



GENERAL SERVICES ADMINISTRATION

Federal Supply Service *Authorized Federal Supply Schedule Price List*

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through **GSA Advantage!®**, a menu-driven database system. The INTERNET address for **GSA Advantage!®** is: GSAAdvantage.gov.

Multiple Award Schedule (MAS) **Professional Services**

Contract Number: GS00F217CA

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov.

Contract Period: July 24, 2020 – July 23, 2025



Contractor: **Consolidated Safety Services, Inc. (D.B.A. CSS)**
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Fairfax, VA 22030 2545

Business Size: Large Business

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Contract Administration: Georgeann N Morekas

Price list current through Modification Number PS-0017 effective August 7, 2020

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CUSTOMER INFORMATION

1a. Table of Awarded Special Item Numbers (SINs)

SIN	Recovery	SIN Description
541611	541611RC	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
541620	541620RC	Environmental Consulting Services
541370 GIS	541370GISRC	Geographic Information Systems (GIS) Services
562910 REM	562910REMRC	Environmental Remediation Services*
611430	611430RC	Professional and Management Development Training
OLM		Order-Level Materials

- ◆ Please refer to Appendix A for SIN labor category descriptions.
- ◆ Please refer to Appendix B for SIN awarded labor rates.

1b. Lowest Price Model Number: Not applicable.

1c. Lowest Unit Prices

Please refer to Appendix A for awarded Special Item Number (SIN) labor category descriptions to include a description of all corresponding commercial job titles, experience, functional responsibility and education for employees and subcontractors who may perform services.

2. **Maximum Order:** \$1,000,000.00
3. **Minimum Order:** \$100.00
4. **Geographic Coverage (delivery Area):** Domestic and Overseas
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:** All prices herein are NET; basic discounts have been deducted.
7. **Quantity Discounts:** None Offered
8. **Prompt Payment Terms:** Net 30 days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.
- 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:** Yes, Government purchase cards are accepted above the micro-purchase threshold.
10. **Foreign Items (list items by country of origin):** None
- 11a. **Time of Delivery:** To be negotiated with ordering agency per individual task orders.

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- 11b. Expedited Delivery:** Items are available for expedited delivery. Contact CSS for rates for expedited delivery.
- 11c. Overnight and 2-day Delivery:** Items are available for overnight and 2-day delivery. Contact CSS for rates for overnight and 2-day delivery.
- 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. Please contact our representative to affect a faster delivery.
- 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) are found in Federal Acquisition Regulation (FAR) 8.405-3.
- 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. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).** N/A
- 24b. Section 508 Compliance Information:** 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. contactor’s website or other location.) The EIT standards can be found at: www.Section508.gov/. N/A
- 25. Data Universal Numbering System (DUNS) number:** 604863704
- 26. Notification regarding registration in System for Award Management (SAM) database:**
Registered

AUTHORIZED SPECIAL ITEMS NUMBER (SIN) DESCRIPTIONS

SIN 541611: Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services

Under SIN 541611, services include providing operating advice and assistance on administrative and management issues. Examples include: strategic and organizational planning, business process improvement, acquisition and grants management support, facilitation, surveys, assessment and improvement of financial management systems, financial reporting and analysis, due diligence in validating an agency's portfolio of assets and related support services, strategic financial planning, financial policy formulation and development, special cost studies, actuarial services, economic and regulatory analysis, benchmarking and program metrics, and business program and project management.

Inherently Governmental services as identified in FAR 7.503 or by the ordering agency are prohibited. It is the responsibility of the Contracting Officer placing the order to make this determination. Ordering activities must require prospective contractors to identify potential conflicts of interest and address those, prior to task order award.

Personal services as defined in FAR 37.104 are prohibited.

SIN 541620 Environmental Consulting Services

Under SIN 541620, services include providing advice and assistance to businesses and other organizations on environmental issues, such as the control of environmental contamination from pollutants, toxic substances, and hazardous materials; Endangered species, wetland, watershed, and other natural resource management plans; Archeological and/or cultural resource management plans. This includes identifying problems (e.g., inspect buildings for hazardous materials), measure and evaluate risks, and recommend solutions. Multi-disciplined staff of scientists, engineers, and other technicians with expertise in areas, such as air and water quality, asbestos contamination, remediation, ecological restoration, and environmental law such as Planning and Documentation Services for the development, planning, facilitation, coordination, and documentation of and/or for environmental initiatives (or mandates such as Executive Order 13693 in areas of chemical, radiological, and/or hazardous materials; ISO 14001 Environmental Management System (EMS) and sustainable performance measure development; Environmental Assess.

SIN 541370GIS Geographic Information Systems (GIS) Services

Under SIN 541370GIS, services provided in support of environmental program include: cultural resource GIS (CRGIS); groundwater monitoring; growth forecast modeling; 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 to include aerial mapping); 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 scope shall NOT include surveying and mapping services as set forth in FAR Part 36, and defined under the Brooks Act of 1972 (Public Law 92-582, 40 U.S. 1102 et seq.).

SIN 562910REM Environmental Remediation Services

Under SIN 562910REM, remediation services include site preparation, characterization, field investigation, conservation and closures, emergency response cleanup (ERC), underground storage tank/above-ground storage tank (UST/AST) removal, air monitoring, soil vapor extraction, stabilization/solidification, bio-venting, carbon absorption, containment, monitoring and/or reduction of hazardous waste sites, unexploded ordnance removal, and remediation-related laboratory testing (e.g., biological, chemical, physical, pollution and soil testing). Reclamation services include: creating new land from sea or riverbeds, wetland restoration, and restoring areas to a more natural state (e.g., after pollution, desertification, or salinization have made it unusable).

NOTE: Services offered under this scope shall not include any remediation/transportation/disposal of radioactive waste, asbestos and/or paint abatement, radon mitigation, or construction and architect-engineer services as set forth in FAR Part 36 (including construction, alteration or repair of buildings, structures, or other real property). This SIN does not include Davis-Bacon work as defined in Federal Acquisition Regulation Subpart 22.4. Ordering agencies must ensure the work being required is not covered by the Davis-Bacon Act.

SIN 611430 Professional and Management Development Training

Under SIN 611430, services include an array of short duration courses and seminars for management and professional development. Examples include Training Services that are instructor led Training or Web Based Training, Learning Management, and Environmental Training Service. Training may be customized or modified to meet the special needs of customers. Instruction may be provided in diverse settings, such as in training facilities or other electronic and distance-learning methods. The training provided may include the use of simulators and simulation methods.

APPENDIX A: LABOR CATEGORY DESCRIPTIONS FOR ALL SINS

Labor Category Descriptions for SIN 541620 -Environmental Consulting Services; SIN 541370GIS - Geographic Information Systems (GIS) Services; and SIN 562910REM - Environmental Remediation Services

CSS provides a variety of levels of expertise, experience, and services including consultants, subject-matter experts, program managers, and related support services. The following chart provides a description of all of the labor categories offered by CSS.

In all cases, one year of experience may be substituted for one year of education. Professional and technical certification programs may be substituted for years of education, based on credit hour equivalents. A Bachelors degree is considered to require four years of education, a Masters degree requires six years of education, and a Ph.D. requires eight years of education.

Differentials/Allowances: The rates included herein do not include compensation to offset employees for the additional risk of traveling to and working in an environment more dangerous than their standard work location. Costs for Sea Duty/Diving and/or Hazard Pay shall be negotiated separately on a case-by-case basis with the ordering agencies. In addition, rates do not include overtime pay and shift differentials. These costs shall be negotiated separately on a case-by-case basis with the ordering agencies. In no event will compensation for differentials result in labor rates in excess of the Published GSA Schedule rates.

Administrative Assistant I**	SINs 541620, 541370GIS, and SIN 562910REM
Education: High school equivalent.	Experience: 2 years of secretarial or administrative experience.
<ul style="list-style-type: none"> • Provides non-technical support to project staff. • Supports senior Administrative Assistants and other project staff as needed including copying, collating, organizing materials, ordering supplies, and mailings. • Proficient in word processing software products; working knowledge of presentation software products. • General knowledge of government documents and procedures. • Collates information into meaningful reports and presentation materials. 	
Administrative Assistant II**	SINs 541620, 541370GIS, and SIN 562910REM
Education: High school equivalent.	Experience: 4 years of secretarial or administrative experience.
<ul style="list-style-type: none"> • Provides non-technical support to project staff. • Provides a broad spectrum of administrative support including copying, collating, organizing materials, ordering supplies, conducting mailings, and providing on-site support such as registration and information desk services. • Proficient in MS Office and Corel Office Suite word processing, spreadsheets, presentation, and other administrative software products. 	
Administrative Assistant III**	SINs 541620, 541370GIS, and SIN 562910REM
Education: Associate degree.	Experience: 4 years of secretarial or administrative experience.

<ul style="list-style-type: none"> • Provides non-technical support to project staff. • Provides a broad spectrum of administrative support including copying, collating, organizing materials, ordering supplies, conducting mailings, and providing on-site support such as registration and information desk services. • Prepares routine correspondence, proof-reads and edits non-technical reports. • Highly proficient in MS Office and Corel Office Suite word processing, spreadsheets, presentation, and other administrative software products. 	
Computer Programmer	SINs 541620, 541370GIS, and SIN 562910REM
Education: Bachelor's degree or equivalent; certification in specific programming language may be required.	Experience: 4 years of work-related skill, knowledge, and experience. Minimum of 2 years supervisory experience. Completion of Microsoft Certified Systems Engineer or equivalent certification is equivalent to 2 years experience.
<ul style="list-style-type: none"> • Converts symbolic statements of business, scientific, and engineering problems to detailed logic workflow charts and diagrams to illustrate sequence of steps to describe input, output, and logical operation. • Consults with managerial, engineering and technical personnel to clarify program intent, identify problems, and suggest changes. • Writes or directs writing and rewriting of computer programs or software packages by coding instructions and algorithms and by making necessary modifications to existing computer programs. • Other duties may include testing, debugging, documenting and implementing computer programs or software packages. • Some programmers may act as a resource person, solving computer problems for users along with helping to develop and customize software applications. • Writes or oversees writing of instructional guides for operating personnel. • Prepares records and reports, and supervises Computer Programmer Aides. • For some tasks, these responsibilities may be applied to Internet/Web based systems. 	
Computer Support Specialist I	SINs 541620, 541370GIS, and SIN 562910REM
Education: Bachelor's degree or equivalent; certification in specific programming language may be required	Experience: Less than two years of computer support experience. Experience may include educational training programs.
<ul style="list-style-type: none"> • Provides technical assistance and training to computer system users. • Investigates and resolves computer software and hardware problems of users. • Answers clients' inquiries in person and via telephone concerning the use of computer hardware and software, including printing, word processing, programming languages, electronic mail, and operating systems. • Installs and performs minor repairs to hardware, software, and peripheral equipment, following design or installation specifications. • Assists in development of training materials and procedures, and conducts training programs. • Assists in testing and monitoring software, hardware, and peripheral equipment to evaluate use, effectiveness, and adequacy of product for user. • Some may be assigned to the configuration management function to control and monitor the configuration of the system under development or modification; or to the quality control function to ensure that established life cycle development procedures are followed by assigned project personnel. • For some tasks, these responsibilities may be applied to internet/web-based systems. 	

