607
- 26.** Amtec is registered in the Central Contractor Registration (CCR)/System for Award Management (SAM) database.
- 27. Training** – Free GSA Schedules training is available by accessing the Center for Acquisition Excellence at [www.gsa.gov/centerforacquisitionexcellence](http://www.gsa.gov/centerforacquisitionexcellence).

**AMTEC CORPORATE OVERVIEW**

Amtec Corporation is a privately owned company headquartered in Huntsville, Alabama, located in the Southeastern Region of the United States of America. Founded in 1988, Amtec has more than twenty five (25) years of corporate experience supporting government and industry. Amtec currently has approximately 40 employees, of which 76% are engineers or technicians. Our culture is based on integrity, trust and a commitment to excellence and each other – we are a family. We believe in good work ethics balanced with family life at home. We thrive on interesting, challenging work and providing solutions for our customers’ requirements.

Amtec provides services and support contracting solutions, including environmental engineering and related services, for customer mission requirements both as a prime contractor and valued teammate. Since 1988, Amtec has successfully executed numerous prime and sub contracts valued over \$600M for customers across the Departments of Defense (DoD), Army, Navy, and Air Force, Office of the Director of National Intelligence (ODNI), Missile Defense Agency (MDA), NASA, and other organizations in the Defense, Aerospace and commercial market segments. Amtec’s recent government agency and commercial customers for environmental engineering and related services have included the U. S. Army Aviation and Missile Command (AMCOM), Aviation Missile Research Development and Engineering Center (AMRDEC), U. S. Army Redstone Test Center (RTC), U. S. Army Garrison Redstone, U. S. Army Space and Missile Defense Command (SMDC), U. S. Missile Defense Agency and U.S. Army Corps of Engineers, Boeing, Rockwell, Battelle, Lockheed, Raytheon, General Dynamics – Ordinance and Tactical Systems (GD-OTS), and others.

Amtec has developed a reputation for providing quality, responsive, and cost effective engineering and technical services. Over the years, Amtec has employed a variety of engineering and environmental experts that provided solutions to environmental engineering and related tasks assigned under a wide variety of commercial and government service and support contracts. These tasks often involved the environmental consulting services to design, development, integration, and fabrication of equipment. One of Amtec’s major projects consisted of the design and construction of a capability to recycle and reuse obsolete missiles and rockets in the U.S. Army inventory for AMCOM and AMRDEC. The facility known as the Missile Recycling Capability (MRC) located at the Anniston Defense Munitions Center in Anniston, AL safely processed over 100,000 TOW missiles over several years. This project exercised a full range of environmental planning and documentation, compliance services, waste management services, training, hardware and software design, development, and integration. Key points of this project include environmentally compliant process technology design and development for hazardous materials conversion, environmental assessments, site surveys, permitting, waste stream management and recycled product market development.

Amtec has successfully provided a wide variety of engineering, construction management and procurement services for environmental projects to customers like the Environmental Management Division of the U. S. Army Garrison Redstone in Huntsville, AL. These efforts have provided a full range of environmental planning and documentation, compliance services, waste management services, training, and hardware and software development and evaluation. This includes expert personnel who were thoroughly familiar with the federal and state

(Alabama, Tennessee, Florida, and Maryland) environmental regulations and had received acknowledgement for their supported customers from both levels of governmental regulatory authority for their application and monitoring of environmental compliance guidelines. When required, Amtec would also employ consultants and experts in the laws and regulations of the various states where specific environmental assessments or analyses are conducted. Amtec has performed environmental assessments and compliance studies for a wide range of governmental and commercial facilities and sites. Key to Amtec's success, we also offered a full range of Geographical Information System (GIS) services to enhance control and documentation of environmental compliance requirements, documenting and controlling the handling of hazardous and explosive materials, and ensuring the safety of personnel and equipment when operations involve hazardous, toxic, or explosive materials and procedures.

Amtec Corporation's Cage Code is 0EJL2. Amtec holds a Secret Facility Clearance and most employees are cleared to that level or higher. In the event special security requirements are necessary, the ordering agency(ies) may incorporate, in their delivery order(s), a security clause in accordance with current laws, regulations, and individual agency policy. If any additional costs are incurred as a result of the inclusion of special security requirements such costs will be negotiated directly between the ordering agency and Amtec.

Amtec provides support services that are responsive, flexible, cost efficient, safe, and environmentally compliant. Amtec is committed to our customer's success, our employee family, and the communities in which we work and live. We invite you to contact us to find out more about Amtec Corporation and our commitment to customer satisfaction.

**ENVIRONMENTAL SERVICE AREAS**

Amtec Corporation has been approved for the following Special Item Number (SIN) FSS items:

**899-1/899-1RC Environmental Consulting Services**

Under this SIN, Amtec will provide the following Consulting Services. The 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 such as Executive Order 13423) in areas of chemical, radiological, and/or hazardous materials; ISO 14001 Environmental Management System (EMS) and sustainable performance measure development; Environmental Assessment (EA) and Environmental Impact Statement (EIS) preparation under the National Environmental Policy Act (NEPA); Endangered species, wetland, watershed, and other natural resource management plans; Archeological and/or cultural resource management plans; Environmental program and project management; Environmental regulation development; Economic, technical and/or risk analysis; other environmentally related studies and/or consultations; Homeland Security solutions that include Biochemical protection; Crime prevention through environmental design surveys (CPTED); Economical, technical and/or risk analysis; Identification and mitigation of threats inclusive of protective measures to mitigate the threats; and Vulnerability assessments. Compliance Services such as review, audit, and implementation/management of EMS and other compliance and contingency plans and performance measures; Permitting; Spill prevention/control and countermeasure plans; Pollution prevention surveys; and Community Right to-Know Act reporting. Advisory Services for ongoing advice and assistance with data and information in support of agency environmental programs involving areas such as Hazardous material spills; Material safety data sheets (MSDS), Biological/medical data sheets; Information hotlines; Poison control hotlines; Environmental regulations and environmental policy/procedure updates; Management, furnishing, or inventory of MSDS. Waste Management Consulting Services to provide guidance in support of waste-related data collection, feasibility studies and risk analyses; Resource Conservation and Recovery Act/Comprehensive Environmental Response Compensation and Liability Act (RCRA/CERCLA) site investigations; Hazardous and/or non-hazardous exposure assessments; Waste characterization and source reduction studies; Review and recommendation of waste tracking or handling systems; Waste management plans and/or surveys; Waste minimization/pollution prevention initiatives; and Review of technologies and processes impacting waste management.

