



Authorized PSS Schedule Price List

Contract GS-00F-0032L – Option Year 3
July 1, 2001 to June 30, 2021



Solving Problems for Every Environment

A Woman-Owned, Small Business

Professional Services Schedule (PSS)

Industrial Group: 00CORP

Federal Acquisition Schedule Price List



On-line access to contract ordering information, terms and conditions; updated pricing; and the option to create an electronic deliver order are available through the GSA Advantage menu-driven database system. The INTERNET address is GSAAdvantage.gov. Agencies can browse the HAZMED Web Site via the Internet at <http://www.hazmed.com/>.

Contact

HAZMED, Inc.
1050 Connecticut Avenue, NW, 5th Floor, Suite 500
Washington, D.C. 20036
(202) 742-6521 Voice; (202) 772-3101 FAX

Point of Contact/Authorized Negotiator
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For more information on ordering from GSA Acquisition Schedules click on the Acquisition button at www.gsa.gov.

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Section I

Introduction to GSA's Federal Supply Schedules

Welcome to HAZMED's Professional Services Schedule.

General Information Regarding GSA's Federal Supply Schedules*

GSA Schedules closely mirrors commercial buying practices. It provides customers with literally millions of state-of-the-art, high-quality commercial services and products at volume discount pricing on a direct delivery basis. All customers, even those in remote locations, are provided with the latest technology, quality services and products, convenience, and most-favored customer pricing. GSA Schedules also offers the potential benefits of shorter lead-times, lower administrative costs, and reduced inventories; including significant opportunities for agencies to meet small business goals, while promoting compliance with various environmental and socio-economic laws and regulations.

GSA awards contracts to all responsible companies that offer a commercial item falling within the generic description of the Schedule. Contracting Officers determine that prices are fair and reasonable by comparing the price or discounts that a company offers the Government, with the price or discounts that the company offers to its own commercial customers. This negotiation objective is commonly known as "most favored customer" pricing. When orders are placed against a GSA Multiple Award Schedule (MAS) Schedule contract, using the procedures under Federal [Acquisition Regulations \(FAR\) 8.4](#), they are considered to be issued using full and open competition (see [FAR 6.102\(d\)\(3\)](#)). The ordering offices need not seek further competition, synopsise the requirement, make a separate determination of fair and reasonable pricing, or consider small business programs. By placing an order against a schedule using the procedures in this section, the ordering office has concluded that the order represents the best value and results in the lowest overall cost alternative (considering price, special features, administrative costs, etc.) to meet the Government's needs.

GSA Schedules offer several features such as:

- *Blanket Purchase Agreements*
- *Contractor Team Arrangements*
- *Price Reductions*
- *New Technology*
- *Continuous Open Seasons*
- *Evergreen Contracts*
- *Worldwide Coverage*
- *Purchase Card Acceptance*
- *Environmental Programs/Identification*



What is a Professional Services Schedule?

The Professional Services Schedule (PSS) enables Federal agencies to procure total professional service solutions using a single Multiple Award Schedule. PSS contractors possess expertise related to an array of professional services, including; business consulting & program support services, financial consulting solutions, environmental services, engineering services, advertising and integrated marketing services, logistics support and language services.

What value and benefits does the Professional Services Schedule provide?

The PSS Contract adds value by reducing administrative costs, shortening lead times for both Government and industry while ensuring quality services and products. This PSS Federal Supply Contract provides HAZMED with the opportunity to offer our entire business line under one contract with no more hunting for the right schedule fit, and eliminates redundancy in preparing bids, publishing pricelists and reporting sales, thus reducing costs to do business.

From a customer perspective, PSS contracting will provide a single entryway to the commercial Schedules marketplace--no more searching through various schedules to find needed items—and will reduce administrative work. Total solutions for customer requirements will be available, easily accessible and provide a best value, greatest overall benefit approach through the PSS contract.

In this catalog you will find a listing of SINs (Special Identification Numbers) with descriptions of services that HAZMED offers under our PSS Federal Supply Schedule Contract. You will also find professional labor category descriptions as well as our Government approved product and services price list. Additionally, located in this catalog are the necessary ordering, terms and conditions as well as relevant information about HAZMED.

HAZMED is a women-owned, small business under this contract.

Thank you for considering HAZMED.

GSA SCHEDULE FREQUENTLY ASKED QUESTIONS

How do I know I am getting the best price?

GSA's goal is to be your best value supplier of choice. Multiple Award Schedules contracts offer Most Favored Customer discounts. Quantity discounts may also be available. Additional price reductions may be obtained by individual agencies. (This provision alone prevents anyone from claiming to beat GSA prices without contacting Multiple Award Schedule contractors first.)

How is purchasing from Multiple Award Schedules better than purchasing on the open market?

When you purchase from Schedules you know that: GSA has already determined the price to be fair and reasonable. Synopsis is not required. Multiple Award Schedules contracts have been awarded in compliance with all applicable laws and regulations. Administrative time is reduced. A wide selection of commercial items are available. Easy ordering.

What is all this talk about a Blanket Purchase Agreement (BPA) under the Multiple Award Schedule? What exactly is it?

Setting up a BPA with a Multiple Award Schedule contractor is a way to fill recurring needs while taking advantage of quantity discounts, saving administrative time and reducing paperwork.

In the past, individual orders under a BPA could not exceed the maximum order limitation. Today, that is no longer true. With the removal of the maximum order limitation, agencies are no longer restricted by any dollar limitations when placing orders under a BPA.

With a Multiple Award Schedule BPA you can order as much as you want, as little as you want and as often as you want. You can use a BPA as an ordering device that your field offices across the nation can participate in, allowing them to place orders directly. In doing so, your entire agency reaps the benefits of additional discounts negotiated into your own BPA.

Teaming Arrangements are permitted with Multiple Award Schedule Contractors in accordance with FAR 9.6. Teaming Arrangement may be incorporated into your BPA!!

But I thought BPA's are for Simplified Acquisition Purchases and are restricted to \$100,000?

The use of BPA's under Multiple Award Schedules have been permitted for a long time. Check Federal Acquisition Regulation (FAR) 13.202(c): "BPA's may also be established with Federal Supply Schedule contracts...". In the past, individual orders under a BPA could not exceed the maximum order limitation. Today, that is no longer true. With the removal of the maximum order limitation, agencies are no longer restricted by any dollar limitations when placing order under a Schedule BPA!



What is this new Maximum Order Threshold that everyone is so excited about?

This new commercial practice brings more value and choices to our customers. Customer orders will no longer be restricted by a maximum order limitation. New procedures have been developed that allow Schedules contractors to accept "**any size**" order. In accordance with FAR 8.404(b) (3) the maximum order threshold represents the point where it is advantageous for customers to seek a price reduction. In fact, for orders exceeding this threshold, after a customer reviews the price list(s) or GSA Advantage!™, the FAR instructs customers to generally seek price reductions from schedule contractor(s) appearing to provide the best value (considering price and other factors).

How can I be sure the products or services I need will always be available on a Schedule Contract?

Schedule contract periods are as long as 5 years with 5-year options.

When I place an order under a Schedule contract does it really meet Competition in Contracting Act requirements?

YES! Use of the Multiple Awards Schedule program is a competitive procedure (see FAR 6.102(d) (3)).

FAR 6.102 Use of Competitive Procedures.

The competitive procedures available for use in fulfilling the requirement for full and open competition are as follows:

- (a) *Sealed bids.* (See 6.401(a).)
- (b) *Competitive proposals.* (See 6.401(b).) If sealed bids are not appropriate under paragraph (a) of this section, contracting officers shall request competitive proposals or use the other competitive procedures under paragraph (c) or (d) of this section.
- (c) *Combination of competitive procedures.* If sealed bids are not appropriate, contracting officers may use any combination of competitive procedures (e.g., two-step sealed bidding).
- (d) *Other competitive procedures.*
 - (1) Selection of sources for architect-engineer contracts in accordance with the provisions of Pub. L. 92-582 (40 U.S.C. 541, *et seq.*) is a competitive procedure (see Subpart 36.6 for procedures).
 - (2) Competitive selection of basic and applied research and that part of development not related to the development of a specific system or hardware procurement is a competitive procedure if award results from-
 - (i) A broad agency announcement that is general in nature identifying areas of research interest, including criteria for selecting proposals, and soliciting the participation of all offerors capable of satisfying the Government's needs; and
 - (ii) A peer or scientific review.
 - (3) Use of multiple award schedules issued under the procedures established by the Administrator of General Services consistent with the requirement of 41 U.S.C. 259(b)(3)(A) for the multiple award schedule program of the General Services Administration is a competitive procedure.

Section II

Customer Information



CUSTOMER INFORMATION

GSA Federal Supply Schedule Contract Number: GS-00F-0032L

Authorized Federal Supply Schedule Pricelist

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

Table of Awarded Special Items Number (SINs)

SIN	Recovery Contracting	Special Item Description
C132-51	C132-51RC	Information Technology Professional Services
874-1	874-1RC	Integrated Consulting Services
874-4	874-4RC	Training Services
874-6	874-6RC	Acquisition Management Support
874-7	874-7RC	Integrated Business Program Support Services
899-1	899-1RC	Environmental Consulting Services
899-3	899-3RC	Environmental Training Services
899-5	899-5RC	Materials And Waste Recycling And Disposal Services
100-03	100-03RC	Ancillary Supplies and/or Services

SPECIAL NOTICE TO AGENCIES:

Small Business Participation

SBA strongly supports the participation of small business concerns in the Federal Supply Schedules Program. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micro-purchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ online shopping service (www.fss.gsa.gov). The catalogs/pricelists, GSA Advantage!™ and the Federal Supply Service Home Page (www.fss.gsa.gov) contain information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting pricelists for a best value determination.

For orders exceeding the micro-purchase threshold, customers are to give preference to



small business concerns when two or more items at the same delivered price will satisfy their requirement.

1. Please see "Job Descriptions" for a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services.
2. Maximum order: \$1,000,000.00
3. Minimum order: \$100.00
4. Geographic coverage (delivery area).

The geographic scope of contract is the 48 contiguous states and the District of Columbia, Alaska, Hawaii, Puerto Rico, and Worldwide.

5. Discounts

Prices shown are NET Prices; Basic Discounts have been deducted.

- a. Prompt Payment: None
- b. Quantity: None
- c. Dollar Volume: None
- d. Government Educational Institutions: None
- e. Other: N/A

Government Educational Institutions are offered the same discounts as all other Government customers.

6. HAZMED accepts the Government purchase card for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Government purchase cards will be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.
7. Foreign items (list items by country of origin). N/A
8. Time of delivery. Normal and Expedited - Time of delivery will be determined with the ordering agency.
9. F.O.B. Destination
10. Ordering address: HAZMED, Inc., 1050 Connecticut Avenue, NW, 5th Floor, Suite 500, Washington, D.C. 20036
11. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules/ordering).
12. Payment address: HAZMED, Inc., 1050 Connecticut Avenue, NW, 5th Floor, Suite 500, Washington, D.C. 20036



13. Warranty provision. See "Terms and Conditions"
14. Export packing charges, if applicable. N/A
15. Section 508 compliance information is available on HAZMED's website at www.hazmed.com.
16. STATISTICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279:

Block 9: G. Order/Modification Under Federal Schedule
Block 16: Data Universal Numbering System (DUNS Number: 62-125-1990)
Block 30: Type of Contractor – A. Small Business
Block 31: Woman-Owned Small Business –YES
Block 36: Contractor's Taxpayer Identification Number (TIN) 52-1594557

4a. CAGE Code: 04CR5
17. HAZMED, Inc. is registered in the System for Award Management (SAM) database.
18. PURCHASE OF INCIDENTAL, NON-SCHEDULE ITEMS:

For administrative convenience, open market (non-contract) items may be added to a Federal Supply Schedule Blanket Purchase Agreement (BPA) or an individual order, provided that the items are clearly labeled as such on the order, all applicable regulations have been followed, and price reasonableness has been determined by the ordering activity for the open market (non-contract) items.
19. TRADE AGREEMENTS ACT OF 1979, AS AMENDED:

All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.
20. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS:

Federal departments and agencies acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDS), which are cited by ordering offices, shall be responded to promptly by the Contractor.
21. FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS):

Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has

been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

22. FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS):

Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Supply Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

23. INSTALLATION, DEINSTALLATION, REINSTALLATION

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall receive less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act apply.

The requisitioning activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8.