<i>Computer Support Specialist II</i>	SINs 541620, 541370GIS, and SIN 562910REM
<p>Education: Bachelor’s degree or equivalent experience in a related field. Two (2) years experience may be substituted for one (1) year of education (e.g., eight (8) years of experience is equivalent to a Bachelor’s degree).</p>	<p>Experience: Minimum 2 years of computer experience in information systems design and management. Must demonstrate an ability to work independently or under general direction on requirements that are moderately complex to analyze, plan, program, and implement. Experience in analysis and design of business applications for complex large-scale or mid-tier computer systems, or LAN based systems, including experience in database management systems and use of programming languages. Knowledge of current storage and retrieval methods; at least 1 year of systems analysis experience designing technical applications on computer systems; and demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging of computer programs.</p>
<ul style="list-style-type: none"> • Addresses business issues through the application of computing technology. • Gathers information from users, defines work problems, and, if feasible, designs a system of computer programs and procedures to resolve the problems. • Develops specifications and helps Computer Programmers prepare required programs; aids in the execution of system tests and participates in trial runs of new and revised systems; recommends computer equipment changes to obtain more effective operations, and may develop computer programs. • Provides systems development support using advanced approaches and systems analysis where the nature of the system is predetermined. • Uses established fact-finding approaches, knowledge of pertinent work processes and procedures, and familiarity with related computer programming practices, system software, and computer equipment. • May also write computer programs. 	
<i>Computer Support Specialist III</i>	SINs 541620, 541370GIS, and SIN 562910REM
<p>Education: Bachelor’s degree in computer-related field. Post-graduate education and/or certifications preferred.</p>	<p>Experience: A minimum of four years of work-related computer support experience required. Two years in a supervisory capacity. Completion of Microsoft Certified Systems Engineer or equivalent certification is equivalent to two years experience.</p>
<ul style="list-style-type: none"> • Provides technical assistance and training to computer system users. • Investigates and resolves computer software and hardware problems of users. • Answers clients' inquiries in person and via telephone concerning the use of computer hardware and software, including printing, word processing, programming languages, and operating systems. • Installs and performs minor repairs to hardware, software, and peripheral equipment, following design or installation specifications. • Develops training materials and procedures, and conducts training programs • Tests and monitors software, hardware, and peripheral equipment to evaluate use, effectiveness, and adequacy of product for user. • Prepares evaluations of software and hardware, and submits recommendations for review. • Designs and maintains record of daily data communication transactions, problems and remedial action taken, and installation activities. • Some may be assigned to the configuration management function to control and monitor the configuration of the system under development or modification; or to the quality control function to ensure that life cycle development procedures are followed by assigned project personnel. • For some tasks, these responsibilities may be applied to Internet/Web-based systems 	

Consultant I	SINs 541620, 541370GIS, and SIN 562910REM
Education: Bachelor's degree.	Experience: 5 years of experience.
<ul style="list-style-type: none"> • Has experience in consulting on program assessment and design • Provides expertise for programmatic and technical review, literature review, technology assessment • Develops comprehensive reports and presentations and delivers results to clients • Provides technical and management skills for managing technical projects 	
Consultant II	SINs 541620, 541370GIS, and SIN 562910REM
Education: Master's degree.	Experience: 10 years of experience.
<ul style="list-style-type: none"> • Has extensive expertise and experience in consulting on program assessment and design. • Provides expertise for programmatic and technical review, literature review, technology assessment. • Develops comprehensive reports and presentations and delivers results to clients. • Provides technical and management skills for managing complex technical projects. 	
Consultant III	SINs 541620, 541370GIS, and SIN 562910REM
Education: Ph.D., M.D., or other post-graduate or professional degree.	Experience: 15 years; recognized expert in field.
<ul style="list-style-type: none"> • Policy level consultation. • Has extensive expertise and experience, and is recognized as an expert in the field (e.g., testifies at hearings, invited keynote speaker, peer-reviewed publications). • Provides expertise for programmatic and technical review, literature review, technology assessment. • Critical thinking and analysis in subject-matter in the context of larger programmatic scope (e.g., strategic planning, funding allocations). • Develops comprehensive reports and presentations, delivers results to upper-level management, and can be legally sworn to expert testimony. • Provides technical and management skills for managing complex technical projects. 	
Data Keyer**	SINs 541620, 541370GIS, and SIN 562910REM
Education: Familiarity with computer use and standard word processing programs.	Experience: At least 2 years of work-related experience using a computer.
<ul style="list-style-type: none"> • Inputs data and text; may require the use of data verification programs. • Enters commands, using computer terminal, and activates controls on computer and peripheral equipment to integrate and operate equipment. • Loads peripheral equipment with selected materials for operating runs, or oversees loading of peripheral equipment by peripheral equipment operators. • Clears equipment at end of operating run and reviews schedule to determine next assignment. • Records information, such as computer operating time and problems which occurred, such as down time, and actions taken. • Notifies supervisor of errors or equipment stoppage. 	
Data Management Specialist	SINs 541620, 541370GIS, and SIN 562910REM
Education: Bachelor's degree.	Experience: 2 years in database design.

<ul style="list-style-type: none"> Coordinates and monitors all activities concerning database design, development, implementation, and day-to-day operation. Has computer programming experience in Commercial Off the Shelf (COTS) software and programming languages (SQL, Oracle, Cold Fusion) and can design, develop, and modify database systems. Coordinates physical changes to computer databases and codes, tests, and implements the database applying knowledge of database management systems. Maintains system and responds to users to coordinate, troubleshoot and update user-mediated changes. May design logical and physical databases and coordinate database development as part of a project team or for integration into web pages. Designs development process and documentation requirements. 	
Data Management Specialist – Senior	SINs 541620, 541370GIS, and SIN 562910REM
Education: Bachelor’s degree in related discipline.	Experience: 5 years in database design, development, implementation and maintenance.
<ul style="list-style-type: none"> Coordinates and monitors all activities concerning database design, development, implementation, and day-to-day operation. Has extensive computer programming experience in Commercial Off the Shelf (COTS) software and programming languages (SQL, Oracle, Cold Fusion) and can design, develop, and modify database systems. Coordinates physical changes to computer databases and codes, tests, and implements the database applying knowledge of database management systems. Maintains system and responds to users to coordinate, troubleshoot and update user-mediated changes. May design logical and physical databases and coordinate database development as part of a project team or for integration into web pages. Supervises Data Management Specialists. Designs development process and documentation requirements. Prepares reports and database documentation. 	
Engineer I	SINs 541620, 541370GIS, and SIN 562910REM
Education: Bachelor’s or Master’s Degree.	Experience: 0 to 2 years of experience.
<ul style="list-style-type: none"> Expertise and experience in performing testing and evaluation in projects involving pollution prevention, waste characterization, remediation, site restoration and closeout and regulatory compliance. Performs surveys and prepares written reports to document survey findings. Works under the supervision of Engineer II, III, IV, V or Program Manager. Performs surveys and collection of field data (e.g. biological samples; soil/water/air samples, species surveys, and environmental parameters) to include collection using SCUBA (self-contained underwater breathing apparatus), remote sensing methodologies and remotely operated vehicles (ROVs). and other industry standard equipment, performed from docks, ships, aircrafts and shoreline platforms. The use of SCUBA is considered hazardous and may be subject to pay differential. 	
Engineer II	SINs 541620, 541370GIS, and SIN 562910REM
Education: Bachelor’s or Master’s Degree.	Experience: 2 to 5 years of experience.

<ul style="list-style-type: none"> • Expertise and experience in performing testing and evaluation in projects involving pollution prevention, waste characterization, remediation, site restoration and closeout and regulatory compliance. • Performs surveys and prepares written reports to document survey findings. • Conducts data analysis and prepares data summaries and interpretations. • Edits technical documents. • Responsible for quality control of technical reports generated by Engineer I. • Performs surveys and collection of field data (e.g. biological samples; soil/water/air samples, species surveys, and environmental parameters) to include collection using SCUBA (self-contained underwater breathing apparatus), remote sensing methodologies and remotely operated vehicles (ROVs). and other industry standard equipment, performed from docks, ships, aircrafts and shoreline platforms. The use of SCUBA is considered hazardous and may be subject to pay differential. 	
Engineer III	SINs 541620, 541370GIS, and SIN 562910REM
Education: Bachelor's, Master's or Doctorate Degree.	Experience: 5 to 10 years of experience.
<ul style="list-style-type: none"> • Expertise and experience in performing testing and evaluation in projects involving pollution prevention, waste characterization, remediation, site restoration and closeout and regulatory compliance. • Performs surveys and prepares written reports to document survey findings. • Writes or edits technical materials, such as written program documents, training programs, standard operating procedures, policy documents and design specifications. • Translates technical information into clear, readable documents to be used by technical and non-technical personnel. • Conducts data analysis and prepares data summaries and interpretations • Servers as primary editor and copy proofreader. • Works independently, directly with client management staff. • Responsible for quality control of technical reports generated by Engineer I and II. • Performs surveys and collection of field data (e.g. biological samples; soil/water/air samples, species surveys, and environmental parameters) to include collection using SCUBA (self-contained underwater breathing apparatus), remote sensing methodologies and remotely operated vehicles (ROVs). and other industry standard equipment, performed from docks, ships, aircrafts and shoreline platforms. The use of SCUBA is considered hazardous and may be subject to pay differential. 	
Engineer IV	SINs 541620, 541370GIS, and SIN 562910REM
Education: Bachelor's, Master's or Doctorate Degree.	Experience: 10 to 15 years of experience.
<ul style="list-style-type: none"> • Expertise and experience in performing testing and evaluation in projects involving pollution prevention, waste characterization, remediation, site restoration and closeout and regulatory compliance. • Performs surveys and prepares written reports to document survey findings. • Writes or edits technical materials, such as written program documents, training programs, standard operating procedures, policy documents and design specifications. • Translates technical information into clear, readable documents to be used by technical and non-technical personnel. • Conducts data analysis and prepares data summaries and interpretations • Servers as primary editor and copy proofreader. • Works independently, directly with client management staff. • Responsible for quality control of technical reports. • Provides technical and management skills for managing large, complex technical projects. 	