**899-3/899-3RC Environmental Training Services**

Under this SIN, Amtec will provide the following training and other environmental-related training as directed:

Training personnel in a variety of environmentally related subjects in order to meet Federal mandates and Executive Orders. Environmentally related training can be conducted on-or off-site using standard off-the-shelf, customized, or computer/web-based interactive courses. Examples of environmental training courses include:

Air/blood borne pathogens; Asbestos awareness; Environmental management planning and operations and maintenance (O&M) planning; Asbestos Hazard Emergency Response Act (AHERA); Compliance with environmental laws/regulations; Comprehensive Environmental Response Compensation and Liability Act (CERCLA); Confined space training; Electronics management; Emergency response plans; Environmental audits, awareness, compliance, and management; Fire preparedness training; First responder; Hazardous materials and waste (HAZMAT) training to include compliance, operation, packaging, handling, generators, and incident response; Hazardous waste operations and emergency response (HAZWOPER) training inclusive of transportation, storage and disposal; ISO 14001 Environmental Management Systems (EMS); Lead training to include awareness, inspecting, assessing, rehabilitation, and renovation; Mold (abatement, assessment); National Environmental Policy Act (NEPA); Natural habitat preservation; Occupational Safety and Health Administration (OSHA); Pollution prevention; Public fire safety education; Resource Conservation and Recovery Act (RCRA); Sustainable environmental practices; Water conservation; and Wetlands regulation and permitting.

**899-5/899-5RC Materials and Waste Recycling and Disposal Services**

Under this SIN, Amtec will provide the following services to include, but not limited to: Management and oversight of Hazardous Material (HAZMAT) disposal operations, and management, oversight and recycling of universal waste (e.g., electronic equipment, batteries, cell phones, cathode ray tubes (CRTs), and compact fluorescent light bulbs (CFLs)). This includes reuse assessments and inventory, destruction, inventory transfer and/or disposal after compliance with GSA Office of Personal Property Management requirements outlined in Federal Management Regulations 101-42, 102-36, and 102-37 (as applicable). Examples of types of material waste services include, but are not limited to: Solid waste, industrial waste, mining waste, and oilfield waste (e.g., drill cuttings); Liquid waste (e.g., wastewater containing less than 1% solids); Excess inventory; Surplus inventory; Non-hazardous materials that pose no immediate threat to human health and the environment, excluding household waste (e.g., routine refuse collection and disposal); Hazardous materials and/or those that contain leachable toxic components; Plastics such as acrylic, nylon, high-density polyethylene (HDPE) and low-density polyethylene (LDPE); Confiscated materials; and Construction debris such as asphalt, drywall and/or metal. Note: Services offered under this SIN shall NOT include any association with construction services and/or the transportation and/or disposal of Special Waste such as radioactive and medical waste, and/or the disposal of discarded, unwanted material (e.g., office paper, newspaper, food waste, and beverage containers, cardboard and packing materials). NOTE: Some of the services available are in compliance with Executive Order (EO) 13514. Where applicable, services under this SIN must assist agencies in meeting waste reduction and recycling initiatives as set forth by statutes and Executive Orders. The following services are in compliance with the EO 13514: eWaste/Recycling Service -- 3rd party certification required (such as R2, e-Steward).

**899-7/899-7RC Geographic Information Systems (GIS) Services**

Under this SIN, Amtec will provide GIS services in support of environmental programs. Services include, but are not limited to: Creation/enforcement of environmental legislation; Cultural resource GIS (CRGIS); Environmental cost assessment; Environmental impact analyses; Environmental regulatory compliance; Groundwater monitoring; Growth forecast modeling;

**Amtec Corporation****899-Environmental Services**

Habitat conservation plans; Habitat modeling; Image analysis support for emergency response; Mapping, Cartography and Mashups (e.g., combining data from more than one source into a single integrated tool); Migration pattern analysis; Natural resource planning; Remote sensing for environmental studies; Terrestrial, marine, and/or atmospheric measuring/management; Vegetation mapping; and Watershed characterization for mitigation planning. Note: The services offered under this SIN do NOT include construction and architect-engineering services as set forth in FAR Part 36, including surveying and mapping services as defined under the Brooks Act of 1972 (Public Law 92-582, 40 U.S. 1102 et seq.).

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**LABOR CATEGORY DESCRIPTIONS****1. Contract Program Manager**

**Minimum/General Experience:** Eighteen (18) years experience, with Ten (10) years experience in the management of projects or programs, contracts and resources.

**Functional Responsibilities:** Plans, organizes, and directs program or project to ensure that all contractual terms are completed in a timely and cost efficient manner. Serves as the primary customer point of contact for program or project. Manages and controls funds and resource assignments for the program.

**Minimum Education:** Master's degree in science, engineering or management

**2. Task Manager**

**Minimum/General Experience:** Fifteen (15) years experience, with Eight (8) years experience in the management of projects or programs, contracts and resources.

**Functional Responsibilities:** Plans, organizes, and directs program or project to ensure that all contractual terms are completed in a timely and cost efficient manner. May serve as a customer point of contact for program or project. Manages and controls funds and resource assignments for the program.

**Minimum Education:** Bachelor's degree

**3. Program Manager**

**Minimum/General Experience:** Twelve (12) years experience, with Five (5) years experience in the management of projects or programs, contracts and resources.

**Functional Responsibilities:** Plans, organizes, and directs program or project to ensure that all contractual terms are completed in a timely and cost efficient manner. May serve as a customer point of contact for program or project. Manages and controls funds and resource assignments for the program.

**Minimum Education:** Bachelor's degree

**4. Project Lead II**

**Minimum/General Experience:** Eight (8) years experience, with Three (3) years experience in the management of projects or programs, contracts and resources.