Section III

Terms and Conditions



HAZMED, Inc. Terms and Conditions Applicable to Professional Services

1. SCOPE

- a. The prices, terms and conditions stated under the PSS Schedule apply exclusively to Services within the scope of this PSS Schedule.
- b. HAZMED shall provide services at the Contractor's facility and/or at the Government location, as agreed to by HAZMED and the ordering office.

2. PERFORMANCE INCENTIVES

- a. When using a performance based statement of work, performance incentives may be agreed upon between the Contractor and the ordering office on individual fixed price orders or Blanket Purchase Agreements, for fixed price tasks, under this contract in accordance with this clause.
- b. The ordering office must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. To the maximum extent practicable, ordering offices shall consider establishing incentives where performance is critical to the agency's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.
- d. The above procedures do not apply to Time and Material or labor hour orders.

3. ORDERING PROCEDURES FOR SERVICES (REQUIRING A STATEMENT OF WORK)

FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SINs) within a Schedule. GSA has established special ordering procedures for services that require a Statement of Work. These special ordering procedures take precedence over the procedures in FAR 8.404 (b) (2) through (b) (3). GSA has determined that the prices for services contained in the contractor's price list applicable to this Schedule are fair and reasonable. However, the ordering office using this contract is responsible for considering the level of effort and mix of labor proposed to perform a specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

- (a) When ordering services, ordering offices shall—
 - (1) Prepare a Request (Request for Quote or other communication tool):

(ii) A statement of work (a performance-based statement of work is preferred) that outlines, at a minimum, the work to be performed, location of work, period of performance,

(ii) The request should include the statement of work and request the contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering office makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials proposal may be requested. The firm-fixed price shall be based on the rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any travel costs or other incidental costs related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor-hour and time-and-materials orders.

(iii) The request may ask the contractors, if necessary or appropriate, to submit a project plan for performing the task, and information on the contractor's experience and/or past performance performing similar tasks.

(iv) The request shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical qualification of responses. If consideration will be limited to schedule contractors who are small business concerns as permitted by paragraph (2) (i) below, the request shall notify the contractors that will be the case.

(2) Transmit the Request to Contractors:

(i) Based upon an initial evaluation of catalogs and price lists, the ordering office should identify the contractors that appear to offer the best value (considering the scope of services offered, pricing and other factors such as contractors' locations, as appropriate). When buying IT professional services, the ordering office, at its discretion, may limit consideration to those schedule contractors that are small business concerns. This limitation is not applicable when buying supplies and/or services under other SINs as well as professional services. The limitation may only be used when at least three (3) small businesses that appear to offer services that will meet the agency's needs are available, if the order is estimated to exceed the micro-purchase threshold.

(ii) The request should be provided to three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold. For proposed orders exceeding the maximum order threshold, the request should be provided to additional contractors that offer services that will meet the agency's needs. Ordering offices should strive to minimize the contractors' costs associated with responding to requests for quotes for specific orders. Requests should be tailored to the

minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, when possible.

(3) Evaluate Responses and Select the Contractor to Receive the Order: After responses have been evaluated against the factors identified in the request, the order should be placed with the schedule contractor that represents the best value. (See FAR 8.404)

(b) The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPAs) for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering office the opportunity to secure volume discounts. When establishing BPAs, ordering offices shall—

(1) Inform contractors in the request (based on the agency's requirement) if a single BPA or multiple BPAs will be established, and indicate the basis that will be used for selecting the contractors to be awarded the BPAs.

(i) SINGLE BPA: Generally, a single BPA should be established when the ordering office can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value should be awarded the BPA. (See FAR 8.404)

(ii) MULTIPLE BPAs: When the ordering office determines multiple BPAs are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing the BPAs. When multiple BPAs are established, the authorized users must follow the procedures in (a) (2) (ii) above and then place the order with the Schedule contractor that represents the best value.

(2) Review BPAs Periodically: Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value. (See FAR 8.404)

(c) The ordering office should give preference to small business concerns when two or more contractors can provide the services at the same firm-fixed price or ceiling price.

(d) When the ordering office's requirement involves both products as well as executive, administrative and/or professional, services, the ordering office should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the best value. (See FAR 8.404)

The ordering office, at a minimum, should document orders by identifying the contractor from which the services were purchased, the services purchased, and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For agency requirements in excess of the micro-purchase threshold, the order file should document the evaluation of Schedule contractors' quotes that formed the basis for the selection of the contractor that



received the order and the rationale for any trade-offs made in making the selection. Ordering procedures for other services available on schedule at fixed prices for specifically defined services or tasks should use the procedures in FAR 8.404. These procedures are listed in the price list, under "Information for Ordering Offices," paragraph #12.

4. ORDER

a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.

b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

5. PERFORMANCE OF SERVICES

a. HAZMED shall commence performance of services on the date agreed to by the Contractor and the ordering office.

b. HAZMED agrees to render services only during normal working hours, unless otherwise agreed to by HAZMED and the ordering office.

c. The Agency should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.

d. Any HAZMED travel required in the performance of Services will comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel.

6. INSPECTION OF SERVICES

The Inspection of Services–Fixed Price (AUG 1996) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection–Time-and-Materials and Labor-Hour (JAN 1986) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

7. RESPONSIBILITIES OF THE CONTRACTOR

HAZMED shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 Rights in Data – General, may apply.



8. RESPONSIBILITIES OF THE GOVERNMENT

Subject to security regulations, the ordering office shall permit HAZMED access to all facilities necessary to perform the requisite Services.

9. INDEPENDENT CONTRACTOR

All IT Services performed by HAZMED under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the Government.

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed Government contract, without some restriction on activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the Government, ordering offices may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

11. INVOICES

HAZMED, upon completion of the work ordered, shall submit invoices for services. Progress payments may be authorized by the ordering office on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

12. PAYMENTS

For firm-fixed price orders the Government shall pay HAZMED, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts (Alternate I (APR

1984)) at FAR 52.232-7 applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts (FEB 1997) (Alternate II (JAN 1986)) at FAR 52.232-7 applies to labor-hour orders placed under this contract.

13. RESUMES

Resumes shall be provided to the GSA Contracting Officer or the user agency upon request.

14. INCIDENTAL SUPPORT COSTS

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering agency in accordance with the guidelines set forth in the FAR.

15. APPROVAL OF SUBCONTRACTS

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

16. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:

(1) Time of delivery/installation quotations for individual orders;

(2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.

(3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

17. LIABILITY FOR INJURY OR DAMAGE

The Contractor shall not be liable for any injury to Government personnel or damage to Government property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.



18. STATISTICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279:

Block 9: G. Order/Modification Under Federal Schedule

Block 16: Data Universal Numbering System (DUNS Number: 62-125-1990)

Block 30: Type of Contractor – A. Small Business

Block 31: Woman-Owned Small Business -YES

Block 36: Contractor's Taxpayer Identification Number (TIN) 52-1594557

4a. CAGE Code: 04CR5

4b. HAZMED has registered with the System for Award Management (SAM) Database.

19. OVERSEAS ACTIVITIES

The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the price list outside the 48 contiguous states and the District of Columbia, except as indicated below:

Upon request of the Contractor, the Government may provide the Contractor with logistics support, as available, in accordance with all applicable Government regulations. Such Government support will be provided on a reimbursable basis, and will only be provided to the Contractor's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

Section IV

Professional Services

ITEMS

SIN C 132-51 – INFORMATION TECHNOLOGY PROFESSIONAL SERVICES

Includes resources and facilities management, database planning and design, systems analysis and design, network services, programming, conversion and implementation support, network services project management, data/records management, and other services relevant to 29CFR541.400.

****NOTE – This SIN cannot be used as a “stand alone” SIN – If an agency requires IT professional services as the only service needed, they are directed to Schedule 70.***

SIN 874-1 INTEGRATED CONSULTING SERVICES

Contractors shall provide expert advice and assistance in support of an agency's mission-oriented business functions. Services covered by this SIN include: Management or strategy consulting, including research, evaluations, studies, analyses, scenarios/simulations, reports, business policy and regulation development assistance, strategy formulation, and expert witness services; Facilitation and related decision support services; Survey services, using a variety of methodologies, including survey planning, design, and development; survey administration; data validation and analysis; reporting, and stakeholder briefings; and Advisory and assistance services in accordance with FAR 37.203.

NOTE: Consulting services where the preponderance of work is specifically covered under other GSA Schedules are not permitted under this SIN; please refer to the Scope of Work in Part I of the MOBIS solicitation for further information.

SIN 874-4 TRAINING SERVICES

Instructor Led Training, Web Based Training Web Based Training and Education Courses, Course Development and Test Administration Learning Management, Internships.- Proposed courses shall be commercially-available off-the-shelf training and/or educational courses that are delivered via an Instructor-led (i.e. traditional classroom setting or conference/seminar) and/or web-based (i.e. Internet/Intranet, software packages and computer applications) system. Courses shall have a defined course title, length of time (i.e. hours, days, semesters, etc.), description of material to be taught (i.e. syllabi, table of contents, etc.), and whether materials are included in the price. (i.e., books, pamphlets, software, etc.). Support materials not included may be offered under SIN C874-5. C874-9. Proposed professional services shall be in support of planning, creating, and/or executing testing and test administration, learning management, internship, or development of new courses or subject matter delivered via an instructor-led (i.e. traditional classroom setting or conference/seminar) and/or web-based (i.e. Internet/Intranet, software packages and computer applications) system. Proposed customization services are the result of planning, creating, and/or executing a proprietary format and may be priced as a flat rate or as Labor/hours using professional labor categories (i.e., Subject Matter Experts (SMEs), Program Managers, Project Managers, Research Assistant, Technical Specialist, etc.), subject matter(s), Systems requirements and methodology(ies) to be used should be stated. Acquisition training will be accomplished under SIN C874-8. Functional industry-specific training covered under other schedules will not be accomplished under this SIN.

A customized course(s) shall include labor categories (i.e. Subject Matter Experts (SMEs), Program Managers, Project Managers, Research Assistant, Technical Specialist, etc.), subject matter(s), and methodology(ies) to be used.

SIN 874-6 ACQUISITION MANAGEMENT SUPPORT

Contractors shall provide professional support services to agencies in conducting federal acquisition management activities. Services covered by this SIN are: acquisition planning assistance, including market research and recommending procurement strategy: acquisition document development, including cost/price estimates, quality assurance surveillance plans, statements of work, synopses, solicitations, price negotiation memoranda, etc.: expert assistance in supporting proposal evaluations, including price/cost analysis or technical proposal analysis: contract administration support services, including assistance with reviewing contractor performance, developing contract modifications, and investigating reports of contract discrepancies: contract close-out assistance; Competitive Sourcing support, including OMB Circular A-76 studies, strategic sourcing studies, privatization studies, public-private partnerships, and Federal Activities Inventory Reform (FAIR) Act studies.

SIN 874-7 INTEGRATED BUSINESS PROGRAM SUPPORT SERVICES

Contractors shall provide services to assist agencies in managing their mission-oriented business projects or programs and achieving mission performance goals. Services covered by this SIN include: All phases of program or project management, from planning to closeout; Operational/administrative business support services in order to carry out program objectives. NOTE 1: Program support services where the preponderance of work is specifically covered under other GSA Schedules are not permitted under this SIN; please refer to the Scope of Work in Part I of the MOBIS solicitation for further information. NOTE 2: Administrative support services are authorized under this SIN; however, they must be provided in conjunction with other professional business services covered under this Schedule and must be performed under the supervision of the contractor's Project or Program Manager. Personal services as defined in FAR are prohibited under MOBIS.