<ul style="list-style-type: none"> Performs surveys and collection of field data (e.g. biological samples; soil/water/air samples, species surveys, and environmental parameters) to include collection using SCUBA (self-contained underwater breathing apparatus), remote sensing methodologies and remotely operated vehicles (ROVs). and other industry standard equipment, performed from docks, ships, aircrafts and shoreline platforms. The use of SCUBA is considered hazardous and may be subject to pay differential. 	
Engineer V	SINs 541620, 541370GIS, and SIN 562910REM
Education: Bachelor's, Master's or Doctorate Degree.	Experience: 15 or more years of experience.
<ul style="list-style-type: none"> Expertise and experience in performing testing and evaluation in projects involving pollution prevention, waste characterization, remediation, site restoration and closeout and regulatory compliance. Performs surveys and prepares written reports to document survey findings. Writes or edits technical materials, such as written program documents, training programs, standard operating procedures, policy documents and design specifications. Translates technical information into clear, readable documents to be used by technical and non-technical personnel. Conducts data analysis and prepares data summaries and interpretations. Serves as primary editor and copy proofreader. Works independently, directly with client management staff. Responsible for quality control of technical reports. Provides technical and management skills for managing large, complex technical projects. Performs surveys and collection of field data (e.g. biological samples; soil/water/air samples, species surveys, and environmental parameters) to include collection using SCUBA (self-contained underwater breathing apparatus), remote sensing methodologies and remotely operated vehicles (ROVs). and other industry standard equipment, performed from docks, ships, aircrafts and shoreline platforms. The use of SCUBA is considered hazardous and may be subject to pay differential. 	
Environmental Scientist I	SINs 541620, 541370GIS, and SIN 562910REM
Education: Bachelor's or Master's Degree.	Experience: 0 to 2 years of experience.
<ul style="list-style-type: none"> Expertise and experience in performing environmental assessments and audits to identify and quantify environmental pollutants and evaluate compliance with Federal, State and local regulations and standards. Performs surveys and prepares written reports to document survey findings. Works under the supervision of Environmental Scientist II, III, IV, V or Program Manager. Performs surveys and collection of field data (e.g. biological samples; soil/water/air samples, species surveys, and environmental parameters) to include collection using SCUBA (self-contained underwater breathing apparatus), remote sensing methodologies and remotely operated vehicles (ROVs). and other industry standard equipment, performed from docks, ships, aircrafts and shoreline platforms. The use of SCUBA is considered hazardous and may be subject to pay differential. 	
Environmental Scientist II	SINs 541620, 541370GIS, and SIN 562910REM
Education: Bachelor's or Master's Degree.	Experience: 2 to 5 years of experience.
<ul style="list-style-type: none"> Expertise and experience in performing environmental assessments and audits to identify and quantify environmental pollutants and evaluate compliance with Federal, State and local regulations and standards. Performs surveys and prepares written reports to document survey findings. Conducts data analysis and prepares data summaries and interpretations. 	

<ul style="list-style-type: none"> • Edits technical documents. • Responsible for quality control of technical reports generated by Environmental Scientist I. • Performs surveys and collection of field data (e.g. biological samples; soil/water/air samples, species surveys, and environmental parameters) to include collection using SCUBA (self-contained underwater breathing apparatus), remote sensing methodologies and remotely operated vehicles (ROVs). and other industry standard equipment, performed from docks, ships, aircrafts and shoreline platforms. The use of SCUBA is considered hazardous and may be subject to pay differential. 	
Environmental Scientist III	SINs 541620, 541370GIS, and SIN 562910REM
Education: Bachelor's, Master's or Doctorate degree.	Experience: 5 to 10 years of experience.
<ul style="list-style-type: none"> • Expertise and experience in performing environmental assessments and audits to identify and quantify environmental pollutants and evaluate compliance with Federal, State and local regulations and standards. • Performs surveys and prepares written reports to document survey findings. • Writes or edits technical materials, such as written program documents, training programs, standard operating procedures, policy documents and design specifications. • Translates technical information into clear, readable documents to be used by technical and non-technical personnel. • Conducts data analysis and prepares data summaries and interpretations. • Servers as primary editor and copy proofreader. • Works independently, directly with client management staff. • Responsible for quality control of technical reports generated by Environmental Scientist I and II. • Performs surveys and collection of field data (e.g. biological samples; soil/water/air samples, species surveys, and environmental parameters) to include collection using SCUBA (self-contained underwater breathing apparatus), remote sensing methodologies and remotely operated vehicles (ROVs). and other industry standard equipment, performed from docks, ships, aircrafts and shoreline platforms. The use of SCUBA is considered hazardous and may be subject to pay differential. 	
Environmental Scientist IV	SINs 541620, 541370GIS, and SIN 562910REM
Education: Bachelor's, Master's or Doctorate degree.	Experience: 10 to 15 years of experience.
<ul style="list-style-type: none"> • Expertise and experience in performing environmental assessments and audits to identify and quantify environmental pollutants and evaluate compliance with Federal, State and local regulations and standards. • Performs surveys and prepares written reports to document survey findings. • Writes or edits technical materials, such as written program documents, training programs, standard operating procedures, policy documents and design specifications. • Translates technical information into clear, readable documents to be used by technical and non-technical personnel. • Conducts data analysis and prepares data summaries and interpretations. • Servers as primary editor and copy proofreader. • Works independently, directly with client management staff. • Responsible for quality control of technical reports. • Provides technical and management skills for managing large, complex technical projects. • Performs surveys and collection of field data (e.g. biological samples; soil/water/air samples, species surveys, and environmental parameters) to include collection using SCUBA (self-contained underwater breathing apparatus), remote sensing methodologies and remotely operated vehicles (ROVs). and other industry standard equipment, performed from docks, ships, aircrafts and shoreline platforms. The use of SCUBA is considered hazardous and may be subject to pay differential. 	

<i>Environmental Scientist V</i>	SINs 541620, 541370GIS, and SIN 562910REM
Education: Bachelor's, Master's or Doctorate degree.	Experience: 15 or more years of experience.
<ul style="list-style-type: none"> • Expertise and experience in performing environmental assessments and audits to identify and quantify environmental pollutants and evaluate compliance with Federal, State and local regulations and standards. • Performs surveys and prepares written reports to document survey findings. • Writes or edits technical materials, such as written program documents, training programs, standard operating procedures, policy documents and design specifications. • Translates technical information into clear, readable documents to be used by technical and non-technical personnel. • Conducts data analysis and prepares data summaries and interpretations. • Serves as primary editor and copy proofreader. • Works independently, directly with client management staff. • Responsible for quality control of technical reports. • Provides technical and management skills for managing large, complex technical projects. • Performs surveys and collection of field data (e.g. biological samples; soil/water/air samples, species surveys, and environmental parameters) to include collection using SCUBA (self-contained underwater breathing apparatus), remote sensing methodologies and remotely operated vehicles (ROVs). and other industry standard equipment, performed from docks, ships, aircrafts and shoreline platforms. The use of SCUBA is considered hazardous and may be subject to pay differential. 	
<i>General Manager/Executive</i>	SINs 541620, 541370GIS, and SIN 562910REM
Education: Bachelor's or Master's degree.	Experience: 0 to 2 years of experience.
<ul style="list-style-type: none"> • Experienced in project and program management, including staff, budget, and quality assurance. • Responsible for monitoring of staff, costs, and deliverables. • Responsible for proposal and cost development. 	
<i>General Manager/Executive – Senior</i>	SINs 541620, 541370GIS, and SIN 562910REM
Education: Master's, Ph.D. or other advanced degree/certification.	Experience: 10 to 15 years of experience.
<ul style="list-style-type: none"> • Has extensive expertise and experience in developing and managing complex projects. • Develops and implements strategic plans. • Responsible for quality assurance and staff performance. • Manages Division-level programs. 	
<i>Industrial Hygienist I</i>	SINs 541620, 541370GIS, and SIN 562910REM
Education: Bachelor's or Master's degree.	Experience: 0 to 2 years of experience.
<ul style="list-style-type: none"> • Expertise and experience in anticipating, recognizing, evaluating and controlling chemical, physical and biological hazards in a variety of workplace and environmental settings. • Performs surveys and prepares written reports to document survey findings. • Works under the supervision of Industrial Hygienists II, III, IV, V or Program Manager. 	
<i>Industrial Hygienist II</i>	SINs 541620, 541370GIS, and SIN 562910REM
Education: Bachelor's or Master's degree.	Experience: 2 to 5 years of experience.

<ul style="list-style-type: none"> • Expertise and experience in anticipating, recognizing, evaluating and controlling chemical, physical and biological hazards in a variety of workplace and environmental settings. • Performs surveys and prepares written reports to document survey findings. • Conducts data analysis and prepares data summaries and interpretations. • Edits technical documents. • Responsible for quality control of technical reports generated by Industrial Hygienist I. 	
Industrial Hygienist III	SINs 541620, 541370GIS, and SIN 562910REM
Education: Bachelor's, Master's or Doctorate degree.	Experience: 5 to 10 years of experience.
<ul style="list-style-type: none"> • Expertise and experience in anticipating, recognizing, evaluating and controlling chemical, physical and biological hazards in a variety of workplace and environmental settings. • Performs surveys and prepares written reports to document survey findings. • Writes or edits technical materials, such as written program documents, training programs, standard operating procedures, policy documents and design specifications. • Translates technical information into clear, readable documents to be used by technical and non-technical personnel. • Conducts data analysis and prepares data summaries and interpretations. • Serves as primary editor and copy proofreader. • Works independently, directly with client management staff. • Responsible for quality control of technical reports generated by Industrial Hygienists I and II. 	
Industrial Hygienist IV	SINs 541620, 541370GIS, and SIN 562910REM
Education: Bachelor's, Master's or Doctorate degree.	Experience: 10 to 15 years of experience.
<ul style="list-style-type: none"> • Expertise and experience in anticipating, recognizing, evaluating and controlling chemical, physical and biological hazards in a variety of workplace and environmental settings. • Performs surveys and prepares written reports to document survey findings. • Writes or edits technical materials, such as written program documents, training programs, standard operating procedures, policy documents and design specifications. • Translates technical information into clear, readable documents to be used by technical and non-technical personnel. • Conducts data analysis and prepares data summaries and interpretations. • Has extensive publication record in peer-reviewed publications. • Works independently, directly with client management staff. • Responsible for quality control of technical reports. • Provides technical and management skills for managing large, complex technical projects. 	
Industrial Hygienist V	SINs 541620, 541370GIS, and SIN 562910REM
Education: Bachelor's, Master's or Doctorate degree.	Experience: 15 or more years of experience.
<ul style="list-style-type: none"> • Expertise and experience in anticipating, recognizing, evaluating and controlling chemical, physical and biological hazards in a variety of workplace and environmental settings. • Performs surveys and prepares written reports to document survey findings. • Writes or edits technical materials, such as written program documents, training programs, standard operating procedures, policy documents and design specifications. 	