**Functional Responsibilities:** Plans, organizes, and directs program or project to ensure that all contractual terms are completed in a timely and cost efficient manner. May serve as a customer point of contact for program or project. Manages and controls funds and resource assignments for the program.

**Minimum Education:** Bachelor's degree

### **5. Senior Principal Investigator I**

**Minimum/General Experience:** Three (3) years experience, with at least One (1) year experience in the technical management of projects or programs.

**Functional Responsibilities:** Responsible for leading investigations for a program or project. Supervises subordinate scientists, engineers, analysts, and technicians in those investigations. Develops technical scopes of work, prepares schedules and cost estimates.

**Minimum Education:** Bachelor's degree

### **6. Engineer (Advanced)**

**Minimum/General Experience:** Fifteen (15) years experience.

**Functional Responsibilities:** Plans and leads technical staff in environmental studies, energy data collection tasks and investigations. Designs and directs the efforts of engineering teams in support of customer requirements to develop theories or methods of abating or controlling sources of environmental pollutants, utilizing knowledge of principles and concepts of various scientific and engineering disciplines. Designs requirements for models and simulations to be employed in research projects and surveys. Plans and develops research models, using knowledge of mathematical, statistical, and physical science concepts and approaches. Specifies the experiments required from pollution emission measurements, atmospheric monitoring, meteorological and mineralogical information, and soil or water samples to support studies and assessments.

**Minimum Education:** Bachelor's degree in science or engineering

### **7. Engineer III**

**Minimum/General Experience:** Ten (10) years experience

**Functional Responsibilities:** Leads technical staff in environmental studies, energy data collection tasks, and investigations. Designs and directs the efforts of engineering teams in support of customer requirements to develop theories or methods of abating or controlling sources of environmental pollutants, utilizing knowledge of principles and concepts of various scientific and engineering disciplines. Designs requirements for models and simulations to be employed in research projects and surveys. Plans and develops research models, using knowledge of mathematical, statistical, and physical science concepts and approaches. Specifies the experiments required from pollution emission measurements, atmospheric monitoring, meteorological and mineralogical information, and soil or water samples to support studies and assessments.

**Minimum Education:** Bachelor's degree in science or engineering

## 8. Engineer II

**Minimum/General Experience:** Five (5) years experience

**Functional Responsibilities:** Performs environmental studies and investigations Designs and directs the efforts of engineering teams in support of customer requirements to develop theories or methods of abating or controlling sources of environmental pollutants, utilizing knowledge of principles and concepts of various scientific and engineering disciplines. Designs requirements for models and simulations to be employed in research projects and surveys. Plans and develops research models, using knowledge of mathematical, statistical, and physical science concepts and approaches. Specifies the experiments required from pollution emission measurements, atmospheric monitoring, meteorological and mineralogical information, and soil or water samples to support studies and assessments.

**Minimum Education:** Bachelor's degree in science or engineering

## 9. Engineer I

**Minimum/General Experience:** One (1) to two (2) years of general experience

**Functional Responsibilities:** Supports environmental studies, energy data collection tasks and investigations. May perform specialty science related functions including test and analysis. Designs and directs the efforts of engineering teams in support of customer requirements to develop theories or methods of abating or controlling sources of environmental pollutants, utilizing knowledge of principles and concepts of various scientific and engineering disciplines. Designs requirements for models and simulations to be employed in research projects and surveys. Plans and develops research models, using knowledge of mathematical, statistical, and physical science concepts and approaches. Specifies the experiments required from pollution emission measurements, atmospheric monitoring, meteorological and mineralogical information, and soil or water samples to support studies and assessments.

**Minimum Education:** Bachelor's degree in science or engineering

## 10. Analyst VI

**Minimum/General Experience:** Fifteen (15) years of experience.

**Functional Responsibilities:** Designs and directs the efforts of engineering teams in support of customer requirements to develop theories or methods of abating or controlling sources of environmental pollutants, utilizing knowledge of principles and concepts of various scientific and engineering disciplines. Designs requirements for models and simulations to be employed in research projects and surveys. Plans and develops research models, using knowledge of mathematical, statistical, and physical

science concepts and approaches. Validates the identification and analysis of sources of pollution and the assessment of their effects. Specifies the experiments required from pollution emission measurements, atmospheric monitoring, meteorological and mineralogical information, and soil or water samples to support studies and assessments. Prepares and directs the preparation of graphs, charts, and statistical models from synthesized data, using knowledge of mathematical, statistical, and engineering analysis techniques. Reviews the analysis of subordinates' and outside agencies' data to assess pollution problems, establish standards, and develop approaches for control of pollution. Generally designated to supervise analysts in multiple aspects of environmental analysis to include Air Pollution Analyst; Soils Analyst; and Water Quality Analyst.

**Minimum Education:** Master's degree in related field (i.e. physical sciences or geography)

## 11. Analyst V

**Minimum/General Experience:** Ten (10) years of experience

**Functional Responsibilities:** Designs and directs the efforts of engineering teams in support of customer requirements to develop theories or methods of abating or controlling sources of environmental pollutants, utilizing knowledge of principles and concepts of various scientific and engineering disciplines. Designs requirements for models and simulations architectures to be employed in research projects and surveys. Plans and develops research models, using knowledge of mathematical, statistical, and physical science concepts and approaches. Validates the identification and analysis of sources of pollution and the assessment of their effects. Specifies the experiments required from pollution emission measurements, atmospheric monitoring, meteorological and mineralogical information, and soil or water samples to support studies and assessments. Prepares and directs the preparation of graphs, charts, and statistical models from synthesized data, using knowledge of mathematical, statistical, and engineering analysis techniques. Reviews the analysis of subordinates' and outside agencies' data to assess pollution problems, establish standards, and develop approaches for control of pollution. Generally designated to supervise analysts in multiple aspects of environmental analysis to include Air Pollution Analyst; Soils Analyst; and Water Quality Analyst and in addition may participate in installation action planning efforts.