SIN 899-1 ENVIRONMENTAL CONSULTING SERVICES

Under this SIN, only consulting services may be performed. The services include, but are not limited to: Planning and Documentation Services for the development, planning, facilitation, coordination, and documentation of and/or for environmental initiatives (or mandates such as Executive Order 13423) in areas of chemical, radiological, and/or hazardous materials; ISO 14001 Environmental Management System (EMS) and sustainable performance measure development; Environmental Assessment (EA) and Environmental Impact Statement (EIS) preparation under the National Environmental Policy Act (NEPA); Endangered species, wetland, watershed, and other natural resource management plans; Archeological and/or cultural resource management plans; Environmental program and project management; Environmental regulation development; Economic, technical and/or risk analysis; other environmentally related studies and/or consultations; Homeland Security solutions that include Biochemical protection; Crime prevention through environmental design surveys (CPTED); Economical, technical and/or risk analysis; Identification and mitigation of threats inclusive of protective measures to mitigate the threats; and Vulnerability assessments. Compliance Services such as review, audit, and implementation/management of EMS and other compliance and contingency plans and performance measures; Permitting; Spill prevention/control and countermeasure plans; Pollution

prevention surveys; and Community Right to-Know Act reporting. Advisory Services for ongoing advice and assistance with data and information in support of agency environmental programs involving areas such as Hazardous material spills; Material safety data sheets (MSDS), Biological/medical data sheets; Information hotlines; Poison control hotlines; Environmental regulations and environmental policy/procedure updates; Management, furnishing, or inventory of MSDS. Waste Management Consulting Services to provide guidance in support of waste-related data collection, feasibility studies and risk analyses; Resource Conservation and Recovery Act/ Comprehensive Environmental Response Compensation and Liability Act (RCRA/CERCLA) site investigations; Hazardous and/or non-hazardous exposure assessments; Waste characterization and source reduction studies; Review and recommendation of waste tracking or handling systems; Waste management plans and/or surveys; Waste minimization/pollution prevention initiatives; and Review of technologies and processes impacting waste management.

SIN 899-3 ENVIRONMENTAL TRAINING SERVICES

This SIN is designed to aid agencies in training personnel in a variety of environmentally related subjects in order to meet Federal mandates and Executive Orders. Environmentally related training can be conducted on- or off-site using standard off-the-shelf, customized, or computer/web-based interactive courses. Examples of environmental training courses include: Air/blood borne pathogens; Asbestos awareness; Environmental management planning and operations and maintenance (O&M) planning; Asbestos Hazard Emergency Response Act (AHERA); Compliance with environmental laws/regulations; Comprehensive Environmental Response Compensation and Liability Act (CERCLA); Confined space training; Electronics management; Emergency response plans; Environmental audits, awareness, compliance, and management; Fire preparedness training; First responder; Hazardous materials and waste (HAZMAT) training to include compliance, operation, packaging, handling, generators, and incident response; Hazardous waste operations and emergency response (HAZWOPER) training inclusive of transportation, storage and disposal; ISO 14001 Environmental Management Systems (EMS); Lead training to include awareness, inspecting, assessing, rehabilitation, and renovation; Mold (abatement, assessment); National Environmental Policy Act (NEPA); Natural habitat preservation; Occupational Safety and Health Administration (OSHA); Pollution prevention; Public fire safety education; Resource Conservation and Recovery Act (RCRA); Sustainable environmental practices; Water conservation; and Wetlands regulation and permitting.

SIN 899-5 MATERIALS AND WASTE RECYCLING AND DISPOSAL SERVICES

Services include, but are not limited to: Management and oversight of Hazardous Material (HAZMAT) disposal operations, and management, oversight and recycling of universal waste (e.g., electronic equipment, batteries, cell phones, cathode ray tubes (CRTs), and compact fluorescent light bulbs (CFLs)). This includes reuse assessments and inventory, destruction, inventory transfer and/or disposal after compliance with GSA Office of Personal Property Management requirements outlined in Federal Management Regulations 101-42, 102-36, and 102-37 (as applicable). Examples of types of material waste services include, but are not limited to: Solid waste, industrial waste, mining waste, and oilfield waste (e.g., drill cuttings); Liquid waste (e.g., wastewater containing less than 1% solids); Excess inventory; Surplus inventory; Non-hazardous materials that pose no immediate threat to human health and the environment, excluding household waste (e.g., routine refuse collection and disposal); Hazardous materials and/or those that contain leachable toxic components; Plastics such as acrylic, nylon, high-

density polyethylene (HDPE) and low-density polyethylene (LDPE); Confiscated materials; and Construction debris such as asphalt, drywall and/or metal. Note: Services offered under this SIN shall NOT include any association with construction services and/or the transportation and/or disposal of Special Waste such as radioactive and medical waste, and/or the disposal of discarded, unwanted material (e.g., office paper, newspaper, food waste, and beverage containers, cardboard and packing materials).

SIN 100-03 ANCILLIARY SUPPLIES AND/OR SERVICES

Ancillary supplies and/or services are support supplies and/or services which are not within the scope of any other SIN on this schedule. These supplies and/or services are necessary to compliment a contractor's offerings to provide a solution to a customer requirement. This SIN may be used for orders and blanket purchase agreements that involve work or a project that is solely associated with the supplies and/or services purchased under this schedule. This SIN EXCLUDES purchases that are exclusively for supplies and/or services already available under another schedule. Special Instructions: The work performed under this SIN shall be associated with existing SIN(s) that are part of this schedule. Ancillary supplies and/or services shall not be the primary purpose of the work ordered, but be an integral part of the total solution offered. Ancillary supplies and/or services may only be ordered in conjunction with or in support of supplies or services purchased under another SIN(s) of the same schedule. Offerors may be required to provide additional information to support a determination that their proposed ancillary supplies and/or services are commercially offered in support of one or more SIN(s) under this schedule.

Section V

Labor Category Descriptions

Labor Category Descriptions

Education and Experience Substitutions

Except as noted, two (2) years of experience may be substituted for one year of education and one year of education may be substituted for two years of experience.

IT PROFESSIONAL SERVICES

SINs C132-51; 132-51RC

Commercial Job Title: Administrative Assistant II

Minimum/General Experience: Three (3) to five (5) years of experience in a Government or commercial contracting environment.

Functional Responsibilities: Under general supervision, performs administrative duties and assists in specific tasks of a more technical nature. Generates documentation and spreadsheets and maintains contract files. Requires proficiency in Commercial Off-The-Shelf software, including advanced techniques for document production, spreadsheet, electronic graphics, and database programs.

Minimum Education: High school diploma.

Commercial Job Title: Administrative Assistant III

Minimum/General Experience: Six (6) to eight (8) years of applicable experience or an equivalent combination of education, training, and experience. Also requires accurate typing of 60 wpm, strong computer software skills, and office management.

Functional Responsibilities: Under general guidance, provides specialized and complex administrative and secretarial support to a corporate officer. Demonstrates strong organizational and technical skills, including a high level of competence in office procedures. Demonstrates the ability to exercise sound judgment in sensitive matters with minimum supervision.

Minimum Education: Associate's degree or four (4) years of relevant experience.

Commercial Job Title: Business Process Reengineering Specialist II

Minimum/General Experience: Three (3) to five (5) years of experience evaluating, developing, and documenting organizational processes and procedures; implementing new business or computer systems; and delivering operational staff training.

Functional Responsibilities: Analyzes business processes to determine most efficient methods of accomplishing work. Uses computer-based and manual workflow analysis tools to study work procedures, information flows, production methods, inventory controls, and

cost analyses. Documents findings and recommends new procedures, systems, and organizational changes, including staffing, equipment, and facility requirements. Monitors newly implemented systems to ensure smooth functioning. May install new systems and train operating staff. May conduct operational effectiveness reviews to ensure changes are applied and functioning as intended. Develops and maintains operating systems documentation and procedure manuals.

Minimum Education: Bachelor's degree in Computer Science, Business Management, Accounting, Business Administration, or a related field.

Commercial Job Title: Business Process Reengineering Specialist III

Minimum/General Experience: Six (6) to eight (8) years of experience, including at least 4 years of specialized experience. The latter may include facilitation, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices.

Functional Responsibilities: Applies process improvement and reengineering methodologies and principles to conduct process modernization projects. Duties include activity and data modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements. Provides group facilitation, interviewing, and training, and provides additional forms of knowledge transfer.

Minimum Education: Bachelor's degree in Computer Science, Business Management, Accounting, Business Administration, or a related field.

Commercial Job Title: Business Process Reengineering Specialist IV

Minimum/General Experience: Nine (9) to twelve (12) years of experience, of which at least seven (7) years must be specialized. Specialized experience may include facilitation, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices.

Functional Responsibilities: Applies process improvement and reengineering methodologies and principles to conduct process modernization projects. Responsible for effective transitioning of existing project teams and facilitation of project teams in the accomplishment of project activities and objectives. Provides group facilitation, interviewing,

and training, and provides additional forms of knowledge transfer. Key coordinator among multiple project teams to ensure enterprise-wide integration of reengineering efforts.

Minimum Education: Bachelor's degree in Computer Science, Business Management, Accounting, Business Administration, or a related field.

Commercial Job Title: Computer Programmer I

Minimum/General Experience: Zero (0) to two (2) years of programming experience. Must have some knowledge of major operating systems concepts.

Functional Responsibilities: Assists senior level programmers in translating client descriptions and requirements into workable, readable, and well-documented code solutions. Tests and debugs applications and systems following a test design provided by analysts.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

Commercial Job Title: Computer Programmer II

Minimum/General Experience: Three (3) to five (5) years of programming experience. Must have demonstrated familiarity with major operating systems concepts.

Functional Responsibilities: Assists project team to translate client descriptions and requirements into workable, readable, and well-documented code solutions. Tests and debugs applications and systems following a test design provided by analysts.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

Commercial Job Title: Computer Programmer III

Minimum/General Experience: Six (6) to eight (8) years of programming experience. Must have demonstrated familiarity with major operating systems concepts.

Functional Responsibilities: Assists project team to translate client descriptions and requirements into workable, readable, and well-documented code solutions. Tests and debugs applications and systems following a test design provided by analysts.

Minimum Education: Bachelor's degree in Computer Science, Information Systems,

Engineering Business, or other related scientific or technical discipline.

Commercial Job Title: Computer Programmer IV

Minimum/General Experience: Nine (9) to twelve (12) years of programming experience. Must have demonstrated ability to work independently and with major operating systems concepts.

Functional Responsibilities: Works closely with the Project Manager and analysts to translate client descriptions and requirements into workable, readable, and well-documented code solutions. Tests and debugs applications and systems following a test design provided by analysts.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering Business, or other related scientific or technical discipline.

Commercial Job Title: Computer Programmer V

Minimum/General Experience: At least thirteen (13) years of programming experience. Must have demonstrated ability to work independently and with major operating systems concepts.

Functional Responsibilities: Works closely with the Project Manager and analysts to translate client descriptions and requirements into workable, readable, and well-documented code solutions. Tests and debugs applications and systems following a test design provided by analysts.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering Business, or other related scientific or technical discipline.

Commercial Job Title: Consultant II

Minimum/General Experience: Three (3) to five (5) years of intensive and progressive experience in the individual's field of study and specialization.

Functional Responsibilities: Provides consulting to managers, supervisors and workforce on the topic called for in the task order. Presents workshops. Conducts and assists with benchmarking and surveys. Facilitates improvement efforts.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering Business, or other related scientific or technical discipline.

Commercial Job Title: Consultant III

Minimum/General Experience: Six (6) to eight (8) years of intensive and progressive experience in the individual's field of study and specialization.

Functional Responsibilities: Provides consulting to director and senior managers on the topic called for in the task order. Develops, leads, and conducts workshops, benchmarking, and surveys. Facilitates process efforts.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering Business, or other related scientific or technical discipline

Commercial Job Title: Consultant IV

Minimum/General Experience: Nine (9) to twelve (12) years of intensive and progressive experience in the individual's field of study and specialization.

Functional Responsibilities: Provides consulting to agency heads, directors, and senior managers on the topic called for in the task order. Designs, organizes, leads, and conducts executive level workshops, benchmarking, and surveys. Facilitates improvement efforts. Gives lectures and speeches or writes articles.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering Business, or other related scientific or technical discipline.

Commercial Job Title: Document Preparation Specialist

Minimum/General Experience: Experience in a scientific or technical discipline, in order to be able to recognize scientific terminology.

Functional Responsibilities: Prepares confidential document files for optical scanning or hard copy processing according to established guidelines. Implements quality control for accuracy of scanned images or hard copy files which have been prepared for further processing. Performs basic check-in and checkout procedures in Document Control Center.

Minimum Education: High school diploma.

Commercial Job Title: Engineer I

Minimum/General Experience: Zero (0) to two (2) years of experience related to a specific architectural, engineering, or physical science discipline such as aeronautical engineering, civil engineering, electrical engineering, electronics engineer, human factors, industrial engineering, measurement/calibration engineering, mechanical engineering, or

telecommunications. Exposure to, or familiarity with, Government or industry processes, procedures, standards, methodologies, or tools as relative to the assignment.