<ul style="list-style-type: none"> • Translates technical information into clear, readable documents to be used by technical and non-technical personnel. • Conducts data analysis and prepares data summaries and interpretations. • Has extensive publication record in peer-reviewed publications. • Works independently, directly with client management staff. • Responsible for quality control of technical reports. • Provides technical and management skills for managing large, complex technical projects. 	
Program Assistant	SINs 541620, 541370GIS, and SIN 562910REM
Education: Bachelor's degree.	Experience: 2 years experience in project activity monitoring.
<ul style="list-style-type: none"> • Assists Program Managers in project management activities. • May manage small, short-term projects or tasks. • Prepares requests for expenditures and submits to Program Managers. • Reviews costs and timesheets and submits to Program Managers. • Serves as Program Manager in his/her absence. • Reviews all deliverables and submits to Program Managers for approval. • Drafts monthly technical and financial reports. • Assists with staff assignments and problem resolution. 	
Program Manager	SINs 541620, 541370GIS, and SIN 562910REM
Education: Master's degree or specialized field certification.	Experience: 5 years experience in program management, including 2 years supervisory experience.
<ul style="list-style-type: none"> • Manages less complex projects or manages tasks or groups of personnel on larger, more complex projects. • Determines program objectives and requirements, performance indicators and quality control activities. • Performs day-to-day management of overall contract support operations. • Designs and enforces quality control programs. • Organizes, directs, and coordinates the planning and production of all contract support activities. • Has authority and responsibility to identify and commit resources required to support effort. • Establishes and alters (as necessary) corporate management structure to direct effective contract support. • Designs and enforces quality control programs. • Develops monthly reports. • Monitors expenditures, reviews and approves all costs associated with project activities. • Resolves problems in a timely manner. • Maintains contact with industry and trade associations to remain current on industry activities and trends. • Acts as the focal point for communication between contractor staff and the agency COTR or designee. • Chairs staff meetings; provides guidance to staff; ensures that all deliverables are met; prepares and maintains the schedule of all contract activities. • Coordinates any training requirements. • Maintains an updated working knowledge of the activities of each project staff member and project task. • Responsible for evaluation of existing staff, recruiting new staff and handling all related personnel actions. • Performs surveys and collection of field data (e.g. biological samples; soil/water/air samples, species surveys, and environmental parameters) to include collection using SCUBA (self-contained underwater breathing apparatus), remote sensing methodologies and remotely operated vehicles (ROVs). and other industry standard equipment, performed from docks, ships, aircrafts and shoreline platforms. The use of SCUBA is considered hazardous and may be subject to pay differential. 	

Program Manager – Senior	SINs 541620, 541370GIS, and SIN 562910REM
Education: Master’s degree or specialized field certification.	Experience: 10 years supervisory and project management experience including 5 years management of complex, multi-task projects.
<ul style="list-style-type: none"> • Manages complex projects, usually involving multiple tasks, project locations and groups of personnel. • Determines program objectives and requirements, performance indicators and quality control activities. • Performs day-to-day management of overall contract support operations. • Organizes, directs, and coordinates the planning and production of all contract support activities. • Has authority and responsibility to identify and commit resources required to support effort. • Establishes and alters (as necessary) project management structure to direct effective contract support activities. • Designs and enforces quality control programs. • Develops Work Plans, Management Plans, and Cost Estimates. • Develops monthly technical and financial reports. • Monitors expenditures, reviews and approves all costs associated with project activities. • Resolves problems in a timely manner. • Maintains contact with industry and trade associations to remain current on industry activities and trends. • Acts as the focal point for communication between the contractor staff and the agency COTR or his/her designee. • Chairs staff meetings; provides guidance to staff; ensures that all deliverables are met; prepares and maintains the schedule of all contract activities. • Coordinates any training requirements. • Maintains an updated working knowledge of the activities of each project staff member and project task. • Responsible for evaluation of existing staff, recruiting new staff and handling all related personnel actions. • Performs surveys and collection of field data (e.g. biological samples; soil/water/air samples, species surveys, and environmental parameters) to include collection using SCUBA (self-contained underwater breathing apparatus), remote sensing methodologies and remotely operated vehicles (ROVs). and other industry standard equipment, performed from docks, ships, aircrafts and shoreline platforms. The use of SCUBA is considered hazardous and may be subject to pay differential. 	
Safety Specialist I	SINs 541620, 541370GIS, and SIN 562910REM
Education: Bachelor’s or Master’s degree.	Experience: 0 to 2 years of experience.
<ul style="list-style-type: none"> • Expertise and experience in performing surveys to identify safety and health hazards and assessing compliance with Federal, State and local regulations and standards. • Performs surveys and prepares written reports to document survey findings. • Works under the supervision of Safety Specialists II, III, IV or Program Manager. 	
Safety Specialist II	SINs 541620, 541370GIS, and SIN 562910REM
Education: Bachelor’s or Master’s degree.	Experience: 2 to 5 years of experience.
<ul style="list-style-type: none"> • Expertise and experience in identifying safety and health hazards and assessing compliance with Federal, State and local regulations and standards. • Performs surveys and prepares written reports to document survey findings. • Writes or edits technical materials, such as written program documents, training programs, standard operating procedures, policy documents and design specifications 	

<ul style="list-style-type: none"> • Conducts data analysis and prepares data summaries and interpretations. • Edits technical documents. • Responsible for quality control of technical reports generated by Safety Specialist I. 	
Safety Specialist III	SINs 541620, 541370GIS, and SIN 562910REM
Education: Bachelor's, Master's or Doctorate degree.	Experience: 5 to 10 years of experience.
<ul style="list-style-type: none"> • Expertise and experience in performing surveys to identify safety and health hazards and assessing compliance with Federal, State and local regulations and standards. • Performs surveys and prepares written reports to document survey findings. • Writes or edits technical materials, such as written program documents, training programs, standard operating procedures, policy documents and design specifications • Translates technical information into clear, readable documents to be used by technical and non-technical personnel. • Conducts data analysis and prepares data summaries and interpretations. • Serves as primary editor and copy proofreader. • Works independently, directly with client management staff. • Responsible for quality control of technical reports generated by Safety Specialists I and II. 	
Safety Specialist IV	SINs 541620, 541370GIS, and SIN 562910REM
Education: Bachelor's, Master's or Doctorate degree.	Experience: 10 to 15 years of experience.
<ul style="list-style-type: none"> • Expertise and experience in performing surveys to identify safety and health hazards and assessing compliance with Federal, State and local regulations and standards. • Performs surveys and prepares written reports to document survey findings. • Writes or edits technical materials, such as written program documents, training programs, standard operating procedures, policy documents and design specifications. • Translates technical information into clear, readable documents to be used by technical and non-technical personnel. • Conducts data analysis and prepares data summaries and interpretations. • Works independently, directly with client management staff. • Responsible for quality control of technical reports. • Provides technical and management skills for managing large, complex technical projects. 	
Safety Specialist V	SINs 541620, 541370GIS, and SIN 562910REM
Education: Bachelor's, Master's or Doctorate degree.	Experience: 15 or more years of experience.
<ul style="list-style-type: none"> • Expertise and experience in performing surveys to identify safety and health hazards and assessing compliance with Federal, State and local regulations and standards. • Performs surveys and prepares written reports to document survey findings. • Writes or edits technical materials, such as written program documents, training programs, standard operating procedures, policy documents and design specifications. • Translates technical information into clear, readable documents to be used by technical and non-technical personnel. • Conducts data analysis and prepares data summaries and interpretations. 	

<ul style="list-style-type: none"> • Works independently, directly with client management staff. • Responsible for quality control of technical reports. • Provides technical and management skills for managing large, complex technical projects. 	
Subject Matter Expert I	SINs 541620, 541370GIS, and SIN 562910REM
Education: Bachelor's degree	Experience: 4 years of experience
<ul style="list-style-type: none"> • Expertise and experience in analyzing subject-specific literature, data, and innovations • Provides technical review, technical writing, and generates summaries, reports and presentations on technology assessments • Works under the supervision of Subject Matter Experts II, III, IV or Program Manager • Performs surveys and collection of field data (e.g. biological samples; soil/water/air samples, species surveys, and environmental parameters) to include collection using SCUBA (self-contained underwater breathing apparatus), remote sensing methodologies and remotely operated vehicles (ROVs). and other industry standard equipment, performed from docks, ships, aircrafts and shoreline platforms. The use of SCUBA is considered hazardous and may be subject to pay differential. 	
Subject Matter Expert II	SINs 541620, 541370GIS, and SIN 562910REM
Education: Master's degree	Experience: 4 years experience
<ul style="list-style-type: none"> • Expertise and experience in analyzing subject-specific literature, data, and innovations • Provides technical review, technical writing, and generates summaries, reports and presentations • Conducts data analysis and prepares data summaries and interpretations • Edits technical documents • Responsible for quality control of technical reports generated by the Subject Matter Expert I • Performs surveys and collection of field data (e.g. biological samples; soil/water/air samples, species surveys, and environmental parameters) to include collection using SCUBA (self-contained underwater breathing apparatus), remote sensing methodologies and remotely operated vehicles (ROVs). and other industry standard equipment, performed from docks, ships, aircrafts and shoreline platforms. The use of SCUBA is considered hazardous and may be subject to pay differential. 	
Subject Matter Expert III	SINs 541620, 541370GIS, and SIN 562910REM
Education: Master's degree	Experience: 10 years of subject matter experience
<ul style="list-style-type: none"> • Has expertise and experience in analyzing subject-specific literature, data, and innovations. • Provides technical review, technical writing, and generates summaries, reports and presentations, such as technology assessments and program audits • Writes or edits technical materials, such as experimental design protocols, survey questions, equipment manuals, web pages, appendices, and operating and maintenance instructions • Translates technical information into clear, readable documents to be used by technical and non-technical personnel • Conducts data analysis and prepares data summaries and interpretations • Serves as primary edit and copy proofreader • Works independently, directly with client management staff • Responsible for quality control of technical reports generated by Subject-Matter Experts I and II • Provides technical and management skills for managing technical projects 	