**Minimum Education:** Master's degree in related field (i.e. physical sciences or geography)

## 12. Analyst IV

**Minimum/General Experience:** Six (6) years experience.

**Functional Responsibilities:** Conducts research studies to develop theories or methods of abating or controlling sources of environmental pollutants, utilizing knowledge of principles and concepts of various scientific and engineering disciplines: Determines data collection methods and database architectures to be employed in research projects and

surveys. Plans and develops research models, using knowledge of mathematical, statistical, and physical science concepts and approaches. Identifies and analyzes sources of pollution to determine their effects. Collects and records pollution emission measurements, atmospheric monitoring, meteorological and mineralogical information, locations and extent of potential environmental hazards, and soil or water samples in order to update environmental and GIS databases, inform models, and support research studies. Prepares graphs, charts, and statistical models from synthesized data, using knowledge of mathematical, statistical, and engineering analysis techniques. Analyzes data to assess pollution problems, establish standards, and develop approaches for control of pollution. May be designated according to aspect of environment in which engaged as Air Pollution Analyst; Soils Analyst; Water Quality Analyst. May participate in installation action planning efforts and/or serve as a work group leader.

**Minimum Education:** Bachelor's degree in related field (i.e. physical sciences or geography)

### 13. Analyst III

**Minimum/General Experience:** Four (4) years experience

**Functional Responsibilities:** Conducts research studies to develop theories or methods of abating or controlling sources of environmental pollutants, utilizing knowledge of principles and concepts of various scientific and engineering disciplines: Determines data collection methods and manages data to be employed in research projects, studies, and surveys. Plans and develops research models, using knowledge of mathematical, statistical, and physical science concepts and approaches. Exploits GIS resources to identify and analyze sources of pollution and other environmental hazards to determine their effects. Collects and records pollution emission measurements, atmospheric monitoring, meteorological and mineralogical information, locations and extent of potential environmental hazards, and soil or water samples in order to update environmental and GIS databases, inform models, and support research studies. Prepares graphs, charts, and statistical models from synthesized data, using knowledge of mathematical, statistical, and engineering analysis techniques. Analyzes data to assess pollution problems, establish standards, and develop approaches for control of pollution. May be designated according to aspect of environment in which engaged as an Economic Analyst for energy assessments, Air Pollution Analyst; Soils Analyst; Water Quality Analyst. May participate in installation action planning efforts and/or serve as a work group leader.

**Minimum Education:** Bachelor's degree in related field (i.e. physical sciences or geography)

### 14. Analyst II

**Minimum/General Experience:** Two (2) years experience

**Functional Responsibilities:** Supports environmental research studies as directed by work group leaders by querying environmental and related databases, conducting web searches, and reviewing published documentation. Executes data collection tasks as assigned by lead analysts in support of research projects and surveys. Monitors and reports on the progress and environmental compliance of ongoing engineering efforts as directed. Collects and records pollution emission measurements, atmospheric monitoring, meteorological and mineralogical information, locations and extent of potential environmental hazards, and soil or water samples in order to update environmental and GIS databases, inform models, and support research studies. Executes assigned study tasks and employs environmental models and simulations as directed. May perform as a General Environmental Analyst or may be designated according to aspect of environment in which engaged as Air Pollution Analyst; Soils Analyst; Water Quality Analyst.

**Minimum Education:** Bachelor's degree in related field (i.e. physical sciences or geography)

### 15. Analyst I

**Minimum/General Experience:** One (1) year, entry level

**Functional Responsibilities:** Supports environmental research studies as directed by work group leaders by querying environmental and related databases, conducting web searches, and reviewing published documentation. Executes data collection tasks as assigned by lead analysts in support of research projects and surveys. Monitors and reports on the progress and environmental compliance of ongoing engineering efforts as directed. Collects and records pollution emission measurements, atmospheric monitoring, meteorological and mineralogical information, locations and extent of potential environmental hazards, and soil or water samples in order to update environmental and GIS databases, inform models, and support research studies. Executes assigned study tasks and employs environmental models and simulations as directed. May perform as a General Environmental Analyst or may be designated according to aspect of environment in which engaged as Air Pollution Analyst; Soils Analyst; Water Quality Analyst.

**Minimum Education:** Bachelor's degree in related field

### 16. Technician VI

**Minimum/General Experience:** Fifteen (15) years experience.

**Functional Responsibilities:** Independently plans and accomplishes complete projects or studies of broad scope and complexity. May serve as an expert in a narrow aspect of a particular field of engineering, e.g., environmental factors affecting electronic engineering. Complexity of assignments typically requires considerable creativity and judgment to devise approaches to accomplish work, resolve design and operational problems, and make decisions in situations where standard engineering methods,

procedures, and techniques may not be applicable. Supervisor or professional engineer provides advice on unusual or controversial problems or policy matters; completed work is reviewed for compliance with overall project objectives. May supervise or train and be assisted by lower level technicians. Performs, at his/her level, one or a combination of such typical duties as: Prepares designs and specifications for various complex equipment or systems (e.g., a heating system in an office building, energy management Instrumentation in suite, or new electronic components such as solid state devices for instrumentation equipment).

Plans approach to solve design problems; conceives and recommends new design techniques; resolves design problems with contract personnel, and assures compatibility of design with other parts of the system.

Designs and coordinates test set ups, instrumentation suites, and experiments to prove or disprove the feasibility of preliminary design; uses untried and untested measurement techniques; and improves the performance of the equipment. May advise equipment users on redesign to solve unique operational deficiencies.

Plans approach and conducts various experiments to develop equipment or systems characterized by (a) difficult performance requirements because of conflicting attributes such as versatility, size, and ease of operation; or (b) unusual combination of techniques or components. Arranges for fabrication of pilot models and determines test procedures and design of special test equipment.

**Minimum Education:** Associates degree in related field

## 17. Technician V

**Minimum/General Experience:** Ten (10) years experience

**Functional Responsibilities:** Performs non-routine and complex assignments involving responsibility for planning and conducting a complete project of relatively limited scope or a portion of a larger and more diverse project. Selects and adapts plans, techniques, designs, or layouts. Contacts personnel in related activities to resolve problems and coordinate the work; reviews, analyzes, and integrates the technical work of others. Supervisor or professional engineer outlines objectives, requirements, and design approaches; completed work is reviewed for technical adequacy and satisfaction of requirements. May train and be assisted by lower level technicians. Performs at his/her level one or a combination of such typical duties as:

Designs, develops, and constructs major units, devices, or equipment; conducts tests or experiments; analyzes results and redesigns or modifies equipment to improve performance; and reports results.