Functional Responsibilities: Provides supervised support for routine activities, according to established procedures or instructions. Assists with technical support for elements such as complex processes, structural elements, electric/electronic components, equipment, applications, systems, software, networks, satellites, telecommunications, facilities, or machinery. Support assistance can include, but is not limited to, elements such as research, studies, requirements/specifications definition, analysis, assessments, planning, acquisition, design, development, integration, overseeing, manufacture, construction, testing, installation, performance tuning, operation, deployment, or maintenance. Interfaces with users during the support process and may support user training. Contributes to technical documentation. Uses basic elements of applicable methodologies, modeling/estimating techniques, tools, applications, systems, software, or databases to perform assigned tasks. Complies with the standards and organization requirements relative to specific assignments.

Minimum Education: Bachelor's degree in Engineering (Electrical, Mechanical, Civil, Environmental, Chemical, etc.), Architecture, Computer Science, Information Systems, Mathematics, Physics, or other discipline.

Commercial Job Title: Engineer II

Minimum/General Experience: Three (3) to five (5) years of experience related to a specific architectural, engineering, or physical science discipline such as aeronautical engineering, civil engineering, electrical engineering, electronics engineering, human factors, industrial engineering, measurement/calibration engineering, mechanical engineering, or telecommunications. Familiarity with Government or industry processes, procedures, standards, methodologies, or tools as relative to the assignment.

Functional Responsibilities: Provides support for work that is varied and somewhat difficult, but that involves limited responsibility. Provides technical support for elements such as complex processes, structural elements, electric/electronic components, equipment, applications, systems, software, networks, satellites, telecommunications, facilities, or machinery. Support can include, but is not limited to, elements such as: research, studies, requirements/specifications definition, analysis, assessments, planning, acquisition, design, development, integration, overseeing, manufacturing, construction, testing, installation, performance tuning, operation, deployment, or maintenance. Interfaces with users during the support process and may support user training. Develops/prepares technical documentation. Uses applicable methodologies, modeling/estimating techniques, tools, applications, systems, software, or databases to perform assigned tasks. Ensures

compliance with the standards and organization requirements relative to specific assignments.

Minimum Education: Bachelor's degree in Engineering (Electrical, Mechanical, Civil, Environmental, Chemical, etc.), Architecture, Computer Science, Information Systems, Mathematics, Physics, or other discipline.

Commercial Job Title: Engineer III

Minimum/General Experience: Six (6) to eight (8) years of experience related to a specific architectural, engineering, or physical science discipline such as aeronautical engineering, civil engineering, electrical engineering, electronics engineering, human factors, industrial engineering, measurement/calibration engineering, mechanical engineering, or telecommunications. Experience with Government or industry processes, procedures, standards, methodologies, or tools as relative to the assignment.

Functional Responsibilities: Provides comprehensive technical support and/or leadership for elements such as complex processes, structural elements, electric/electronic components, equipment, applications, systems, software, networks, satellites, telecommunication, facilities, or machinery. Performs and/or leads project planning, scope, control, management, tracking, or review activities. Support includes, but is not limited to, elements such as research, studies, requirements/specifications definition, analysis, assessments, planning, acquisition, design, development, integration, overseeing, manufacturing, construction, testing, installation, performance tuning, operation, deployment, or maintenance. Interfaces with users at all levels during the support process. Performs and/or leads technical document development/preparation. Uses applicable methodologies, modeling/estimating techniques, tools, applications, systems, software, or databases at advanced levels to perform assigned tasks. Ensures compliance with, and/or may develop, the standards and organization requirements relative to specific assignments.

Minimum Education: Bachelor's degree in Engineering (Electrical, Mechanical, Civil, Environmental, Chemical, etc.), Architecture, Computer Science, Information Systems, Mathematics, Physics, or other discipline.

Commercial Job Title: Engineer IV

Minimum/General Experience: Nine (9) to twelve (12) years of experience related to a specific architectural, engineering, or physical science discipline such as aeronautical engineering, civil engineering, electrical engineering, electronics engineering, human factors, industrial engineering, measurement/calibration engineering, mechanical

engineering, or telecommunications. Experience with Government or industry processes, procedures, standards, methodologies, or tools as relative to the assignment.

Functional Responsibilities: Provides expert technical support and/or leadership for difficult assignment that centers on complex processes, structural elements, electric/electronic components, equipment, applications, systems, software, networks, satellites, telecommunication, facilities, or machinery. Performs and/or leads project planning, scope, control, management, tracking, or review activities. Support includes, but is not limited to, elements such as research, studies, requirements/specifications definition, analysis, assessments, planning, acquisition, design, development, integration, overseeing, manufacturing, construction, testing, installation, performance tuning, operation, deployment, or maintenance. Interfaces with users at all levels during the support process. Performs and/or leads technical document development and preparation. Uses applicable methodologies, modeling/estimating techniques, tools, applications, systems, software, or databases at advanced levels to perform assigned tasks. Ensures compliance with, and/or may develop, the standards and organization requirements relative to specific assignments.

Minimum Education: Bachelor's degree in Engineering (Electrical, Mechanical, Civil, Environmental, Chemical, etc.), Architecture, Computer Science, Information Systems, Mathematics, Physics, or other discipline.

Commercial Job Title: Graphic Designer I

Minimum/General Experience: Zero (0) to two (2) years of experience in computer-generated graphics arts.

Functional Responsibilities: Supports the creation of graphics, artwork and layout for all types of documentation, including distance learning systems and Internet/Intranet systems. Demonstrated creativity and resourcefulness as well as a high level of analytic ability to resolve design problems utilizing available software tools.

Minimum Education: Associate's degree in Graphic Design, Art, or a related field, or completion of a technical school program in one of these areas.

Commercial Job Title: Graphic Designer II

Minimum/General Experience: Three (3) to five (5) years of related graphic design or illustration experience.

Functional Responsibilities: Designs and develops graphics and illustrations for use in technical materials, manuals, and publications. Operates computer hardware and software to prepare, revise, print and store text, illustrations, graphs, charts, etc. May include operation of equipment, such as still and video cameras, for the design and production of

photos and videotape. Formulates concept and renders illustration and detail from models, sketches, memory, written or verbal instructions, and imagination. Selects type, draws lettering, lays out material, or performs related duties. Determines style, technique, and medium best suited to produce desired effects and conform with reproduction requirements, or follows specific instructions regarding these variables.

Minimum Education: Associate's degree in Graphic Design, Art, a related field, or equivalent.

Commercial Job Title: Information Systems Engineer I

Minimum/General Experience: Zero (0) to two (2) years of experience in the implementation of information engineering projects, systems analysis, design and programming, systems planning, business information planning, and business analysis.

Functional Responsibilities: Assists in the analysis of existing systems and the definition, design, and development of new system requirements. Participates in the determination of system specifications, input/output processes, and working parameters for hardware/software compatibility. Identifies, analyzes, and resolves program support deficiencies.

Minimum Education: Associate's degree in Computer Science or a related field.

Commercial Job Title: Information Systems Engineer II

Minimum/General Experience: Three (3) to five (5) years of experience, of which at least two (2) years must be specialized experience in information systems development, functional and data requirements analysis, systems analysis and design, programming, program design, and documentation preparation. Demonstrated ability in the implementation of information engineering projects, systems analysis, design and programming, systems planning, business information planning, and business analysis.

Functional Responsibilities: Analyzes information requirements. Evaluates problems of workflow, organization, and planning, and develops appropriate corrective action. Applies business process improvement practices to reengineer methodologies, principles, and business process modernization projects. Applies activity and data modeling, transaction flow analysis, internal control and risk analysis, and modern business methods and performance measurement techniques. Assists in establishing standards of information systems procedures. Develops and applies organization-wide information models for use in designing and building integrated, shared software and database management systems. Constructs sound logical business improvement opportunities consistent with the guiding principles of information management, cost savings, and open architecture objectives.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

Commercial Job Title: Information Systems Engineer III

Minimum/General Experience: Six (6) to eight (8) years of experience, of which at least four (4) years must be specialized experience in information systems development, functional and data requirements analysis, systems analysis and design, programming, program design, and documentation preparation. Demonstrated ability in the implementation of information engineering projects, systems analysis, design and programming, systems planning, business information planning, and business analysis.

Functional Responsibilities: Applies business process improvement practices to re-engineer methodologies, principles, and business process modernization projects. Applies activity and data modeling, transaction flow analysis, internal control and risk analysis, modern business methods, and performance measurement techniques. Assists in establishing standards for information systems procedures. Develops and applies organization-wide information models for use in designing and building integrated, shared software and database management systems. Constructs sound, logical business improvement opportunities consistent with guiding principles of corporate information management, cost savings, and open system architecture objectives.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, or other related scientific or technical discipline.

Commercial Job Title: Information Systems Engineer IV

Minimum/General Experience: Nine (9) to twelve (12) years of experience, of which at least seven (7) years must be specialized experience in information systems development, functional and data requirements analysis, systems analysis and design, programming, program design, and documentation preparation. Demonstrated abilities in managing the implementation of information engineering projects and experience in systems analysis, design, and programming in a client/server environment. Proven managerial and supervisory skills. Exceptional written and oral communications skills, including giving formal presentations. Must be able to work independently.

Functional Responsibilities: Analyzes information requirements. Evaluates problems of workflow, organization, and planning, and develops appropriate corrective action. Applies business process improvement practices to reengineer methodologies, principles, and business process modernization projects. Applies an enterprise-wide set of disciplines for the planning, analysis, design, and construction of information systems on either an

enterprise-wide basis or across a major sector of the enterprise. Develops analytical and computational techniques and methodology for solving problems. Performs enterprise-wide strategic systems planning, business information planning, and business analysis. Performs process and data modeling in support of the planning and analysis efforts, using both manual and automated tools such as Integrated Computer-Aided Software Engineering (I-CASE) tools. Applies reverse engineering and reengineering disciplines to develop migration strategies and planning documents. Provides technical guidance in software engineering techniques and automated support tools. Applies activity and data modeling, transaction flow analysis, internal control and risk analysis, and modern business methods and performance measurement techniques. Assists in establishing standards for information systems procedures. Develops and applies organization-wide information models for use in designing and building integrated, shared software and database management systems. Constructs sound, logical business improvement opportunities consistent with guiding principles of configuration information management, cost savings, and open architecture objectives.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, or other related scientific or technical discipline.

Commercial Job Title: Logistician I

Minimum/General Experience: Zero (0) to two (2) years of experience in Information Technology/information systems acquisition and development of support documentation, including elements such as training, support equipment, technical orders, supply support, and computer resources support, and the process of evolving and establishing maintenance/support concepts. Specialized experience in Information Technology/information systems acquisition logistics to include procurement and management processes of support equipment, technical orders, spares, instructional system design (ISD), and computer resources, as well as an understanding and knowledge of the logistics associated with R&M functions.

Functional Responsibilities: Guide users in the development and/or modification of Information Technology/information systems life cycle support concepts and documents.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

Commercial Job Title: Logistician II

Minimum/General Experience: Three (3) to five (5) years of experience in Information Technology/information systems logistics experience, including working knowledge of user's requirements, processes, and operations. Specialized experience must include management of complex Information Technology/Information Systems acquisition logistics effort; specialized or technical expertise in developing and reviewing documents, such as

solicitation documents, Integrated Logistics Support Plans (ILSPs), and Computer Resources Life Cycle Management Plans (CRLCMPs). Specialized experience must also include Instructional Systems Design (ISD), developing documentation for RFPs, Logistics Support Analysis, and overall logistics planning of other facilities.

Functional Responsibilities: Provides acquisition technical support for training support equipment, supply, and computer resources. Develops maintenance/support concepts and other logistics related organizations. Familiar with Government logistics policies. Supports procurement and management processes of Support Equipment, Technical Orders; Spares; Instructional System Design (ISD); Computer Resources; and logistics associated with R&M functions.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline

Commercial Job Title: Material Control Specialist

Minimum/General Experience: Two (2) years of related experience in the areas of property control, material handling, purchasing, or transportation management using automated database management skills.

Functional Responsibilities: Responsibilities may include Property Control, Material Handling, or Transportation Management. Property Control may include functions such as designing, implementing, and maintaining complete and accurate property accountability records covering the receipt, transfer, and current location of special tools and equipment on Government-furnished and acquired property. Material Handling functions call for the planning layout of allocated storage space facilities. Transportation Management functions may include interfacing with Government transportation support to classify, rate, route, and expedite inbound and outbound shipments in the most economical manner commensurate with delivery requirements.