<ul style="list-style-type: none"> Performs surveys and collection of field data (e.g. biological samples; soil/water/air samples, species surveys, and environmental parameters) to include collection using SCUBA (self-contained underwater breathing apparatus), remote sensing methodologies and remotely operated vehicles (ROVs). and other industry standard equipment, performed from docks, ships, aircrafts and shoreline platforms. The use of SCUBA is considered hazardous and may be subject to pay differential. 	
Support Scientist I	SINs 541620, 541370GIS, and SIN 562910REM
Education: Bachelor's or Master's Degree	Experience: 0 to 2 years of experience
<ul style="list-style-type: none"> Expertise and experience in performing scientific analysis/research in support of more senior level scientists Performs surveys and prepares written reports to document survey findings Works under the supervision of Research Scientist II, III, IV, V or Program Manager Performs surveys and collection of field data (e.g. biological samples; soil/water/air samples, species surveys, and environmental parameters) to include collection using SCUBA (self-contained underwater breathing apparatus), remote sensing methodologies and remotely operated vehicles (ROVs). and other industry standard equipment, performed from docks, ships, aircrafts and shoreline platforms. The use of SCUBA is considered hazardous and may be subject to pay differential. 	
Support Scientist II	SINs 541620, 541370GIS, and SIN 562910REM
Education: Bachelor's or Master's Degree	Experience: 2 to 4 years of experience
<ul style="list-style-type: none"> Expertise and experience in performing scientific analysis/research Performs surveys and prepares written reports to document survey findings Conducts data analysis and prepares data summaries and interpretations Edits technical documents Responsible for quality control of technical reports generated by Research Scientist I Performs surveys and collection of field data (e.g. biological samples; soil/water/air samples, species surveys, and environmental parameters) to include collection using SCUBA (self-contained underwater breathing apparatus), remote sensing methodologies and remotely operated vehicles (ROVs). and other industry standard equipment, performed from docks, ships, aircrafts and shoreline platforms. The use of SCUBA is considered hazardous and may be subject to pay differential. 	
Support Scientist III	SINs 541620, 541370GIS, and SIN 562910REM
Education: Bachelor's, Master's or Doctorate	Experience: 4 to 6 years of experience
<ul style="list-style-type: none"> Expertise and experience in performing scientific analysis/research Performs surveys and prepares written reports to document survey findings Writes or edits technical materials, such as written program documents, training programs, standard operating procedures, policy documents and design specifications Translates technical information into clear, readable documents to be used by technical and non-technical personnel Conducts data analysis and prepares data summaries and interpretations Serves as primary editor and copy proofreader Works independently, directly with client management staff Responsible for quality control of technical reports generated by Research Scientist I and II 	

<ul style="list-style-type: none"> Performs surveys and collection of field data (e.g. biological samples; soil/water/air samples, species surveys, and environmental parameters) to include collection using SCUBA (self-contained underwater breathing apparatus), remote sensing methodologies and remotely operated vehicles (ROVs). and other industry standard equipment, performed from docks, ships, aircrafts and shoreline platforms. The use of SCUBA is considered hazardous and may be subject to pay differential. 	
Support Scientist IV	SINs 541620, 541370GIS, and SIN 562910REM
Education: Bachelor's, Master's or Doctorate	Experience: 6 to 8 years of experience
<ul style="list-style-type: none"> Expertise and experience in performing scientific analysis/research Performs surveys and prepares written reports to document survey findings Writes or edits technical materials, such as written program documents, training programs, standard operating procedures, policy documents and design specifications Translates technical information into clear, readable documents to be used by technical and non-technical personnel Conducts data analysis and prepares data summaries and interpretations Serves as primary editor and copy proofreader Works independently, directly with client management staff Responsible for quality control of technical reports Provides technical and management skills for managing large, complex technical projects Performs surveys and collection of field data (e.g. biological samples; soil/water/air samples, species surveys, and environmental parameters) to include collection using SCUBA (self-contained underwater breathing apparatus), remote sensing methodologies and remotely operated vehicles (ROVs). and other industry standard equipment, performed from docks, ships, aircrafts and shoreline platforms. The use of SCUBA is considered hazardous and may be subject to pay differential. 	
Support Scientist V	SINs 541620, 541370GIS, and SIN 562910REM
Education: Bachelor's, Master's or Doctorate	Experience: 10 or more years of experience
<ul style="list-style-type: none"> Expertise and experience in performing scientific analysis/research Performs surveys and prepares written reports to document survey findings Writes or edits technical materials, such as written program documents, training programs, standard operating procedures, policy documents and design specifications Translates technical information into clear, readable documents to be used by technical and non-technical personnel Conducts data analysis and prepares data summaries and interpretations Serves as primary editor and copy proofreader Works independently, directly with client management staff Responsible for quality control of technical reports Provides technical and management skills for managing large, complex technical projects Performs surveys and collection of field data (e.g. biological samples; soil/water/air samples, species surveys, and environmental parameters) to include collection using SCUBA (self-contained underwater breathing apparatus), remote sensing methodologies and remotely operated vehicles (ROVs). and other industry standard equipment, performed from docks, ships, aircrafts and shoreline platforms. The use of SCUBA is considered hazardous and may be subject to pay differential. 	
Technical Writer/Editor I	SINs 541620, 541370GIS, and SIN 562910REM
Education: Bachelor's degree	Experience: 3 years of related experience

<ul style="list-style-type: none"> • Writes or edits technical materials, such as equipment manuals, web pages, appendices, and operating and maintenance instructions • Participates in preparation of illustrations, photographs, diagrams, and charts; and assists in layout of work • Organizes material and completes writing assignments according to set standards regarding order, clarity, conciseness, style, and terminology • Performs literature reviews and reviews published materials • Recommends photographs, drawings, sketches, diagrams, and charts to illustrate material • Gathers, analyzes, and composes technical information • Conducts research and ensures the use of proper technical terminology • Translates technical information into clear, readable documents to be used by technical and non-technical personnel • Submits all documents for review and approval to more senior Technical Writer/Editor or Program Manager 	
Technical Writer/Editor II	SINs 541620, 541370GIS, and SIN 562910REM
Education: Master's degree.	Experience: 4 years of related experience.
<ul style="list-style-type: none"> • Writes or edits technical materials, such as equipment manuals, web pages, appendices, and operating and maintenance instructions. • Participates in preparation of illustrations, photographs, diagrams, and charts; and assists in layout of work. • Organizes material and completes writing assignments according to publication standards regarding order, clarity, conciseness, style, and terminology. • Performs literature reviews and reviews published materials; recommends revisions or changes in scope, format, content, and methods of reproduction and binding. • Selects photographs, drawings, sketches, diagrams, and charts to illustrate material. • Gathers, analyzes, and composes technical information. • Conducts research and ensures the use of proper technical terminology. • Translates technical information into clear, readable documents to be used by technical and non-technical personnel. • Responsible for data analysis and interpretation and concept of graphical display of data and/or statistics. 	
Technical Writer/Editor III	SINs 541620, 541370GIS, and SIN 562910REM
Education: Master's degree.	Experience: 10 years of professional writing and editing.
<ul style="list-style-type: none"> • Integrates knowledge of technology with programmatic issues to develop white papers, program assessments, testimony, and other policy documents. • Directs staff performing literature searches, graphic design, formatting and other document development support, oversees preparation of illustrations, photographs, diagrams, and charts. • Responsible for data analysis and interpretation and concept of graphical display of data and/or statistics. • Organizes material and completes writing assignments according to publication standards regarding order, clarity, conciseness, style, and terminology. • Performs literature reviews and reviews published materials, recommends revisions or changes in scope, format, content, and methods of reproduction and binding. • Studies drawings, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail. • Observes production, developmental, and experimental activities to determine operating procedure and detail. 	

<ul style="list-style-type: none"> • Edits, standardizes, or makes changes to material prepared by other writers or establishment personnel. • Performs final edits of technical documents. • Quality control of documents produced by Technical Writer/Editor I and II. 	
Technical Writer/Editor IV	SINs 541620, 541370GIS, and SIN 562910REM
Education: Ph.D., M.D., or other professional degree.	Experience: 10 years of professional writing and editing; extensive publication record.
<ul style="list-style-type: none"> • Integrates knowledge of technology with programmatic issues to develop white papers, program assessments, testimony, and other policy documents. • Directs staff performing literature searches, graphic design, formatting and other document development support, oversees preparation of illustrations, photographs, diagrams, and charts. • Responsible for data analysis and interpretation and concept of graphical display of data. • Responsible for overall organization and presentation of documents according to publication standards regarding order, clarity, conciseness, style, and terminology. • Studies drawings, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail. • Performs literature reviews and reviews published materials and recommends revisions or changes in scope, format, content, and methods of reproduction and binding. • Observes production, developmental, and experimental activities to determine operating procedure and detail. • Edits, standardizes, or makes changes to material prepared by other writers or establishment personnel. • Performs final edits of technical documents. • Quality control of documents produced by Technical Writer/Editor I to III. 	
Training Developer/Coordinator	SINs 541620, 541370GIS, and SIN 562910REM
Education: Bachelor's degree.	Experience: 2 years of related experience.
<ul style="list-style-type: none"> • Conducts the research necessary to develop and revise training courses and prepares appropriate training materials. • Prepares instructor and student materials (course outline, background material, training aids, course manuals, workbooks, handouts, completion certificates, and course evaluation forms). • Trains personnel by conducting formal classroom courses, workshops, and seminars. 	
Training Developer/Coordinator – Senior	SINs 541620, 541370GIS, and SIN 562910REM
Education: Master's degree.	Experience: 5 years of related experience.
<ul style="list-style-type: none"> • Conducts the research necessary to develop and revise training courses and prepares appropriate training materials. • Prepares instructor and student materials (course outline, background material, training aids, course manuals, workbooks, handouts, completion certificates, and course evaluation forms). • Trains personnel by conducting formal classroom courses, workshops, and seminars. 	

Labor Category Descriptions for SIN 541611: Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services and SIN 611430: Professional and Management Development Training

Provided in alphabetical order.

CSS provides a variety of levels of expertise, experience, and services such as consultants, subject-matter experts, program managers, and related support services. In all cases, one year of experience may be substituted for one year of education. Professional and technical certification programs may be substituted for years of education, based on credit hour equivalents.

A Bachelors degree is considered to require four years of education, a Masters degree requires six years of education, and a Ph.D. requires eight years of education.