From general guidelines and specifications (e.g., size or weight requirements), develops designs for equipment without critical performance requirements which are difficult to satisfy such as engine parts, research instruments, or special purpose circuitry. Analyzes technical data to determine applicability to design problems; selects from several possible design layouts; calculates design data; and prepares layouts, detailed specifications, parts lists, estimates, procedures, etc. May check and analyze drawings or equipment to determine adequacy of drawings and design.

Plans or assists in planning tests to evaluate equipment performance. Determines test requirements, equipment modification, and test procedures; conducts tests using all types of instruments; analyzes and evaluates test results, and prepares reports on findings and recommendations.

Performs energy management system/instrumentation designs independently

**Minimum Education:** Associates degree in related field

## 18. Technician IV

**Minimum/General Experience:** Six (6) years experience

**Functional Responsibilities:** Performs non-routine assignments of substantial variety and complexity, using operational precedents which are not fully applicable. Such assignments, which are typically parts of broader assignments, are screened to eliminate unusual design problems. May also plan such assignments. Receives technical advice from supervisor or engineer; work is reviewed for technical adequacy (or conformity with instructions). May be assisted by lower level technicians and have frequent contact with professionals and others within the establishment. Performs at his/her level one or a combination of such typical duties as:

Develops or reviews designs by extracting and analyzing a variety of engineering data. Applies conventional engineering practices to develop, prepare, or recommend schematics, designs, specifications, electrical drawings and parts lists. Examples of designs include: detailed circuit diagrams; hardware fittings or test equipment involving a variety of mechanisms; conventional piping systems; and building site layouts.

Conducts tests or experiments requiring selection and adaptation or modification of a wide variety of critical test equipment and test procedures; sets up and operates equipment; records data, measures and records problems of significant complexity that sometimes require resolution at a higher level; and analyzes data and prepares test reports.

Applies methods outlined by others to limited segments of research and development projects; constructs experimental or prototype models to meet engineering requirements; conducts tests or experiments and redesigns as necessary; and records and evaluates data and report findings.

**Minimum Education:** Associates degree in related field

## 19. Technician III

**Minimum/General Experience:** Four (4) years experience

**Functional Responsibilities:** Performs assignments that are not completely standardized or prescribed. Selects or adapts standard procedures or equipment, using fully applicable precedents. Receives initial instructions, equipment requirements, and advice from supervisor or engineer as needed; performs recurring work independently; work is reviewed for technical adequacy or conformity with instructions. Performs at his/her level one or a combination of such typical duties as:

Constructs components, subunits, or simple models or adapts standard equipment. May troubleshoot and correct malfunctions.

Follows specific layout and scientific diagrams to construct and package simple devices and subunits of equipment.

Conducts various tests or experiments which may require minor modifications in test setups or procedures as well as subjective judgments in measurement; selects, sets up, and operates standard test equipment and records test data. Extracts and compiles a variety of engineering data from field notes, manuals, lab reports, etc.; processes data, identifying errors or inconsistencies; selects methods of data presentation.

Assists in design modification by compiling data related to design, specifications, and materials which are pertinent to specific items of equipment or component parts.

Develops information concerning previous operational failures and modifications. Uses judgment and initiative to recognize inconsistencies or gaps in data and seek sources to clarify information.

**Minimum Education:** High School Diploma or equivalent

## 20. Technician II

**Minimum/General Experience:** Two (2) years experience.

**Functional Responsibilities:** Performs standardized or prescribed assignments involving a sequence of related operations. Follows standard work methods on recurring assignments but receives explicit instructions on unfamiliar assignments; technical adequacy of routine work is reviewed on completion; nonroutine work may also be reviewed in progress. Performs at his/her level one or a combination of such typical duties as:

Following specific instructions, assembles or constructs simple or standard equipment or parts; may service or repair simple instruments or equipment.

Conducts a variety of tests using established methods. Prepares test specimens, adjusts and operates equipment, and records test data, pointing out deviations resulting from equipment malfunction or observational errors.

Performs as an archaeological technician at archaeological field sites on excavation projects.

Extracts engineering data from various prescribed but non-standardized sources; processes the data following well-defined methods including elementary algebra and geometry; presents the data in prescribed form.

**Minimum Education:** High School Diploma or equivalent

## 21. Technician I

**Minimum/General Experience:** One (1) to Two (2) years experience

**Functional Responsibilities:** Performs simple routine tasks under close supervision or from detailed procedures. Work is checked in progress or on completion. Performs one or a combination of such typical duties as:

Assembles or installs equipment or parts requiring simple wiring, soldering, or connecting.

Performs simple or routine tasks or tests such as tensile or hardness tests; operates and adjusts simple test equipment; records test data.

Gathers and maintains specified records of engineering data such as tests, drawings, etc.; performs computations by substituting numbers in specified formulas; plots data and draws simple curves and graphs.

**Minimum Education:** High School Diploma or equivalent

## **22. Instructor III**

**Minimum/General Experience:** Ten (10) years experience in the design and presentation of safety or environmental training courses.

**Functional Responsibilities:** Plans, develops, implements, evaluates and coordinates specialized environmental and safety training courses. Determines customer requirements for specialized training courses; researches and assesses training needs; establishes training programs' objectives and designs appropriate courses; develops training material such as text, video, and slides with subject matter experts and develops course outlines and lesson plans; presents and evaluates training; monitors instructors and courses offered to ensure compliance with standards; may develop computer-assisted training courses or produce video instructional courses. Oversees maintenance of training records and resource library; coordinates scheduling of training courses and facilities; coordinates agreements for development and presentation of training by subject matter experts and may coordinate instructor training seminars. Coordinates courses for certification authorities.

**Minimum Education:** Bachelor's degree

## **23. Instructor II**

**Minimum/General Experience:** Four (4) years experience in the design and presentation of training courses.

**Functional Responsibilities:** Determines training goals and develops curriculum; plans class activities; administers and interprets test results; determines appropriate instructional methods; assists in the development of course materials; provides individual and group instruction; evaluates students' progress; obtains supplies for class; maintains students' records.