Minimum Education: Bachelor's degree in Business Administration, Computer Science, or a related field.

Commercial Job Title: Microsoft Certified Product Specialist (MCPS)

Minimum/General Experience: One (1) year of experience installing, maintaining, managing, configuring, and supporting Microsoft OEM commercial off-the-shelf (COTS) application software products.

Functional Responsibilities: Responsible for acquisition, installation, maintenance, and user support for Microsoft COTS application software products. Determines products to

meet needs and present results. Installs, maintains, configures, and supports Microsoft application products. Troubleshoots user problems. Establishes and implements policies, procedures, libraries, and standards that ensure compliance with system standards. Trains users on the use and operation of individual Microsoft applications.

Minimum Education: High school diploma and current Microsoft Certified Product Specialist (MCPS) certification.

Commercial Job Title: Microsoft Certified System Engineer (MCSE)

Minimum/General Experience: Two (2) years of technical experience installing, maintaining, and managing Local Area Networks (LANs).

Functional Responsibilities: Responsible for acquisition, installation, maintenance, and usage of Microsoft systems. Determines best products to meet needs and presents results. Manages system performance and maintains system security. Installs network hardware and software. Evaluates, develops, and maintains telecommunications systems. Troubleshoots system problems. Establishes and implements system policies, procedures, and standards, and ensures their conformance with information systems objectives. Trains users on system operation. May perform network planning and engineering functions. May be responsible for both local and remote administration of networks. Has access to highly technical and specialized OEM support, technical data, and software specific to the area of certification.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline, and current Microsoft Certified System Engineer (MCSE) certification in LAN engineering.

Commercial Job Title: Network Installation Technician II

Minimum/General Experience: Three (3) to five (5) years of experience, of which at least two (2) years must be specialized. Specialized experience includes analysis, design, and installation of local area networks; analysis and installation of communications systems; and use of engineering documentation. Familiar with network configurations and topologies, X.25, TCP/IP, frame relay, bridges, and routers. General experience includes increasing responsibilities in technical management.

Functional Responsibilities: Conducts site surveys. Assesses and documents current site network configuration and user requirements. Designs and optimizes network topologies. Follows engineering plans and site installation Technical Design Packages. Develops installation schedules. Works with network installation team. Assists in the preparation of

drawing and documenting configuration changes at each site. Prepares site installation and test reports.

Minimum Education: High school diploma.

Commercial Job Title: Network Installation Technician III

Minimum/General Experience: Six (6) to eight (8) years of experience, of which at least four (4) years must be specialized. Specialized experience includes supervision of installation technicians; analysis, design, and installation of local and wide area nets; and analysis and installation of communication systems. Familiar with engineering documentation, network configurations and topologies, X.25, TCP/IP, frame relay, bridges, and routers. General experience includes increasing responsibilities in technical management.

Functional Responsibilities: Organizes and directs network installations on site surveys. Assesses and documents current site network configuration and user requirements. Designs and optimizes network topologies. Directs and leads preparation of engineering plans and site installation Technical Design Packages. Develops installation schedules. Mobilizes network installation team. Directs and leads preparation of drawings documenting configuration changes at each site. Prepares site installation and test reports. Coordinates post-installation operations and maintenance support.

Minimum Education: High school diploma.

Commercial Job Title: Program Manager

Minimum/General Experience: Ten (10) years of experience in Information Technology/information systems program/project planning, organization, direction, and control. Understanding of military and federal IT system acquisition and management process, procedures, regulations, and documentation. Thorough understanding of federal budget development, management and execution process. Understanding of federal IT programs risk management techniques and procedures.

Functional Responsibilities: Guides users in the management and execution of federal Information Technology/information systems programs. Manages technical and administrative contractor staff assigned to program/project. Senior corporate official responsible for Information Technology/information systems program resource management on a day-to-day basis. Interfaces with government Information Technology/information systems program managers to determine requirements and allocate resources. Manages

large, technically complex programs requiring senior management and decision-making skills and corporate resource allocation authority.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

Commercial Job Title: Project Manager

Minimum/General Experience: Eight (8) years of experience in managing several delivery orders or managing a requirements contract.

Functional Responsibilities: Plans, organizes, and controls overall activities of several projects including project management, technical work, quality of work, schedule, and costs. Provides supervisory, technical, and administrative direction to staff. Anticipates problems and works to mitigate anticipated problems. Consults with Government personnel to minimize costs and maximize efficiency in achieving stated requirements. Ensures that all activities conform to terms and conditions of contract or delivery order. Coordinates activities and seeks resolution of contractual and technical problems as required.

Minimum Education: Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

Commercial Job Title: Quality Assurance Analyst III

Minimum/General Experience: Five (5) years of technical experience in quality control.

Functional Responsibilities: Performs quality checks and verifies that deliverables meet requirements. Performs configuration/version control of program software and documents.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

Commercial Job Title: Quality Assurance Manager

Minimum/General Experience: Eight (8) years of experience, of which at least three (3) must be specialized. Specialized experience includes configuration management, verification and validation, testing, performance metrics, and their application to quality assessment.

Functional Responsibilities: Establishes and maintains process for evaluation of project deliverables, such as software applications, computer-based training, documentation,

hardware systems installations, and other equipment systems. Determines the resources for quality assurance and control. Maintains the required level of quality throughout the life cycle of the project. Conducts formal and informal reviews at predetermined points.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, Education, or a related discipline.

Commercial Job Title: Software Engineer II

Minimum/General Experience: Three (3) to five (5) years of applicable, progressively complex software engineering experience.

Functional Responsibilities: Develops and applies advanced methods, theories, and research techniques in the investigation and solution of complex and advanced software applications and problems. Plans, conducts, and serves as technical director of projects or major phases of significant projects, coordinating the efforts of technical support staff in the performance of assigned projects. Conducts investigations and tests of considerable complexity. Reviews literature, patents, and current practices relevant to the solution of assigned projects. Reviews completion and implementation of technical products. Evaluates vendor capabilities to provide required products or services.

Minimum Education: Bachelor's Degree in Computer Science, Information Systems, Engineering, or other related scientific or technical discipline

Commercial Job Title: Software Engineer III

Minimum/General Experience: Six (6) to eight (8) years of applicable, progressively complex software engineering experience.

Functional Responsibilities: Develops and applies advanced methods, theories, and research techniques in the investigation and solution of complex and advanced software applications and problems. Plans, conducts, serves as technical director of, and evaluates projects or major phases of significant projects, coordinating the efforts of engineers and technical support staff in the performance of assigned projects. Conducts investigations and tests of considerable complexity. Reviews literature, patents, and current practices relevant to the solution of assigned projects. Recommends corrections in technical applications and analysis. Evaluates vendor capabilities to provide required products or services.

Minimum Education: Bachelor's Degree in Computer Science, Information Systems, Engineering, or other related scientific or technical discipline.

Commercial Job Title: Subject Matter Expert II

Minimum/General Experience: Nine (9) to twelve (12) years of experience in the Information Technology field, including at least seven (7) years of experience in the field directly related to the subject matter area.

Functional Responsibilities: Defines the problems and analyzes and develops plans and requirements in the subject matter area for moderately complex to complex systems. Coordinates and manages the preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems specifications in the applicable specialty.

Minimum Education: Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

Commercial Job Title: Subject Matter Expert III

Minimum/General Experience: At least thirteen (13) years of experience in the Information Technology field, including at least ten (10) years of experience in the field directly related to the subject matter area.

Functional Responsibilities: Provides technical, managerial and administrative direction for problem definition, analysis, requirement development, and implementation for complex to extremely complex systems in the subject matter area. Makes recommendations and advises on organization-wide systems improvements, optimization or maintenance efforts, in the applicable specialty.

Minimum Education: Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

Commercial Job Title: Systems Administrator I

Minimum/General Experience: Zero (0) to two (2) years of experience in the evaluation, installation, configuration management, and user support of hardware and software.

Functional Responsibilities: Under general supervision, performs analytical, technical, and administrative work in the planning, design, and installation of new and existing microprocessor-based computer systems. Works on moderately complex applications. Confers with end users to determine types of hardware and software required. Writes programs to fulfill requirements or selects appropriate commercial off-the-shelf (COTS) software and customizes it as necessary. Installs new hardware and maintains existing

hardware. Trains end users in use of hardware and software. May perform limited routine network administration functions.

Minimum Education: Bachelor's Degree in Computer Science, Information Systems, Engineering, or other related scientific or technical discipline.

Commercial Job Title: Systems Administrator II

Minimum/General Experience: Three (3) to five (5) years of experience in systems administration, with at least two (2) years of specialized experience in UNIX, NT, or open systems-compliant systems.

Functional Responsibilities: Supervises and manages the daily activities of configuration and operation of systems. Optimizes system operation and resource utilization and performs system capacity analysis and planning. Provides assistance to users in accessing and using systems.

Minimum Education: Bachelor's Degree in Computer Science, Information Systems, Engineering, or other related scientific or technical discipline.

Commercial Job Title: Systems Administrator III

Minimum/General Experience: Six (6) to eight (8) years of experience in systems administration, with at least five (5) years of specialized experience in UNIX, NT, or open systems-compliant systems.

Functional Responsibilities: Supervises and manages the daily activities involved in the configuration and operation of business systems that may be mainframe, mini, or client/server based. Optimizes system operation and resource use and provides system performance/capacity management analysis and planning. Provides assistance to users in accessing and using business systems.

Minimum Education: Bachelor's Degree in Computer Science, Information Systems, Engineering, or other related scientific or technical discipline.

Commercial Job Title: Systems Analyst I

Minimum/General Experience: Zero (0) to two (2) years of direct, hands-on experience in systems analysis and design.

Functional Responsibilities: Assists in performing routine analysis and systems design. Gathers information from users for analysis of problem areas and prepares elementary

feasibility studies. Assists in preparation of systems specifications. Prepares basic functional process charts describing existing and proposed operations and routine logic flow charts of basic systems. Prepares detailed record layouts from specification provided by others. Conducts elementary forms design and layout activities.

Minimum Education: Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

Commercial Job Title: Systems Analyst II

Minimum/General Experience: Three (3) to five (5) years of experience, of which at least two (2) years must involve specialized experience in analysis and design of business applications on complex systems for large-scale computer systems; database management; and use of programming languages such as C/C++, Ada, Visual Basic, and various development tools. Knowledge of current storage and retrieval methods, 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. Experience includes increasing responsibilities in assignments of a technical nature. Proven ability to work independently on requirements that are not overly complex and ability to work under the direction of a senior systems analyst on requirements that are moderately complex to analyze, plan, program, and implement. Understanding of the principles of client server architecture and data warehousing for large-scale interactive databases with rapid activity by large numbers of simultaneous clients.

Functional Responsibilities: Develops and modifies complex systems and develops subsystems to enhance the overall operational system. Exercises analytical techniques when gathering information from users, defining work problems, designing a system of computer programs, and developing procedures to resolve the problems. Develops complete specifications to enable computer programmers to prepare required programs. Analyzes methods of approach. Gathers information, analyzes data, compares alternatives, prepares specifications for programs, resolves processing problems, coordinates work with programmers, and assists in orienting users to new system.

Minimum Education: Bachelor's Degree in Computer Science, Information Systems, Engineering, or other related scientific or technical discipline.

Commercial Job Title: Systems Analyst III

Minimum/General Experience: Six (6) to eight (8) years of experience, of which at least four (4) years must involve specialized experience in analysis and design of business

applications on complex systems for large-scale computer systems; database management; and use of programming languages such as C/C++, Ada, Visual Basic, and various development tools. Knowledge of current storage and retrieval methods, 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. Experience includes increasing responsibilities in assignments of a technical nature. Proven ability to work independently on requirements that are not overly complex and ability to work under the direction of a senior systems analyst on requirements that are moderately complex to analyze, plan, program, and implement. Understanding of the principles of client server architecture and data warehousing for large-scale interactive databases with rapid activity by large numbers of simultaneous clients.

Functional Responsibilities: Reviews and prioritizes user needs and analyzes project costs and feasibility. Provides analytical support in the conceptualization, development and implantation of complex, multiple, inter-linked systems. Develops systems analysis standards and methodology with technical requirements. Schedules systems analysis staff to obtain proper response in a timely manner. Reviews recommendations for systems improvement.