<i>Administrative Assistant I **</i>	SIN 541611 and SIN 611430
Education: High school equivalent	Experience: 2 years of secretarial or administrative experience
<ul style="list-style-type: none"> • Provides non-technical support to project staff • Supports the Senior Administrative Assistant and other project staff as needed including copying, collating, organizing materials, ordering supplies, and mailings • Proficient in word processing software products. Working knowledge of presentation software products • General knowledge of government documents and procedures • Collates information into meaningful reports and presentation materials 	
<i>Administrative Assistant II**</i>	SIN 541611 and SIN 611430
Education: High school equivalent	Experience: 4 years of secretarial or administrative experience
<ul style="list-style-type: none"> • Provides non-technical support to project staff • Provides a broad spectrum of administrative support including copying, collating, organizing materials, ordering supplies, conducting mailings, and providing on-site support such as registration and information desk services • Proficient in MS Office and Corel Office Suite word processing, spreadsheets, presentation, and other administrative software products 	
<i>Administrative Assistant III**</i>	SIN 541611 and SIN 611430
Education: Associates degree	Experience: 4 years of secretarial or administrative experience
<ul style="list-style-type: none"> • Provides non-technical support to project staff • Provides a broad spectrum of administrative support including copying, collating, organizing materials, ordering supplies, conducting mailings, and providing on-site support such as registration and information desk services • Prepares routine correspondence, proof-reads and edits non-technical reports • Highly proficient in MS Office and Corel Office Suite word processing, spreadsheets, presentation, and other administrative software products 	

Budget Analyst - Senior	SIN 541611 and SIN 611430
Education: Bachelor's degree or professional certification	Experience: 5 years experience specifically relating to budget analysis and financial management
<ul style="list-style-type: none"> • Provides expertise in budget and financial management principles, practices, and requirements • Provides technical assistance in the review of operational and financial plans • Provide support in evaluating and improving budget formulation and execution processes • May provide guidance for the development of budget monitoring systems 	
Consultant I	SIN 541611 and SIN 611430
Education: Bachelor's degree	Experience: 5 years of experience
<ul style="list-style-type: none"> • Has experience in consulting on program assessment and design • Provides expertise for programmatic and technical review, literature review, technology assessment • Develops comprehensive reports and presentations and delivers results to clients • Provides technical and management skills for managing technical projects 	
Consultant II	SIN 541611 and SIN 611430
Education: Master's degree	Experience: 10 years of experience
<ul style="list-style-type: none"> • Has extensive expertise and experience in consulting on program assessment and design • Provides expertise for programmatic and technical review, literature review, technology assessment • Develops comprehensive reports and presentations and delivers results to clients • Provides technical and management skills for managing large, complex technical projects 	
Consultant III	SIN 541611 and SIN 611430
Education: Ph.D., MD, or other post-graduate or professional degree	Experience: 15 years; recognized expert in field
<ul style="list-style-type: none"> • Policy level consultation • Has extensive expertise and experience, and is recognized as an expert in their field (e.g., testifies at hearings, invited keynote speaker, peer-reviewed publications) • Provides expertise for programmatic and technical review, literature review, technology assessment • Critical thinking and analysis in subject-matter in the context of larger programmatic scope (e.g., strategic planning, funding allocations) • Develops comprehensive reports and presentations, delivers results to upper-level management, and can be legally sworn to expert testimony • Provides technical and management skills for managing large, complex technical projects 	
Minutes Taker	SIN 541611 and SIN 611430
Education: Bachelor's degree. Subject-matter specific knowledge	Experience: 2 years of relevant experience
<ul style="list-style-type: none"> • Works directly with client to determine expected outcome of meeting recording including action items, verbatim text, and summaries • Records meeting activities by hand and/or using recording devices 	

Minutes Taker - Senior	SIN 541611 and SIN 611430
Education: Bachelor's degree. Subject-matter specific knowledge	Experience: 5 years of relevant experience
<ul style="list-style-type: none"> • Works directly with client to determine expected outcome of meeting recording including action items, verbatim text, and summaries • Records meeting activities by hand and/or using recording devices • Has specific knowledge of meeting subject matter to facilitate recording of highly technical discussions 	
Program Assistant	SIN 541611 and SIN 611430
Education: Bachelor's degree.	Experience: 2 years of experience in project activity monitoring
<ul style="list-style-type: none"> • Assists Program Managers in project management activities. May manage small, short-term projects or tasks. • Compiles activity reports and expenditures • Prepares requests for expenditures and submits to Program Managers • Reviews costs and timesheets and submits to Program Managers • Serves as Program Manager in his/her absence • Reviews all deliverables and submits to Program Managers for approval • Drafts monthly technical and financial reports • Assists with staff assignments and problem resolution 	
Program Manager	SIN 541611 and SIN 611430
Education: Bachelor's degree or specialized field certification	Experience: 5 years of experience in program management including 2 years supervisory experience
<ul style="list-style-type: none"> • Manages less complex projects or manages tasks or groups of personnel on larger, more complex projects • Determines program objectives and requirements, performance indicators and quality control activities • Performs day-to-day management of overall contract support operations • Designs and enforces quality control programs • Organizes, directs, and coordinates the planning and production of all contract support activities. Has authority and responsibility to identify and commit resources required to support effort • Designs and enforces quality control programs • Develops monthly reports • Monitors expenditures, reviews and approves all costs associated with project activities • Resolves problems in a timely manner • Maintains contact with industry and trade associations to remain current on industry activities and trends • Acts as the focal point for communication between the contractor staff and the agency COTR or his/her designee • Chairs staff meetings; provides guidance to staff; ensures that all deliverables are met; prepares and maintains the schedule of all contract activities • Coordinates any training requirements • Maintains an updated working knowledge of the activities of each project staff member and project task • Responsible for evaluation of existing staff, recruiting new staff and handling all related personnel actions 	

<i>Program Manager - Senior</i>	SIN 541611 and SIN 611430
Education: Master's degree or specialized field certification	Experience: 10 years of supervisory and project management experience including 5 years management of complex, multi-task projects
<ul style="list-style-type: none"> • Manages complex projects, usually involving multiple tasks, project locations and groups of personnel • Determines program objectives and requirements, performance indicators and quality control activities • Performs day-to-day management of overall contract support operations • Organizes, directs, and coordinates the planning and production of all contract support activities • Has authority and responsibility to identify and commit resources required to support effort • Establishes and alters (as necessary) project management structure to direct effective contract support activities • Monitors and approves subcontractor activities and expenditures • Designs and enforces quality control programs • Develops Work Plans, Management Plans, and Cost Estimates • Develops monthly technical and financial reports • Monitors expenditures, reviews and approves all costs associated with project activities • Resolves problems in a timely manner • Maintains contact with industry and trade associations to remain current on industry activities and trends; • Acts as the focal point for communication between the contractor staff and the agency COTR or his/her designee • Chairs staff meetings; provides guidance to staff; ensures that all deliverables are met; prepares and maintains the schedule of all contract activities • Coordinates any training requirements • Maintains an updated working knowledge of the activities of each project staff member and project task • Responsible for evaluation of existing staff, recruiting new staff and handling all related personnel actions 	
<i>Subject Matter Expert I</i>	SIN 541611 and SIN 611430
Education: Bachelor's degree	4 years of experience
<ul style="list-style-type: none"> • Expertise and experience in analyzing subject-specific literature, data, and innovations • Provides technical review, technical writing, and generates summaries, reports and presentations on technology assessments • Works under the supervision of Subject Matter Experts II, III, IV or Program Manager 	
<i>Subject Matter Expert II</i>	SIN 541611 and SIN 611430
Education: Master's degree	Experience: 4 years experience
<ul style="list-style-type: none"> • Expertise and experience in analyzing subject-specific literature, data, and innovations • Provides technical review, technical writing, and generates summaries, reports and presentations • Conducts data analysis and prepares data summaries and interpretations • Edits technical documents • Responsible for quality control of technical reports generated by Subject-Matter Expert I 	

<i>Subject Matter Expert III</i>	SIN 541611 and SIN 611430
Education: Master's degree	Experience: 10 years of subject matter experience
<ul style="list-style-type: none"> • Has expertise and experience in analyzing subject-specific literature, data, and innovations. • Provides technical review, technical writing, and generates summaries, reports and presentations, such as technology assessments and program audits • Writes or edits technical materials, such as experimental design protocols, survey questions, equipment manuals, web pages, appendices, and operating and maintenance instructions • Translates technical information into clear, readable documents to be used by technical and non-technical personnel • Conducts data analysis and prepares data summaries and interpretations • Serves as primary edit and copy proofreader • Works independently, directly with client management staff • Responsible for quality control of technical reports generated by Subject-Matter Experts I & II • Provides technical and management skills for managing technical projects 	
<i>Subject Matter Expert IV</i>	SIN 541611 and SIN 611430
Education: Ph.D., MD, or other post-graduate or professional degree	Experience: 10 years of subject matter experience
<ul style="list-style-type: none"> • Has extensive expertise and experience in analyzing subject-specific literature, data, and innovations • Provides technical review, technical writing, and generates summaries, reports and presentations, such as technology assessments and program audits • Writes or edits technical materials, such as experimental design protocols, survey questions, equipment manuals, web pages, appendices, and operating and maintenance instructions • Translates technical information into clear, readable documents to be used by technical and non-technical personnel • Conducts data analysis and prepares data summaries and interpretations • Has extensive publication record in peer-review publications • Works independently, directly with client management staff • Responsible for quality control of technical reports • Provides technical and management skills for managing large, complex technical projects 	
<i>Subject Matter Expert V</i>	SIN 541611 and SIN 611430
Education: Ph.D., MD, other post-graduate or professional degree	Experience: 15 years of subject matter experience including research within the field
<ul style="list-style-type: none"> • Has extensive expertise and experience in analyzing subject-specific literature, data, and innovations • Provides technical review, technical writing, and generates summaries, reports and presentations, such as technology assessments and program audits • Writes or edits technical materials, such as experimental design protocols, survey questions, equipment manuals, web pages, appendices, and operating and maintenance instructions • Translates technical information into clear, readable documents to be used by technical and non-technical personnel • Conducts data analysis and prepares data summaries and interpretations • Has extensive publication record in peer-review publications 	