**Minimum Education:** Bachelor's degree

## **24. Instructor I**

**Minimum/General Experience:** Two (2) years experience in the presentation of training courses.

**Functional Responsibilities:** Provides individual and group instruction in environmental and safety subjects. Obtains supplies for class and maintains students' records.

**Minimum Education:** Bachelor's degree

**25. Administrative Specialist II**

**Minimum/General Experience:** Six (6) years experience in administrative support

**Functional Responsibilities:** Performs general administrative and clerical duties necessary to meet the needs of the department or project, and assumes responsibility for other duties based on the degree of knowledge of operations, such as, prepares designated reports for management; responds to inquiries and provides information in accordance with policies and procedures.

**Minimum Education:** High School Diploma

**26. General Clerk II**

**Minimum/General Experience:** Four (4) years experience in administrative support

**Functional Responsibilities:** Performs general administrative and clerical duties necessary to meet the needs of the department or project, and assumes responsibility for other duties based on the degree of knowledge of operations; prepares designated reports for management; responds to inquiries and provides information in accordance with policies and procedures.

**Minimum Education:** High School Diploma

**27. General Clerk I**

**Minimum/General Experience:** One (1) year experience in administrative support

**Functional Responsibilities:** Performs a combination of clerical tasks to support office, business, or administrative operations.

**Minimum Education:** High School Diploma

**28. Illustrator/Graphics/Technical Writer III**

**Minimum/General Experience:** Eight (8) years' experience in the preparation of multimedia presentations, technical report writing and editing, or engineering design support.

**Functional Responsibilities:** Supervises and supports technical writing and documentation tasks, leads graphics efforts to include design of engineered environmental solutions, and builds or controls the development of illustrations to support documentation and presentations for briefings or instructional purposes. Tasks may include graphic and multimedia presentations, audio, video, scripts, reports, operator/instructional manuals, and final presentations.

**Minimum Education:** Bachelor's degree

### **29. Illustrator/Graphics/Technical Writer II**

**Minimum/General Experience:** Four (4) years' experience in the preparation of multimedia presentations, technical report writing and editing, or engineering design support.

**Functional Responsibilities:** Independently supports technical writing and documentation tasks, conducts graphics efforts to include design of engineered environmental solutions, and builds or controls the development of illustrations to support documentation and presentations for briefings or instructional purposes. Tasks may include graphic and multimedia presentations, audio, video, scripts, reports, operator/instructional manuals, and final presentations.

**Minimum Education:** Bachelor's degree

### **30. Illustrator/Graphics/Technical Writer I**

**Minimum/General Experience:** Two (2) years experience in producing technical illustrations and/or documents.

**Functional Responsibilities:** As directed, contributes to technical writing and documentation tasks, graphics to include design of engineered environmental solutions, and illustrations to support documentation and presentations for briefings or instructional purposes. Produces and organizes technical documents for publication or presentation.

**Minimum Education:** Bachelor's degree

### **31. Subject Matter Expert (Advanced)**

**Minimum/General Experience:** Fifteen (15) years experience in specialized fields

**Functional Responsibilities:** An expert in a specialized field that may include energy/resource management, environmental compliance, environmental reclamation, range sustainment, recycling, GIS, etc.

Minimum Education: Bachelor’s degree

**32. Subject Matter Expert (Intermediate)**

**Minimum/General Experience:** Eight (8) years experience in specialized fields

**Functional Responsibilities:** A specialist in a particular field used to solve a specific environmental problem.

**Minimum Education:** Bachelor’s degree

**Education / Experience substitution policy is:**

Degree	Degree and Experience Substitution	Experience Substitution
Associates	2 years	2 years
Bachelor’s	Associates + 2 years	4 years
Master’s	Bachelor’s + 2 years	6 years
Doctorate	Master’s + 4 years	10 years

**GSA LABOR RATE TABLES**

**Government Site**

SIN	Labor Category	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5
		06/07/13 06/06/14	06/07/14 06/06/15	06/07/15 06/06/16	06/07/16 06/06/17	06/07/17 06/06/18
899-1 899-3 899-7	Contract Program Manager	\$ 167.68	\$ 171.54	\$ 175.48	\$ 179.52	\$ 183.65
899-1 899-3 899-7	Task Manager	\$ 124.77	\$ 127.64	\$ 130.58	\$ 133.58	\$ 136.65
899-1 899-3 899-7	Program Manager	\$ 109.09	\$ 111.60	\$ 114.17	\$ 116.79	\$ 119.48
899-1 899-3 899-7	Project Lead II	\$ 89.75	\$ 91.81	\$ 93.93	\$ 96.09	\$ 98.30
899-1 899-3 899-7	Senior Principal Investigator I	\$ 87.75	\$ 89.77	\$ 91.83	\$ 93.95	\$ 96.11
899-1 899-3 899-7	Engineer (Advanced)	\$ 137.07	\$ 140.22	\$ 143.45	\$ 146.75	\$ 150.12
899-1 899-3 899-7	Engineer III	\$ 92.20	\$ 94.32	\$ 96.49	\$ 98.71	\$ 100.98
899-1 899-3 899-7	Engineer II	\$ 83.93	\$ 85.86	\$ 87.84	\$ 89.86	\$ 91.92
899-1 899-3 899-7	Engineer I	\$ 50.39	\$ 51.55	\$ 52.73	\$ 53.95	\$ 55.19
899-1 899-3 899-7	Analyst VI	\$ 116.06	\$ 118.73	\$ 121.46	\$ 124.25	\$ 127.11
899-1 899-3 899-7	Analyst V	\$ 103.28	\$ 105.66	\$ 108.09	\$ 110.57	\$ 113.11
899-1 899-3 899-7	Analyst IV	\$ 90.22	\$ 92.30	\$ 94.42	\$ 96.59	\$ 98.81
899-1 899-3 899-7	Analyst III	\$ 77.83	\$ 79.62	\$ 81.45	\$ 83.32	\$ 85.24
899-1 899-3 899-7	Analyst II	\$ 65.02	\$ 66.52	\$ 68.05	\$ 69.61	\$ 71.21
899-1 899-3	Analyst I	\$ 47.43	\$ 48.52	\$ 49.64	\$ 50.78	\$ 51.95