Minimum Education: Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

Commercial Job Title: Systems Analyst IV

Minimum/General Experience: Nine (9) to twelve (12) years of experience, of which at least seven (7) years must involve specialized experience in analysis and design of business applications on complex systems for large-scale computer systems; database management; and use of programming languages such as C/C++, Ada, Visual Basic, and various development tools. Knowledge of current storage and retrieval methods, 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. General experience includes increasing responsibilities in assignments of a technical nature. Proven ability to work independently on requirements that are not overly complex and ability to work under the direction of a senior systems analyst on requirements that are moderately complex to analyze, plan, program, and implement. Understanding of the principles of client server architecture and data warehousing for large-scale interactive databases with rapid activity by large numbers of simultaneous clients.

Functional Responsibilities: Analyzes and evaluates major project requirements of considerable complexity requiring a thorough understanding of all parameters affecting and interfacing with the system. Reviews user requirements and provides direction in the identification of problem and potential resolution. Defines system objectives and prepares system design specifications to meet user requirements and satisfy interface problems. Formulates logical statements of user requirements and develops solutions through application of systems and methods engineering techniques. Reviews alternate approaches and selects appropriate methodology.

Minimum Education: Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

Commercial Job Title: Technical Writer/Editor I

Minimum/General Experience: Zero (0) to two (2) years of experience in writing, editing, and preparing business or technical documentation. Experience with and knowledge of Department of Defense (DOD), Federal Information Processing (FIP), Government Printing Office (GPO), or commercial documentation standards as appropriate to the requirements of the task order.

Functional Responsibilities: Responsible for documentation development and preparation throughout the production cycle. Tasks may include technical writing/editing, editorial consultation, copy design/editing, proofreading, or overall documentation review. Checks documents for spelling, grammar, organization, consistency, and content. Ensures that documents follow the appropriate style guide.

Minimum Education: Bachelor's Degree in Computer Science, Communications, Journalism, English, or a related field.

Commercial Job Title: Technical Writer/Editor II

Minimum/General Experience: Three (3) to five (5) years of experience in writing, designing, editing, and preparing business or technical documentation. Experience with and demonstrated knowledge of Department of Defense (DOD), Federal Information Processing (FIP), Government Printing Office (GPO), or commercial documentation standards as appropriate to the requirements of the task order.

Functional Responsibilities: Responsible for documentation design, development, and preparation throughout the production cycle. Tasks may include technical writing/editing, editorial consultation, copy design/editing, proofreading, or overall documentation review. Works with management, technical personnel, authors, and subject matter experts to define

documentation content, guidelines, specifications, and development schedules. Prepares required documentation in an appropriate format. Adheres to required configuration management or quality assurance standards. Analyzes the data and user requirements to ensure that documentation is clear, concise, and valid. Performs substantive editing to ensure document organization and quality. Ensures that documents follow the appropriate style guide. May be responsible for any activity in the production cycle, through document delivery and maintenance. Coordinates or supervises resources during the production cycle.

Minimum Education: Bachelor's degree in Computer Science, Communications, Journalism, English, or a related field.

Commercial Job Title: Training Specialist I

Minimum/General Experience: Zero (0) to two (2) years of experience working as a subject matter expert writing curricula and producing training materials in areas related to his or her technical discipline. Demonstrated ability to work with Technical Writers/Editors and/or Instructional Design Specialists. Must understand how to prepare training material at a level appropriate for the audience.

Functional Responsibilities: Uses knowledge of the principles, practices, and techniques of education, instructional design, or training for projects. In consultation with other technical staff, develops curricula and produces training materials. Ensures that all aspects of training activities are compatible with appropriate government and industry practices and procedures. Has final responsibility for the technical accuracy and timeliness of the curriculum.

Minimum Education: Bachelor's degree in education, computer science, or a related discipline.

Commercial Job Title: Training Specialist II

Minimum/General Experience: Three (3) to five (5) years of experience working as a subject matter expert writing curricula and producing training materials in areas related to his or her technical discipline. Must have experience working with Technical Writers/Editors and/or Instructional Design Specialists and must understand how to prepare training material at a level appropriate for the audience.

Functional Responsibilities: Uses knowledge of the principles, practices, and techniques of education, instructional design, or training for priority projects. In consultation with other technical staff, develops curriculum and produces training materials. Insures that all aspects of training activities are compatible with appropriate government and industry practices and

procedures. Has final responsibility for the technical accuracy and timeliness of the curriculum.

Minimum Education: Bachelor's degree in education, computer science, or a related discipline.

Commercial Job Title: Training Specialist III

Minimum/General Experience: Six (6) to eight (8) years of experience working as a subject matter expert writing curricula and producing training materials in areas related to his or her technical discipline. Must have experience working with Technical Writers/Editors and/or Instructional Design Specialists and must understand how to prepare training material at a level appropriate for the audience.

Functional Responsibilities: Uses state-of-the-art knowledge of the principles, practices, and techniques of education, instructional design, or training for high priority projects. In consultation with other technical staff, develops curriculum and produces training materials. Insures that all aspects of training activities are compatible with appropriate government and industry practices and procedures. Has final responsibility for the technical accuracy and timeliness of the curriculum.

Minimum Education: Bachelor's degree in education, computer science, or a related discipline.

MISSION ORIENTED BUSINESS INTEGRATED SERVICES (MOBIS)

SINs 874-1, 874-1RC, 874-4, 874-4RC, 874-6, 874-6RC, 874-7, 874-7RC, 100-03, 100-03RC

Commercial Job Title: Administrative Assistant III

Minimum/General Experience: Six (6) to eight (8) years of applicable experience or an equivalent combination of education, training, and experience. Also requires accurate typing of 60 wpm, strong computer software skills, and office management.

Functional Responsibilities: Under general guidance, provides specialized and complex administrative and secretarial support to a corporate officer. Demonstrates strong organizational and technical skills, including a high level of competence in office procedures. Demonstrates the ability to exercise sound judgment in sensitive matters with minimum supervision.

Minimum Education: Associate's degree or four (4) years of relevant experience.

Commercial Job Title: Executive Management Consultant

Minimum/General Experience: Over 15 years experience of progressive senior level management and high-level organizational experience and support. Demonstrated ability to provide guidance and direction for multiple contracts and projects, and in designing, implementing, and managing. Capability to manage multitask projects of high complexity. Authorized to commit corporate resources. Thorough understanding of Federal budget development, management, and execution process.

Functional Responsibilities: Develops and applies advanced methods for business process reengineering, organizational performance support, team training development, and strategic planning services. Interfaces with senior client management personnel. Delivers presentations and leads strategic-level client meetings. Will provide high-level analytical/operational and implementation consulting.

Minimum Education: Bachelor's degree in Information Systems, Engineering, Mathematics, Business, Management, or other related scientific, technical, or organizational discipline, or equivalent years of experience.

Commercial Job Title: Graphic Designer II

Minimum/General Experience: Three (3) to five (5) years of related graphic design or illustration experience.

Functional Responsibilities: Designs and develops graphics and illustrations for use in technical materials, manuals, and publications. Operates computer hardware and software to prepare, revise, print and store text, illustrations, graphs, charts, etc. May include operation of equipment, such as still and video cameras, for the design and production of photos and videotape. Formulates concept and renders illustration and detail from models, sketches, memory, written or verbal instructions, and imagination. Selects type, draws lettering, lays out material, or performs related duties. Determines style, technique, and medium best suited to produce desired effects and conform with reproduction requirements, or follows specific instructions regarding these variables.

Minimum Education: Associate's degree in Graphic Design, Art, a related field, or equivalent.

Commercial Job Title: Management Consultant I

Minimum/General Experience: Zero (0) to three (3) years of experience.

Functional Responsibilities: Provides research and consulting support to supervisors and workforce on the topic called for in the task order. Schedules meetings, takes minutes, and prepares meeting notes. Assists in surveys and training registration. Generates documentation and spreadsheets, prepares both graphical and narrative presentation materials, and maintains contract files. Requires knowledge of off-the-shelf office automation software tools, including techniques for document production, spreadsheet, presentation materials, and database programs. Helps produce and prepare deliverables.

Minimum Education: Bachelor's degree in Information Systems, Engineering, Mathematics, Business, Management, or other related scientific, technical, or organizational discipline, or equivalent years of experience.

Commercial Job Title: Management Consultant II

Minimum/General Experience: Three (3) to six (6) years of experience.

Functional Responsibilities: Provides research and consulting support to supervisors and workforce on the topic called for in the task order. Provides on-site administrative support during workshops. Requires knowledge of off-the-shelf office automation software tools, including techniques for document production, spreadsheet, presentation materials, and database programs. Helps produce and prepare deliverables. Demonstrated creativity and resourcefulness as well as a high level of analytic ability to resolve design problems utilizing available software tools.

Minimum Education: Bachelor's degree in Information Systems, Engineering, Mathematics, Business, Management, or other related scientific, technical, or organizational discipline, or equivalent years in experience.

Commercial Job Title: Management Consultant III

Minimum/General Experience: Six (6) to eight (8) years of experience related to projects, requiring extensive and progressive experience in the individual's field of study and specialization. Developing expertise in one or more SINs.

Functional Responsibilities: Provides consulting support to directors and senior managers on the topic called for in the task order. Assists in developing survey and peer review methodologies, and components of training courses. Produces and prepares deliverables.

Minimum Education: Bachelor's degree in Information Systems, Engineering, Mathematics, Business, Management, or other related scientific, technical, or organizational discipline, or equivalent years of experience.

Commercial Job Title: Management Consultant IV

Minimum/General Experience: Eight (8) to Ten (10) years of experience on related projects requiring extensive and progressive experience in the individual's field of study and specialization. Demonstrated ability to provide guidance and direction for specific tasks or subtasks. Proven expertise in one or more SINs.

Functional Responsibilities: Provides consulting support to directors and senior managers on the topic called for in the task order. Assists in developing survey and peer review methodologies, and components of training courses. Produces and prepares deliverables.

Minimum Education: Bachelor's degree in Information Systems, Engineering, Mathematics, Business, Management, or other related scientific, technical, or organizational discipline, or equivalent years of experience.

Commercial Job Title: Management Consultant V

Minimum/General Experience: Over 10 years of progressive project experience. Demonstrated ability to manage a project and provide guidance and direction for specific tasks or subtasks. Proven expertise in one or more SINs.

Functional Responsibilities: Increasing responsibility in design, implementation, and management of Project and Program efforts. Plans, organizes, and controls overall activities of several projects, including project management, technical work, quality of work, schedule, and costs. Coordinates activities, anticipates contractual or technical problems, and resolves problems as required. Ensures that all activities conform to terms and conditions of delivery order or contract.

Minimum Education: Bachelor's degree in Information Systems, Engineering, Mathematics, Business, Management, or other related scientific, technical, or organizational discipline, or equivalent years of experience.

Commercial Job Title: Principal Management Consultant I

Minimum/General Experience: Over 10 years of progressive management experience in program/project planning, organization, direction, and control. Must have demonstrated ability to work independently and with major business management concepts.

Functional Responsibilities: Plans, organizes, and controls overall activities of several projects, including project management, technical work, quality of work, schedule, and costs. Provides supervisory, technical, and administrative direction to staff assigned to program/project. Directs the completion of projects within estimated timeframes and budget constraints. Reviews work products for completeness and adherence to customer requirements. Consults with government personnel to minimize costs and maximize efficiency in achieving stated requirements.

Minimum Education: Bachelor's degree in Information Systems, Engineering, Mathematics, Business, Management, or other related scientific, technical, or organizational discipline, or equivalent years of experience.

Commercial Job Title: Principal Management Consultant II

Minimum/General Experience: Over 15 years of progressive management experience in program/project planning, organization, direction, and control. Must have demonstrated ability to work independently and with major business management concepts.

Functional Responsibilities: Manages technical and administrative contractor staff assigned to program/project. Directs the completion of projects within estimated timeframes and budget constraints. Reviews work products for completeness and adherence to customer requirements. Consults with government personnel to minimize costs and maximize efficiency in achieving stated requirements.

Minimum Education: Bachelor's degree in Information Systems, Engineering, Mathematics, Business, Management, or other related scientific, technical, or organizational discipline, or equivalent years of experience.

Commercial Job Title: Senior Executive Management Consultant

Minimum/General Experience: Over 20 years of progressive senior level management and high-level organizational experience and support. Demonstrated ability to provide guidance and direction for multiple contracts and projects, and in designing, implementing, and managing Programs. Capability to manage multitask projects of high complexity. Authorized

to commit corporate resources. Thorough understanding of Federal budget development, management, and execution process.