<ul style="list-style-type: none"> • Works independently, directly with client management staff • Responsible for quality control of technical reports • Provides technical and management skills for managing large, complex technical projects 	
Technical Writer/Editor I	SIN 541611 and SIN 611430
Education: Bachelor's degree	Experience: 3 years of related experience
<ul style="list-style-type: none"> • Writes or edits technical materials, such as equipment manuals, web pages, appendices, and operating and maintenance instructions • Participates in preparation of illustrations, photographs, diagrams, and charts; and assists in layout of work • Organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology • Performs literature reviews and reviews published materials • Recommends photographs, drawings, sketches, diagrams, and charts to illustrate material • Gathers, analyzes, and composes technical information • Conducts research and ensures the use of proper technical terminology • Translates technical information into clear, readable documents to be used by technical and non-technical personnel • Submits all documents for review and approval to more senior Technical Writer/Editor or Program Manager 	
Technical Writer/Editor II	SIN 541611 and SIN 611430
Education: Master's degree	Experience: 4 years of related experience
<ul style="list-style-type: none"> • Writes or edits technical materials, such as equipment manuals, web pages, appendices, and operating and maintenance instructions • Participates in preparation of illustrations, photographs, diagrams, and charts; and assists in layout of work • Organizes material and completes writing assignment according to publication standards regarding order, clarity, conciseness, style, and terminology • Performs literature reviews and reviews published materials; recommends revisions or changes in scope, format, content, and methods of reproduction and binding • Selects photographs, drawings, sketches, diagrams, and charts to illustrate material • Gathers, analyzes, and composes technical information • Conducts research and ensures the use of proper technical terminology • Translates technical information into clear, readable documents to be used by technical and non-technical personnel • Responsible for data analysis and interpretation and concept of graphical display of data and/or statistics 	
Technical Writer/Editor III	SIN 541611 and SIN 611430
Education: Master's degree	Experience: 6 years of related experience

<ul style="list-style-type: none"> • Writes or edits technical materials, such as equipment manuals, web pages, appendices, and operating and maintenance instructions • Participates in preparation of illustrations, photographs, diagrams, and charts; and assists in layout of work • Organizes material and completes writing assignment according to publication standards regarding order, clarity, conciseness, style, and terminology • Performs literature reviews and reviews published materials; recommends revisions or changes in scope, format, content, and methods of reproduction and binding • Selects photographs, drawings, sketches, diagrams, and charts to illustrate material • Gathers, analyzes, and composes technical information • Conducts research and ensures the use of proper technical terminology • Translates technical information into clear, readable documents to be used by technical and non-technical personnel • Responsible for data analysis and interpretation and concept of graphical display of data and/or statistics • Reviews documents prepared by Technical Writer/Editor 1-II 	
Technical Writer/Editor IV	SIN 541611 and SIN 611430
Education: Ph.D., MD or other professional degree	Experience: 10 years of professional writing and editing; extensive publication record
<ul style="list-style-type: none"> • Integrates knowledge of technology with programmatic issues to develop white papers, program assessments, testimony, and other policy documents • Directs staff performing literature searches, graphic design, formatting and other document development support, oversees preparation of illustrations, photographs, diagrams, and charts • Responsible for data analysis and interpretation and concept of graphical display of data and/or statistics • Responsible for overall organization and presentation of documents according to publication standards regarding order, clarity, conciseness, style, and terminology • Studies drawings, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail • Performs literature reviews and reviews published materials and recommends revisions or changes in scope, format, content, and methods of reproduction and binding • Observes production, developmental, and experimental activities to determine operating procedure and detail • Edits, standardizes, or makes changes to material prepared by other writers or establishment personnel. Performs final edits of technical documents • Quality control of documents produced by Technical Writer/Editor I to III 	
Visual Designer	SIN 541611 and SIN 611430
Education: Bachelor's degree and training specific to computer graphic design	Experience: 2 years in graphic arts including computer assisted design

<ul style="list-style-type: none"> • Works with clients on concept, design and draft review of all graphics needs • Designs or creates graphics to meet a client's specific needs, such as presentations, packaging, displays, or logos • Designs web page layout, coordinating site construction with programmers, coders and managers • Creates special effects, animation, or other visual images using film, video, computers, or other electronic tools and media; such as computer games, movies, and videos; for use in training aids and other products or creations • Formats typescript and graphic elements using computer software to produce publication-ready material • Works with technical staff to facilitate incorporation of graphics into technical documents • Working knowledge of commonly used computer graphics software such as Dreamweaver, HTML, and Adobe Illustrator 	
Visual Designer - Senior	SIN 541611 and SIN 611430
Education: Bachelor's degree and training specific to computer graphic design	Experience: 5 years in graphic arts including computer assisted design
<ul style="list-style-type: none"> • Works with clients on concept, design and draft review of all graphics needs • Designs or creates graphics to meet a client's specific needs, such as presentations, packaging, displays, or logos. Designs web page layout, coordinating site construction with programmers, coders, and managers • Creates special effects, animation, or other visual images using film, video, computers, or other electronic tools and media; such as computer games, movies, and videos; for use in training aids and other products or creations • Formats typescript and graphic elements using computer software to produce publication-ready material • Coordinates all contracts and work with third-party printing companies on mass-production or high-end graphics pieces • Works with technical staff to facilitate incorporation of graphics into technical documents • Evaluates all graphic-related software and makes recommendations for the procurement of these • Proficient in a variety of commonly used computer graphics software such as Dreamweaver, HTML, and Adobe Illustrator 	

APPENDIX B: LABOR RATES FOR ALL SINS

Labor Rates for SINS 541620 (Environmental Consulting Services), 541370GIS (GIS Services), and 562910REM (Environmental Remediation Services)

Option Period 1	Year 6 7/24/2020- 7/23/2021		Year 7 7/24/2021- 7/23/2022		Year 8 7/24/2022- 7/23/2023		Year 9 7/24/2023- 7/23/2024		Year 10 7/24/2024- 7/23/2025	
	Gvt-Site	Ktr-Site	Gvt-Site	Ktr-Site	Gvt-Site	Ktr-Site	Gvt-Site	Ktr-Site	Gvt-Site	Ktr-Site
Administrative Assistant I**	\$45.55	\$50.08	\$46.46	\$51.08	\$47.39	\$52.11	\$48.34	\$53.15	\$49.31	\$54.21
Administrative Assistant II**	\$57.86	\$63.81	\$59.02	\$65.09	\$60.20	\$66.39	\$61.41	\$67.72	\$62.63	\$69.07
Administrative Assistant III**	\$70.05	\$77.23	\$71.45	\$78.78	\$72.88	\$80.35	\$74.34	\$81.96	\$75.83	\$83.60
Computer Programmer	\$112.88	\$124.43	\$115.14	\$126.92	\$117.44	\$129.46	\$119.79	\$132.05	\$122.19	\$134.69
Computer Supp. Specialist I	\$60.80	\$67.05	\$62.01	\$68.40	\$63.25	\$69.76	\$64.52	\$71.16	\$65.81	\$72.58
Computer Supp. Specialist II	\$68.08	\$75.05	\$69.44	\$76.55	\$70.83	\$78.08	\$72.24	\$79.65	\$73.69	\$81.24
Computer Supp. Specialist III	\$103.80	\$114.40	\$105.87	\$116.69	\$107.99	\$119.03	\$110.15	\$121.41	\$112.35	\$123.83
Consultant I	\$113.38	\$125.02	\$115.65	\$127.52	\$117.96	\$130.07	\$120.32	\$132.67	\$122.73	\$135.33
Consultant II	\$146.04	\$160.98	\$148.96	\$164.20	\$151.94	\$167.48	\$154.98	\$170.83	\$158.08	\$174.25
Consultant III	\$177.88	\$196.05	\$181.44	\$199.98	\$185.07	\$203.97	\$188.77	\$208.05	\$192.54	\$212.22
Data Keyer**	\$41.68	\$45.96	\$42.52	\$46.88	\$43.37	\$47.82	\$44.24	\$48.77	\$45.12	\$49.75
Data Management Specialist	\$112.88	\$124.43	\$115.14	\$126.92	\$117.44	\$129.46	\$119.79	\$132.05	\$122.19	\$134.69
Data Management Specialist – Sr.	\$137.90	\$152.01	\$140.66	\$155.05	\$143.48	\$158.15	\$146.34	\$161.31	\$149.27	\$164.54
Engineer I	\$62.00	\$68.32	\$63.24	\$69.69	\$64.50	\$71.08	\$65.79	\$72.50	\$67.11	\$73.95
Engineer II	\$92.56	\$102.82	\$94.41	\$104.87	\$96.30	\$106.97	\$98.22	\$109.11	\$100.19	\$111.29
Engineer III	\$126.03	\$138.91	\$128.55	\$141.69	\$131.12	\$144.53	\$133.74	\$147.42	\$136.42	\$150.36
Engineer IV	\$143.00	\$160.15	\$145.86	\$163.35	\$148.77	\$166.62	\$151.75	\$169.95	\$154.79	\$173.35
Engineer V	\$194.68	\$214.60	\$198.57	\$218.89	\$202.54	\$223.27	\$206.59	\$227.73	\$210.73	\$232.29
Environmental Scientist I	\$62.00	\$68.32	\$63.24	\$69.69	\$64.50	\$71.08	\$65.79	\$72.50	\$67.11	\$73.95
Environmental Scientist II	\$93.27	\$102.82	\$95.13	\$104.87	\$97.04	\$106.97	\$98.98	\$109.11	\$100.96	\$111.29
Environmental Scientist III	\$126.55	\$139.46	\$129.08	\$142.25	\$131.66	\$145.10	\$134.29	\$148.00	\$136.98	\$150.96
Environmental Scientist IV	\$145.29	\$160.15	\$148.20	\$163.35	\$151.16	\$166.62	\$154.18	\$169.95	\$157.27	\$173.35
Environmental Scientist V	\$194.68	\$214.60	\$198.57	\$218.89	\$202.54	\$223.27	\$206.59	\$227.73	\$210.73	\$232.29
General Manager/Executive	\$111.86	\$123.31	\$114.10	\$125.77	\$116.38	\$128.29	\$118.71	\$130.86	\$121.08	\$133.47
General Manager/Executive - Sr.	\$204.44	\$233.22	\$208.53	\$237.89	\$212.70	\$242.65	\$216.96	\$247.50	\$221.29	\$252.45