## GSA LABOR RATE TABLES

## Government Site

SIN	Labor Category	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5
		06/07/13 06/06/14	06/07/14 06/06/15	06/07/15 06/06/16	06/07/16 06/06/17	06/07/17 06/06/18
899-7						
899-1 899-3 899-7	Technician VI	\$ 68.19	\$ 69.76	\$ 71.36	\$ 73.00	\$ 74.68
899-1 899-3 899-7	Technician V	\$ 63.22	\$ 64.67	\$ 66.16	\$ 67.68	\$ 69.24
899-1 899-3 899-7	Technician IV	\$ 58.50	\$ 59.85	\$ 61.22	\$ 62.63	\$ 64.07
899-1 899-3 899-7	Technician III	\$ 37.69	\$ 38.56	\$ 39.44	\$ 40.35	\$ 41.28
899-1 899-3 899-7	Technician II	\$ 32.31	\$ 33.05	\$ 33.81	\$ 34.59	\$ 35.39
899-7	Technician I	\$ 28.68	\$ 29.34	\$ 30.01	\$ 30.70	\$ 31.41
899-3	Instructor III	\$ 68.25	\$ 69.82	\$ 71.43	\$ 73.07	\$ 74.75
899-3	Instructor II	\$ 49.00	\$ 50.13	\$ 51.28	\$ 52.46	\$ 53.67
899-3	Instructor I	\$ 33.94	\$ 34.72	\$ 35.52	\$ 36.34	\$ 37.17
899-1 899-3 899-5 899-7	Administrative Specialist II	\$ 35.50	\$ 36.32	\$ 37.15	\$ 38.01	\$ 38.88
899-1 899-3 899-5 899-7	General Clerk II	\$ 29.48	\$ 30.16	\$ 30.85	\$ 31.56	\$ 32.29
899-1 899-3 899-5 899-7	General Clerk I	\$ 21.15	\$ 21.64	\$ 22.13	\$ 22.64	\$ 23.16
899-1 899-3 899-5 899-7	Illustrator/Graphics/Technical Writer III	\$ 66.59	\$ 68.12	\$ 69.69	\$ 71.29	\$ 72.93

**GSA LABOR RATE TABLES****Government Site**

SIN	Labor Category	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5
		06/07/13 06/06/14	06/07/14 06/06/15	06/07/15 06/06/16	06/07/16 06/06/17	06/07/17 06/06/18
899-1 899-3 899-5 899-7	Illustrator/Graphics/Technical Writer II	\$ 57.46	\$ 58.78	\$ 60.13	\$ 61.52	\$ 62.93
899-1 899-3 899-5 899-7	Illustrator/Graphics/Technical Writer I	\$ 49.14	\$ 50.27	\$ 51.43	\$ 52.61	\$ 53.82
899-1 899-3 899-5 899-7	Subject Matter Expert (Advanced)	\$ 199.37	\$ 203.96	\$ 208.65	\$ 213.45	\$ 218.35
899-1 899-3 899-5 899-7	Subject Matter Expert (Intermediate)	\$ 164.89	\$ 168.68	\$ 172.56	\$ 176.53	\$ 180.59

**GSA LABOR RATE TABLES****Contractor Site**

SIN	Labor Category	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5
		06/07/13 06/06/14	06/07/14 06/06/15	06/07/15 06/06/16	06/07/16 06/06/17	06/07/17 06/06/18
899-1 899-3 899-7	Contract Program Manager	\$ 196.13	\$ 200.64	\$ 205.26	\$ 209.98	\$ 214.81
899-1 899-3 899-7	Task Manager	\$ 162.06	\$ 165.79	\$ 169.60	\$ 173.50	\$ 177.49
899-1 899-3 899-7	Program Manager	\$ 141.69	\$ 144.95	\$ 148.28	\$ 151.69	\$ 155.18
899-1 899-3 899-7	Project Lead II	\$ 157.89	\$ 161.52	\$ 165.24	\$ 169.04	\$ 172.92
899-1 899-3 899-7	Senior Principal Investigator I	\$ 113.97	\$ 116.59	\$ 119.27	\$ 122.02	\$ 124.82
899-1 899-3 899-7	Engineer (Advanced)	\$ 153.45	\$ 156.98	\$ 160.59	\$ 164.28	\$ 168.06
899-1 899-3 899-7	Engineer III	\$ 119.75	\$ 122.50	\$ 125.32	\$ 128.20	\$ 131.15
899-1 899-3 899-7	Engineer II	\$ 109.01	\$ 111.52	\$ 114.08	\$ 116.71	\$ 119.39
899-1 899-3 899-7	Engineer I	\$ 65.45	\$ 66.96	\$ 68.50	\$ 70.07	\$ 71.68
899-1 899-3 899-7	Analyst VI	\$ 150.74	\$ 154.21	\$ 157.75	\$ 161.38	\$ 165.09
899-1 899-3 899-7	Analyst V	\$ 134.14	\$ 137.23	\$ 140.38	\$ 143.61	\$ 146.91
899-1 899-3 899-7	Analyst IV	\$ 117.18	\$ 119.88	\$ 122.63	\$ 125.45	\$ 128.34
899-1 899-3 899-7	Analyst III	\$ 101.09	\$ 103.42	\$ 105.79	\$ 108.23	\$ 110.72
899-1 899-3 899-7	Analyst II	\$ 84.45	\$ 86.39	\$ 88.38	\$ 90.41	\$ 92.49
899-1 899-3	Analyst I	\$ 61.60	\$ 63.02	\$ 64.47	\$ 65.95	\$ 67.47