Functional Responsibilities: Develops and applies advanced methods for business process reengineering, organizational performance support, team training development, and strategic planning services. Interfaces with senior client management personnel. Delivers presentations and leads strategic-level client meetings. Will provide high-level analytical/operational and implementation consulting.

Minimum Education: Bachelor's degree in Information Systems, Engineering, Mathematics, Business, Management, or other related scientific, technical, or organizational discipline, or equivalent years of experience.

Commercial Job Title: Senior Organizational Facilitator

Minimum/General Experience: Over 15 years experience, of which a minimum of 5 years must be specialized in organizational assessment and evaluation, team building and collaborative decision-making, facilitation, or development of leadership and management skills through training.

Functional Responsibilities: Uses state-of-the-art knowledge of the principles, practices, and techniques of facilitation, conflict resolution, and collaborative decision-making for high priority projects. In consultation with other consulting staff, performs organizational performance studies, coordinates and facilitates key client meetings, and develops and assists clients in implementing recommendations.

Minimum Education: Bachelor's degree in Education, Psychology, Business, or a related scientific, technical, or organizational discipline, or equivalent years of experience.

Commercial Job Title: Senior Organizational Trainer

Minimum/General Experience: Over 15 years experience, of which a minimum of 5 years must be specialized in organizational assessment and evaluation, organizational design, or development of leadership management skills through training.

Functional Responsibilities: Uses state-of-the-art knowledge of the principles, practices, and techniques of education, instructional design, or training for high priority projects. In consultation with other consulting staff, develops curriculum and produces training materials. Insures that all aspects of training activities are compatible with appropriate government and industry practices and procedures. Has final responsibility for the technical accuracy and timeliness of the curriculum.

Minimum Education: Bachelor's degree in Education, Psychology, Business, or a related scientific, technical, or organizational discipline, or equivalent years of experience.

Commercial Job Title: Technical Writer/Editor II

Minimum/General Experience: Three (3) to five (5) years of experience in writing, designing, editing, and preparing business or technical documentation. Experience with and demonstrated knowledge of Department of Defense (DOD), Federal Information Processing (FIP), Government Printing Office (GPO), or commercial documentation standards as appropriate to the requirements of the task order.

Functional Responsibilities: Responsible for documentation design, development, and preparation throughout the production cycle. Tasks may include technical writing/editing, editorial consultation, copy design/editing, proofreading, or overall documentation review. Works with management, technical personnel, authors, and subject matter experts to define documentation content, guidelines, specifications, and development schedules. Prepares required documentation in an appropriate format. Adheres to required configuration management or quality assurance standards. Analyzes the data and user requirements to ensure that documentation is clear, concise, and valid. Performs substantive editing to ensure document organization and quality. Ensures that documents follow the appropriate style guide. May be responsible for any activity in the production cycle, through document delivery and maintenance. Coordinates or supervises resources during the production cycle.

Minimum Education: Bachelor's degree in Computer Science, Communications, Journalism, English, or a related field.

ENVIRONMENTAL SERVICES

SINs 899-1, 899-1RC, 899-3, 899-3RC, 899-5, 899-5RC, 100-03, 100-03RC

Commercial Job Title: Analyst I

Minimum/General Experience: Zero (0) to two (2) years of experience in a Government or commercial contracting environment developing functional requirements for environmental systems and analysis and generation and review of environmental documentation.

Functional Responsibilities: Provides cultural, biological, ecological and waste management review and assessment. Provides financial and program reviews and recommendations. Provides equipment and sensor setup and monitoring. Works independently or under general supervision.

Minimum Education: Bachelor's degree in Biology, Ecology or related environmental discipline.

Commercial Job Title: Analyst II

Minimum/General Experience: Two (2) to four (4) years of experience in a Government or commercial contracting environment developing functional requirements for environmental systems and analysis and generation and review of environmental documentation

Functional Responsibilities: Provides cultural, biological, ecological and waste management review and assessment. Provides financial and program reviews and recommendations. Provides equipment and sensor setup and monitoring. Works independently or under general supervision.

Minimum Education: Bachelor's degree in Biology, Ecology or related environmental discipline

Commercial Job Title: Analyst III

Minimum/General Experience: Five (5) to seven (7) years of experience in a Government or commercial contracting environment developing functional requirements for environmental systems and analysis and generation and review of environmental documentation.

Functional Responsibilities: Provides cultural, biological, ecological and waste management review and assessment. Provides financial and program reviews and recommendations. Provides equipment and sensor setup and monitoring. Works independently or under general supervision.

Minimum Education: Bachelor's degree in Biology, Ecology or related environmental discipline.

Commercial Job Title: Analyst IV

Minimum/General Experience: Eight (8) to ten (10) of experience in a Government or commercial contracting environment developing functional requirements for environmental systems and analysis and generation and review of environmental documentation.

Functional Responsibilities: Provides cultural, biological, ecological and waste management review and assessment. Provides financial and program reviews and recommendations. Provides equipment and sensor setup and monitoring. Works independently or under general supervision.

Minimum Education: Bachelor's degree in Biology, Ecology or related environmental discipline.

Commercial Job Title: Analyst V

Minimum/General Experience: Ten (10) to twelve (12) years of experience in a Government or commercial contracting environment developing functional requirements for environmental systems and analysis and generation and review of environmental documentation.

Functional Responsibilities: Provides cultural, biological, ecological and waste management review and assessment. Provides financial and program reviews and recommendations. Provides equipment and sensor setup and monitoring. Works independently or under general supervision.

Minimum Education: Bachelor's degree in Biology, Ecology or related environmental discipline.

Commercial Job Title: Analyst VI

Minimum/General Experience: Twelve (12) to fifteen (15) years of experience in a Government or commercial contracting environment developing functional requirements

for environmental systems and analysis and generation and review of environmental documentation.

Functional Responsibilities: Provides cultural, biological, ecological and waste management review and assessment. Provides financial and program reviews and recommendations. Provides equipment and sensor setup and monitoring. Works independently or under general supervision.

Minimum Education: Bachelor's degree in Biology, Ecology or related environmental discipline.

Commercial Job Title: Consultant I

Minimum/General Experience: Two (2) to four (4) years of intensive and progressive experience in the individual's field of study and specialization.

Functional Responsibilities: Provides consulting to managers, supervisors and workforce on the topic called for in the task order. Presents workshops. Conducts and assists with benchmarking and surveys. Facilitates improvement efforts.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering Business, or other related scientific or technical discipline.

Commercial Job Title: Environmental Specialist I

Minimum/General Experience: Zero (0) to two (2) years of experience applying technical Management systems analysis methods to develop solutions to environmental planning, compliance, training, waste management, and hazardous materials management problems and issues.

Functional Responsibilities: Supports the execution of Environmental Advisory Services project tasks under the direction of a Task Order Manager. Applies technical and management systems analysis methods to define and develop solutions to environmental planning, compliance, training, waste management, and hazardous materials management problems and issues.

Minimum Education: Bachelor's degree or equivalent in related field.

Commercial Job Title: Environmental Specialist II

Minimum/General Experience: Two (2) to four (4) years of experience applying technical and management systems analysis methods to develop solutions to environmental planning,

compliance, training, waste management, and hazardous materials management problems and issues.

Functional Responsibilities: Supports the execution of Environmental Advisory Services project tasks under the direction of a Task Order Manager. Applies technical and management systems analysis methods to define and develop solutions to environmental planning, compliance, training, wastes management, and hazardous materials management problem and issues.

Minimum Education: Bachelor's degree or equivalent in related field.

Commercial Job Title: Environmental Specialist III

Minimum/General Experience: Five (5) to seven (7) years of experience applying technical and management systems analysis methods to develop solutions to environmental planning, compliance, training, waste management, and hazardous materials management problems and issues.

Functional Responsibilities: Responsible for the design, development and technical execution of less complex Environmental Advisory Services projects and supports execution of more complex projects under the direction of higher-level manager. Applies technical and management systems analysis methods to define and develop solutions to environmental planning, compliance, training, waste management, and hazardous materials management problems and issues. For less complex projects, responsible for determining technical project objectives and selecting or performing/overseeing conceptual and methodological design for project execution.

Minimum Education: Bachelor's degree or equivalent in related field.

Commercial Job Title: Environmental Specialist IV

Minimum/General Experience: Eight (8) to ten (10) years of experience applying technical and management systems analysis methods to develop solutions to environmental planning, compliance, training, waste management, and hazardous materials management problems and issues.

Functional Responsibilities: Responsible for the design, development and technical execution of less complex Environmental Advisory Services projects and supports execution of more complex projects under the direction of higher-level manager. Applies technical and management systems analysis methods to define and develop solutions to environmental planning, compliance, training, waste management, and hazardous materials management problems and issues. For less complex projects, responsible for determining technical project objectives and selecting or performing/overseeing conceptual and methodological design for project execution.

Minimum Education: Bachelor's degree or equivalent in related field.

Commercial Job Title: Environmental Specialist V

Minimum/General Experience: Ten (10) to fifteen (15) years of experience applying technical and management systems analysis methods to develop solutions to environmental planning, compliance, training, waste management, and hazardous materials management problems and issues.

Functional Responsibilities: Responsible for the design, development and technical execution of large complex Environmental Advisory Services projects in coordination with the Task Order Manager. Applies sophisticated technical and management systems analysis methods to define and develop solutions to complex environmental planning, compliance, training, waste management, and hazardous materials management problems and issues. Responsible for determining technical project objectives and selecting or performing/overseeing conceptual and methodological design for project execution.

Minimum Education: Bachelor's degree or equivalent in related field.

Commercial Job Title: Environmental Specialist VI

Minimum/General Experience: Fifteen (15) to twenty (20) years of experience applying technical and management systems analysis methods to develop solutions to environmental planning, compliance, training, waste management, and hazardous materials management problems and issues.

Functional Responsibilities: Responsible for the design, development and technical execution of large complex Environmental Advisory Services projects in coordination with the Task Order Manager. Applies sophisticated technical and management systems analysis methods to define and develop solutions to complex environmental planning, compliance, training, waste management, and hazardous materials management problems and issues. Responsible for determining technical project objectives and selecting or performing/overseeing conceptual and methodological design for project execution.

Minimum Education: Bachelor's degree or equivalent in related field.

Commercial Job Title: Environmental Technician I

Minimum/General Experience: Zero (0) to two (2) years of experience in technical environmental support. Experience with Government or industry processes, procedures, standards, methodologies, or tools are relative to the assignment.

Functional Responsibilities: Provides technical support for environmental engineers engaged in research, design, development, testing, and manufacturing process improvement. Assists engineers in the development and fabrication of electronic, electrical, and mechanical prototypes, subassemblies, components, parts, equipment, and systems. Works under close supervision following specific procedures on routine tasks. Performs standard computations. Illustrates data with plots or charts.

Minimum Education: Associate's degree in Environmental Engineering or related science or equivalent technical training.

Commercial Job Title: Environmental Technician II

Minimum/General Experience: Two (2) to four (4) years of experience in technical environmental support. Experience with Government or industry processes, procedures, standards, methodologies, or tools as relative to the assignment.

Functional Responsibilities: Provides more complex environmental technical support assignments. Conducts tests and experiments that require non-standard setups and procedures. Extracts and compile data from field notes, technical manuals, lab reports, and bench tests. Develops information about operational failures and modifications. Selects methods of data presentation and prepares reports, including schematics and drawings. Works under general supervision on routine tasks. Performs standard computations. Illustrates data with plots or charts.

Minimum Education: Associate's degree in Environmental Engineering or related science or equivalent technical training.

Commercial Job Title: Environmental Technician III

Minimum/General Experience: Four (4) to six (6) years of experience in technical environmental support. Experience with Government or industry processes, procedures, standards, methodologies, or tools as relative to the assignment.

Functional Responsibilities: Provides more complex environmental technical support assignments. Conducts tests and experiments that require non-standard setups and procedures. Extracts and compiles data from field notes, technical manuals, lab reports, and bench tests. Develops information about operational failures and modifications. Selects methods of data presentation and prepares reports, including schematics and drawings. Works under general supervision on routine tasks. Performs standard computations. Illustrates data with plots or charts.

Minimum Education: Associate's degree in Environmental Engineering or related science or equivalent technical training.

Commercial Job Title: Environmental Technician IV

Minimum/General Experience: Five (5) to seven (7) years of experience in technical environmental support. Experience with Government or industry processes, procedures, standards, methodologies, or tools as relative to the assignment.