Option Period 1	Year 6 7/24/2020- 7/23/2021		Year 7 7/24/2021- 7/23/2022		Year 8 7/24/2022- 7/23/2023		Year 9 7/24/2023- 7/23/2024		Year 10 7/24/2024- 7/23/2025	
	Gvt-Site	Ktr-Site	Gvt-Site	Ktr-Site	Gvt-Site	Ktr-Site	Gvt-Site	Ktr-Site	Gvt-Site	Ktr-Site
Industrial Hygienist I	\$62.00	\$68.32	\$63.24	\$69.69	\$64.50	\$71.08	\$65.79	\$72.50	\$67.11	\$73.95
Industrial Hygienist II	\$93.27	\$102.82	\$95.13	\$104.87	\$97.04	\$106.97	\$98.98	\$109.11	\$100.96	\$111.29
Industrial Hygienist III	\$126.55	\$139.46	\$129.08	\$142.25	\$131.66	\$145.10	\$134.29	\$148.00	\$136.98	\$150.96
Industrial Hygienist IV	\$145.29	\$160.15	\$148.20	\$163.35	\$151.16	\$166.62	\$154.18	\$169.95	\$157.27	\$173.35
Industrial Hygienist V	\$194.68	\$214.60	\$198.57	\$218.89	\$202.54	\$223.27	\$206.59	\$227.73	\$210.73	\$232.29
Program Assistant	\$97.34	\$107.28	\$99.29	\$109.43	\$101.28	\$111.62	\$103.30	\$113.85	\$105.37	\$116.13
Program Manager	\$111.86	\$123.31	\$114.10	\$125.77	\$116.38	\$128.29	\$118.71	\$130.86	\$121.08	\$133.47
Program Manager - Senior	\$170.49	\$187.95	\$173.90	\$191.70	\$177.38	\$195.54	\$180.93	\$199.45	\$184.55	\$203.44
Safety Specialist I	\$62.00	\$68.32	\$63.24	\$69.69	\$64.50	\$71.08	\$65.79	\$72.50	\$67.11	\$73.95
Safety Specialist II	\$93.27	\$102.82	\$95.13	\$104.87	\$97.04	\$106.97	\$98.98	\$109.11	\$100.96	\$111.29
Safety Specialist III	\$126.55	\$139.46	\$129.08	\$142.25	\$131.66	\$145.10	\$134.29	\$148.00	\$136.98	\$150.96
Safety Specialist IV	\$145.29	\$160.15	\$148.20	\$163.35	\$151.16	\$166.62	\$154.18	\$169.95	\$157.27	\$173.35
Safety Specialist V	\$194.68	\$214.60	\$198.57	\$218.89	\$202.54	\$223.27	\$206.59	\$227.73	\$210.73	\$232.29
Subject Matter Expert I	\$80.35	\$88.59	\$81.96	\$90.36	\$83.60	\$92.17	\$85.27	\$94.01	\$86.98	\$95.89
Subject Matter Expert II	\$109.82	\$121.05	\$112.02	\$123.47	\$114.26	\$125.94	\$116.55	\$128.46	\$118.88	\$131.03
Subject Matter Expert III	\$155.38	\$171.30	\$158.49	\$174.72	\$161.66	\$178.22	\$164.89	\$181.78	\$168.19	\$185.42
Support Scientist I	\$62.58	\$68.96	\$63.83	\$70.34	\$65.11	\$71.75	\$66.41	\$73.18	\$67.74	\$74.65
Support Scientist II	\$70.40	\$77.58	\$71.81	\$79.13	\$73.24	\$80.72	\$74.71	\$82.33	\$76.20	\$83.98
Support Scientist III	\$89.05	\$98.15	\$90.83	\$100.12	\$92.64	\$102.12	\$94.50	\$104.16	\$96.39	\$106.25
Support Scientist IV	\$100.19	\$110.45	\$102.19	\$112.65	\$104.24	\$114.91	\$106.32	\$117.21	\$108.45	\$119.55
Support Scientist V	\$114.55	\$126.29	\$116.84	\$128.81	\$119.17	\$131.39	\$121.56	\$134.02	\$123.99	\$136.70
Technical Writer / Editor I	\$63.42	\$69.89	\$64.69	\$71.29	\$65.98	\$72.71	\$67.30	\$74.17	\$68.65	\$75.65
Technical Writer / Editor II	\$97.34	\$107.28	\$99.29	\$109.43	\$101.28	\$111.62	\$103.30	\$113.85	\$105.37	\$116.13
Technical Writer / Editor III	\$148.86	\$164.09	\$151.83	\$167.37	\$154.87	\$170.72	\$157.97	\$174.13	\$161.13	\$177.61
Technical Writer / Editor IV	\$194.68	\$214.60	\$198.57	\$218.89	\$202.54	\$223.27	\$206.59	\$227.73	\$210.73	\$232.29
Training Developer / Coordinator	\$95.19	\$104.91	\$97.09	\$107.01	\$99.04	\$109.15	\$101.02	\$111.33	\$103.04	\$113.55
Training Developer / Coordinator – Sr.	\$126.55	\$139.46	\$129.08	\$142.25	\$131.66	\$145.10	\$134.29	\$148.00	\$136.98	\$150.96

Labor Rates for SIN 541611: Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services and SIN 611430: Professional and Management Development Training

Option Period 1	Year 6 7/24/2020- 7/23/2021		Year 7 7/24/2021- 7/23/2022		Year 8 7/24/2022- 7/23/2023		Year 9 7/24/2023- 7/23/2024		Year 10 7/24/2024- 7/23/2025	
	Gvt-Site	Ktr-Site	Gvt-Site	Ktr-Site	Gvt-Site	Ktr-Site	Gvt-Site	Ktr-Site	Gvt-Site	Ktr-Site
Administrative Assistant I**	\$48.00	\$57.89	\$48.96	\$59.04	\$49.94	\$60.22	\$50.94	\$61.43	\$51.96	\$62.66
Administrative Assistant II**	\$64.86	\$78.23	\$66.16	\$79.80	\$67.48	\$81.39	\$68.83	\$83.02	\$70.21	\$84.68
Administrative Assistant III**	\$81.72	\$91.83	\$83.36	\$93.67	\$85.02	\$95.54	\$86.72	\$97.45	\$88.46	\$99.40
Budget Analyst - Senior	\$180.31	\$217.49	\$183.91	\$221.84	\$187.59	\$226.28	\$191.34	\$230.81	\$195.17	\$235.42
Consultant I	\$142.70	\$172.11	\$145.55	\$175.56	\$148.46	\$179.07	\$151.43	\$182.65	\$154.46	\$186.30
Consultant II	\$202.38	\$244.10	\$206.43	\$248.98	\$210.55	\$253.96	\$214.77	\$259.04	\$219.06	\$264.22
Consultant III	\$291.89	\$352.07	\$297.73	\$359.11	\$303.69	\$366.30	\$309.76	\$373.62	\$315.95	\$381.10
Minute Taker	\$68.75	\$82.93	\$70.12	\$84.58	\$71.53	\$86.28	\$72.96	\$88.00	\$74.42	\$89.76
Minute Taker - Senior	\$103.80	\$125.18	\$105.87	\$127.69	\$107.99	\$130.24	\$110.15	\$132.85	\$112.35	\$135.50
Program Assistant	\$101.83	\$122.83	\$103.86	\$125.28	\$105.94	\$127.79	\$108.06	\$130.35	\$110.22	\$132.95
Program Manager	\$132.32	\$159.61	\$134.97	\$162.80	\$137.67	\$166.06	\$140.42	\$169.38	\$143.23	\$172.77
Program Manager - Senior	\$169.30	\$204.20	\$172.69	\$208.29	\$176.14	\$212.45	\$179.66	\$216.70	\$183.26	\$221.04
Subject Matter Expert I	\$81.72	\$98.57	\$83.36	\$100.54	\$85.02	\$102.56	\$86.72	\$104.61	\$88.46	\$106.70
Subject Matter Expert II	\$110.26	\$132.96	\$112.47	\$135.62	\$114.72	\$138.33	\$117.01	\$141.10	\$119.35	\$143.92
Subject Matter Expert III	\$150.50	\$181.50	\$153.51	\$185.13	\$156.58	\$188.83	\$159.71	\$192.61	\$162.91	\$196.46
Subject Matter Expert IV	\$202.38	\$244.10	\$206.43	\$248.98	\$210.55	\$253.96	\$214.77	\$259.04	\$219.06	\$264.22
Subject Matter Expert V	\$291.89	\$352.07	\$297.73	\$359.11	\$303.69	\$366.30	\$309.76	\$373.62	\$315.95	\$381.10
Technical Writer/Editor I	\$79.14	\$95.45	\$80.72	\$97.36	\$82.34	\$99.31	\$83.99	\$101.29	\$85.67	\$103.32
Technical Writer/Editor II	\$110.26	\$133.01	\$112.47	\$135.67	\$114.72	\$138.38	\$117.01	\$141.15	\$119.35	\$143.97
Technical Writer/Editor III	\$156.33	\$182.91	\$159.45	\$186.56	\$162.64	\$190.30	\$165.89	\$194.10	\$169.21	\$197.98
Technical Writer/Editor IV	\$202.38	\$244.10	\$206.43	\$248.98	\$210.55	\$253.96	\$214.77	\$259.04	\$219.06	\$264.22
Visual Designer	\$62.27	\$75.10	\$63.52	\$76.60	\$64.79	\$78.14	\$66.08	\$79.70	\$67.40	\$81.29
Visual Designer - Senior	\$124.54	\$150.23	\$127.03	\$153.23	\$129.57	\$156.29	\$132.16	\$159.42	\$134.81	\$162.61

SERVICE CONTRACT ACT

"The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (**) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide)."

A matrix of SCA labor categories is listed below:

SCA Eligible Labor Category	SCA Equivalent Code Title	Wage Determination No
Administrative Assistant I	01111 - General Clerk I	1967-0442
Administrative Assistant II	01112 - General Clerk II	1967-0442
Administrative Assistant III	01113 - General Clerk III	1967-0442
Data Keyer	01111 - General Clerk I	1967-0442

GSA SCHEDULE CONTRACTS

GSA has facilitated the acquisition of commercial services by establishing GSA Schedule Contracts. Under the Federal Supply Schedule program, GSA enters into government-wide contracts with commercial firms to provide products and services at pre-approved prices and for a given period of time. This streamlined procurement approach significantly reduces the time required to obtain services because GSA has reviewed firm capabilities, negotiated rates, and pre-qualified firms to provide services.

The advantages of the Schedules program include:

- ◆ Reduction in time required to obtain services (usually a few weeks).
- ◆ Commerce Business Daily synopsis is not required.
- ◆ Competition requirements have been met (FAR 6.1023(d)(3)).
- ◆ Rates have been determined to be fair and reasonable.
- ◆ Can be used by all federal agencies and the District of Columbia.
- ◆ Agencies can order directly from the contracted firm – no transfer of funds to GSA.
- ◆ No maximum order limitations.
- ◆ BPAs can be used to customize your solution.

CSS AVAILABLE GSA SCHEDULE CONTRACTS

Information on CSS GSA Schedule Contracts can be found at: <http://www.css-inc.com>. Our GSA Schedules Contract includes:

Multiple Award Schedule

Contract No. GS00F217CA