**GSA LABOR RATE TABLES****Contractor Site**

SIN	Labor Category	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5
		06/07/13 06/06/14	06/07/14 06/06/15	06/07/15 06/06/16	06/07/16 06/06/17	06/07/17 06/06/18
899-7						
899-1 899-3 899-7	Technician VI	\$ 88.56	\$ 90.60	\$ 92.68	\$ 94.81	\$ 96.99
899-1 899-3 899-7	Technician V	\$ 82.12	\$ 84.01	\$ 85.94	\$ 87.92	\$ 89.94
899-1 899-3 899-7	Technician IV	\$ 75.67	\$ 77.41	\$ 79.19	\$ 81.01	\$ 82.88
899-1 899-3 899-7	Technician III	\$ 48.95	\$ 50.08	\$ 51.23	\$ 52.41	\$ 53.61
899-1 899-3 899-7	Technician II	\$ 41.96	\$ 42.93	\$ 43.91	\$ 44.92	\$ 45.96
899-7	Technician I	\$ 37.25	\$ 38.11	\$ 38.98	\$ 39.88	\$ 40.80
899-3	Instructor III	\$ 99.07	\$ 101.35	\$ 103.68	\$ 106.06	\$ 108.50
899-3	Instructor II	\$ 63.64	\$ 65.10	\$ 66.60	\$ 68.13	\$ 69.70
899-3	Instructor I	\$ 44.08	\$ 45.09	\$ 46.13	\$ 47.19	\$ 48.28
899-1 899-3 899-5 899-7	Administrative Specialist II	\$ 49.58	\$ 50.72	\$ 51.89	\$ 53.08	\$ 54.30
899-1 899-3 899-5 899-7	General Clerk II	\$ 38.29	\$ 39.17	\$ 40.07	\$ 40.99	\$ 41.94
899-1 899-3 899-5 899-7	General Clerk I	\$ 27.47	\$ 28.10	\$ 28.75	\$ 29.41	\$ 30.09
899-1 899-3 899-5 899-7	Illustrator/Graphics/Technical Writer III	\$ 86.48	\$ 88.47	\$ 90.50	\$ 92.59	\$ 94.71
899-1 899-3 899-5 899-7	Illustrator/Graphics/Technical Writer II	\$ 74.64	\$ 76.36	\$ 78.11	\$ 79.91	\$ 81.75

**GSA LABOR RATE TABLES****Contractor Site**

SIN	Labor Category	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5
		06/07/13 06/06/14	06/07/14 06/06/15	06/07/15 06/06/16	06/07/16 06/06/17	06/07/17 06/06/18
899-1 899-3 899-5 899-7	Illustrator/Graphics/Technical Writer I	\$ 63.82	\$ 65.29	\$ 66.79	\$ 68.33	\$ 69.90
899-1 899-3 899-5 899-7	Subject Matter Expert (Advanced)	\$ 223.84	\$ 228.99	\$ 234.26	\$ 239.64	\$ 245.15
899-1 899-3 899-5 899-7	Subject Matter Expert (Intermediate)	\$ 184.83	\$ 189.08	\$ 193.43	\$ 197.88	\$ 202.43

**SERVICE CONTRACT ACT (SCA) MATRIX**

<b>SCA Eligible Labor Category</b>	<b>SCA Equivalent Code Title</b>	<b>WD Number</b>
Technician VI	30086 - Engineering Technician VI	WD 05-2007
Technician V	30085 - Engineering Technician V	WD 05-2007
Technician IV	30084 - Engineering Technician IV	WD 05-2007
Technician III	30083 - Engineering Technician III	WD 05-2007
Technician II	30082 - Engineering Technician II	WD 05-2007
Technician I	30081 - Engineering Technician I	WD 05-2007
Administrative Specialist II	01020 - Administrative Assistant	WD 05-2007
General Clerk II	01112 - General Clerk II	WD 05-2007
General Clerk I	01111 - General Clerk II	WD 05-2007
Illustrator/Graphics/Technical Writer III	30463 - Technical Writer III	WD 05-2007
Illustrator/Graphics/Technical Writer II	30462 - Technical Writer II	WD 05-2007
Illustrator/Graphics/Technical Writer I	30461 - Technical Writer I	WD 05-2007

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable 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 and above. 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.

## PURCHASE OF OPEN-MARKET ITEMS

NOTE: Open Market Items are also known as incidental items, non-contract items, non-Schedule items, and items not on a Federal Supply Schedule contract.

For administrative convenience, an ordering activity contracting activity may add items not on the Federal Supply Multiple Award Schedule (MAS) -- referred to as open market items -- to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, **only if**-

- (1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));
- (2) The ordering activity contracting activity has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
- (3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
- (4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

**COMMITMENT TO PROMOTE  
SMALL BUSINESS PARTICIPATION  
PROCUREMENT PROGRAMS**

**PREAMBLE**

Amtec Corporation provides commercial products and services to the Federal Government. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

**COMMITMENT**

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in Federal Government contracts. To accelerate potential opportunities please contact:

Dr. Nathaniel Albritton  
Amtec Corporation  
654-A Discovery Drive  
Huntsville, AL 35806-2802  
Telephone (256) 722-7200, Fax: (256) 722-7212  
Email: nalbritton@amtec-corp.com

**BLANKET PURCHASE AGREEMENTS (BPAs)**

In accordance with [Federal Acquisition Regulation \(FAR\) 8.405-3](#), ordering activities may establish Blanket Purchase Agreements (BPAs) under any GSA Schedule contract. [GSA Schedules](#) simplify the filling of recurring needs for supplies and services, while leveraging ordering activities' buying power by taking advantage of quantity discounts, saving administrative time, and reducing paperwork.

For more information on the benefits of and how to establish a BPA, please refer to the following link: <http://www.gsa.gov/portal/content/199353> for more information.

## BASIC GUIDELINES FOR USING CONTRACTOR TEAM AGREEMENTS

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see [www.gsa.gov/contractorteamarrangements](http://www.gsa.gov/contractorteamarrangements)) to provide solutions when responding to an ordering activity’s requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions or the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to the GSA link indicated above for specific details on Team Arrangements.

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customer’s needs, or -
- Federal Supply Schedule Contractors may individually submit a Schedules “Team Solution” to meet the customer’s requirement.
- Customers make a best value selection.

**PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES**

Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of an ordering activity, shall follow the terms of the applicable schedule and authorization and include with each order:

- (a) A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and
  
- (b) The following statement: This order is placed under written authorization from \_\_\_\_\_ dated \_\_\_\_\_. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.