Functional Responsibilities: Provides more complex environmental technical support assignments. Conducts tests and experiments that require non-standard setups and procedures. Extracts and compiles data from field notes, technical manuals, lab reports, and bench tests. Develops information about operational failures and modifications.

Selects methods of data presentation and prepares reports, including schematics and drawings. Works under general supervision on routine tasks. Works with considerable independence on routine tasks. Performs standard computations. Illustrates data with plots or charts. May supervise or train lower level technicians.

Minimum Education: Associate's degree in Environmental Engineering or related science or equivalent technical training.

Commercial Job Title: Environmental Technician V

Minimum/General Experience: Eight (8) to ten (10) years of experience in technical environmental support. Experience with Government or industry processes, procedures, standards, methodologies, or tools as relative to the assignment.

Functional Responsibilities: Provides more complex environmental technical support assignments. Conducts tests and experiments that require non-standard setups and procedures. Extracts and compiles data from field notes, technical manuals, lab reports, and bench tests. Develops information about operational failures and modifications. Selects methods of data presentation and prepares reports, including schematics and drawings. Works under general supervision on routine tasks. Works with considerable independence on routine tasks. Performs standard computations. Illustrates data with plots or charts. May supervise or train lower level technicians.

Minimum Education: Associate's degree in Environmental Engineering or related science or equivalent

Commercial Job Title: Environmental Technician VI

Minimum/General Experience: Ten (10) to fifteen (15) years of experience in technical environmental support. Experience with Government or industry processes, procedures, standards, methodologies, or tools as relative to the assignment.

Functional Responsibilities: Provides more complex environmental technical support assignments. Conducts tests and experiments that require non-standard setups and procedures. Extracts and compiles data from field notes, technical manuals, lab reports, and bench tests. Develops information about operational failures and modifications. Selects methods of data presentation and prepares reports, including schematics and drawings. Works under general supervision on routine tasks. Works with considerable independence on routine tasks. Performs standard computations. Illustrates data with plots or charts. May supervise or train lower level technicians.

Minimum Education: Associate's degree in Environmental Engineering or related science or equivalent technical training.

Commercial Job Title: Logistician III

Minimum/General Experience: Five (5) to seven (7) years of experience in information Technology/information systems logistics experience, including working knowledge of user's requirements, processes, and operations. Specialized experience must include management of complex information Technology/Information Systems acquisition logistics effort; specialized or technical expertise in developing and reviewing documents, such as solicitation documents, Integrated Logistics Support Plans (ILSPs), and Computer Resources Life Cycle Management Plans (CRLCMPs). Specialized experience must also include Instructional Systems Design (ISD), developing documentation for RFPs, Logistics Support Analysis, and overall logistics planning of other facilities.

Functional Responsibilities: Provides acquisition technical support for training support equipment, supply, and computer resources. Develops maintenance/support concepts and other logistics related organizations. Familiar with Government logistics policies. Supports procurement and management processes of Support Equipment, Technical Orders; Spares; Instructional System Design (ISD); Computer Resources; and logistics associated with R&M functions.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

Commercial Job Title: Scientist I

Minimum/General Experience: Zero (0) to two (2) years of experience with task specific technologies in an environmental field.

Functional Responsibilities: Formulates and defines system scope and objectives. Applies high-level methodologies and principles to the reengineering and integration of scientific and engineering process modernization projects in a multi-software/hardware environment using current and emerging technology solutions. Assists in the development of procedures and design of experiments. Verifies experimental results, evaluates complex data, and reports results.

Minimum Education: Bachelor's degree in Chemistry, Biochemistry, Biology or a related science.

Commercial Job Title: Scientist II

Minimum/General Experience: Three (3) to five (5) years of experience with task specific technologies in an environmental field.

Functional Responsibilities: Formulates and defines system scope and objectives. Applies high-level methodologies and principles to the reengineering and integration of

scientific and engineering process modernization projects in a multi-software/hardware environment using current and emerging technology solutions. Assist in the development of procedures and design of experiments. Verifies experimental results, evaluates complex data, and reports results.

Minimum Education: Bachelor's degree in Chemistry, Biochemistry, Biology or a related science.

Commercial Job Title: Scientist III

Minimum/General Experience: Five (5) to seven (7) years of intensive and progressive experience in an environmental field.

Functional Responsibilities: Provide expert, independent services and leadership in specialized environmental areas. Provides expertise on an as-needed basis to all task assignments. Provides expert advice and assistance in state-of-the-art software and hardware. Coordinates with contractor management and government personnel to ensure that the problem has been properly defined and that the solution will satisfy the government's requirement. Assists in the development of procedures and design of experiments. Verifies experimental results, evaluates complex data, and reports results.

Minimum Education: Bachelor's degree in Chemistry, Biochemistry, Biology or a related science.

Commercial Job Title: Scientist IV

Minimum/General Experience: Eight (8) to ten (10) years of experience with task specific technology in an environmental field.

Functional Responsibilities: Provide expert, independent services and leadership in specialized environmental areas. Provides expertise on an as-needed basis to all task assignments. Provides expert advice and assistance in state-of-the-art software and hardware. Coordinates with contractor management and government personnel to ensure that the problem has been properly defined and that the solution will satisfy the government's requirements. Assists in the development of procedures and design of experiments. Verifies experimental results, evaluates complex data, and reports results.

Minimum Education: Bachelor's degree in Chemistry, Biochemistry, Biology or a related science.

Commercial Job Title: Scientist V

Minimum/General Experience: Ten (10) to twelve (12) years of experience with task specific technologies in an environmental field.

Functional Responsibilities: Provide expert, independent services and leadership in specialized environmental areas. Provides expertise on an as-needed basis to all task assignments. Provides expert advice and assistance in state-of-the-art software and hardware. Coordinates with contractor management and government personnel to ensure that the problem has been properly defined and that the solution will satisfy the government's requirement. Assists in the development of procedures and design of experiments. Verifies experimental results, evaluates complex data, and reports results.

Minimum Education: Bachelor's degree in Chemistry, Biochemistry, Biology or a related science.

Commercial Job Title: Scientist VI

Minimum/General Experience: At least fifteen (15) years of experience with task specific technologies in an environmental field.

Functional Responsibilities: Provide expert, independent services and leadership in specialized environmental areas. Provides expertise on an as-needed basis to all task assignments. Provides expert advice and assistance in state-of-the-art software and hardware. Coordinates with contractor management and government personnel to ensure that the problem has been properly defined and that the solution will satisfy the government's requirement. Assists in the development of procedures and design of experiments. Verifies experimental results, evaluates complex data, and reports results.

Minimum Education: Bachelor's degree in Chemistry, Biochemistry, Biology or a related science.



Section VI

Products and Services Price Lists



HAZMED, Inc. Government Price List (Effective August 23, 2008)

SIN's	Commercial Job Title	Hourly Rates	
		Ordering Activity Site	Contractor Site
	IT PROFESSIONAL SERVICES		
	C 132-51, C132-51RC		
	Administrative Assistant II	\$28.02	\$35.03
	Administrative Assistant III	\$36.19	\$45.54
	Business Process Reengineering Specialist II	\$51.37	\$63.05
	Business Process Reengineering Specialist III	\$70.05	\$87.57
	Business Process Reengineering Specialist IV	\$91.07	\$114.42
	Computer Programmer I	\$39.70	\$49.04
	Computer Programmer II	\$51.37	\$63.05
	Computer Programmer III	\$67.72	\$85.23
	Computer Programmer IV	\$79.40	\$99.24
	Computer Programmer V	\$89.90	\$113.26
	Consultant II	\$89.90	\$113.26
	Consultant III	\$106.25	\$131.94
	Consultant IV	\$141.28	\$176.30
	Documentation Preparation Specialist	\$29.19	\$36.19
	Engineer I	\$33.86	\$42.03
	Engineer II	\$68.89	\$85.23
	Engineer III	\$85.23	\$107.42
	Engineer IV	\$95.74	\$120.26
	Graphic Designer I	\$26.85	\$33.86
	Graphic Designer II	\$44.37	\$54.88
	Information Systems Engineer I	\$52.54	\$65.38
	Information Systems Engineer II	\$60.71	\$77.06
	Information Systems Engineer III	\$67.72	\$85.23
	Information Systems Engineer IV	\$86.40	\$108.58
	Logistician I	\$51.37	\$63.05
	Logistician II	\$73.56	\$92.24
	Material Control Specialist	\$56.04	\$71.22



SIN's	Commercial Job Title	Hourly Rates	
		Ordering Activity Site	Contractor Site
	IT PROFESSIONAL SERVICES		
	C 132-51, C132-51RC		
	Microsoft Certified Product Specialist	\$85.23	\$106.25
	Microsoft Certified System Engineer	\$101.58	\$127.27
	Network Installation Technician II	\$45.54	\$56.04
	Network Installation Technician III	\$58.38	\$73.56
	Program Manager	\$110.92	\$138.94
	Project Manager	\$96.91	\$120.26
	Quality Assurance Analyst III	\$65.38	\$81.73
	Quality Assurance Manager	\$84.07	\$105.08
	Software Engineer II	\$67.72	\$85.23
	Software Engineer III	\$85.23	\$106.25
	Subject Matter Expert II	\$113.26	\$141.28
	Subject Matter Expert III	\$141.28	\$176.30
	Systems Administrator I	\$47.87	\$59.55
	Systems Administrator II	\$63.05	\$79.40
	Systems Administrator III	\$85.23	\$106.25
	Systems Analyst I	\$39.70	\$49.04
	Systems Analyst II	\$52.54	\$66.55
	Systems Analyst III	\$67.72	\$85.23
	Systems Analyst IV	\$85.23	\$106.25
	Technical Writer/ Editor I	\$43.20	\$53.71
	Technical Writer/ Editor II	\$51.37	\$63.05
	Training Specialist I	\$50.21	\$61.88
	Training Specialist II	\$58.38	\$73.56
	Training Specialist III	\$84.07	\$105.08



	Commercial Job Title	Hourly Rates	
		Ordering Activity Site	Contractor Site
SIN's	MOBIS 874-1, 874-1RC, 874-4, 874-4RC, 874-6, 874-6RC, 874-7, 874-7RC, 100-03, 100-03RC		
	Administrative Assistant III	\$31.23	\$39.29
	Executive Management Consultant	\$103.74	\$129.68
	Graphic Designer II	\$38.28	\$47.35
	Management Consultant I	\$26.93	\$33.92
	Management Consultant II	\$32.92	\$40.90
	Management Consultant III	\$45.89	\$56.86
	Management Consultant IV	\$50.87	\$63.84
	Management Consultant V	\$63.84	\$79.80
	Principal Management Consultant I	\$77.81	\$97.76
	Principal Management Consultant II	\$93.77	\$117.71
	Senior Executive Management Consultant	\$135.66	\$169.58
	Senior Organizational Facilitator	\$112.72	\$141.65
	Senior Organizational Trainer	\$123.69	\$154.61
	Technical Writer/ Editor II	\$44.33	\$54.40



SIN's	Commercial Job Title	Hourly Rates	
		Ordering Activity Site	Contractor Site
	ENVIRONMENTAL SERVICES <i>899-1, 899-1RC, 899-3, 899-3RC, 899-5, 899-5RC, 100-03, 100-03RC</i>		
	Analyst I	\$52.33	\$65.48
	Analyst II	\$54.51	\$68.20
	Analyst III	\$56.69	\$70.93
	Analyst IV	\$58.87	\$73.66
	Analyst V	\$61.14	\$76.50
	Analyst VI	\$63.50	\$79.45
	Consultant I	\$62.41	\$78.09
	Environmental Specialist I	\$34.70	\$43.42
	Environmental Specialist II	\$42.88	\$53.66
	Environmental Specialist III	\$52.42	\$65.59
	Environmental Specialist IV	\$58.87	\$73.66
	Environmental Specialist V	\$83.31	\$104.24
	Environmental Specialist VI	\$97.12	\$121.52
	Environmental Technician I	\$25.90	\$32.40
	Environmental Technician II	\$32.98	\$41.27
	Environmental Technician III	\$39.88	\$49.90
	Environmental Technician IV	\$43.61	\$54.56
	Environmental Technician V	\$52.42	\$65.59
	Environmental Technician VI	\$54.51	\$68.20
	Logistician III	\$76.31	\$95.48
	Scientist I	\$33.89	\$42.39
	Scientist II	\$40.61	\$50.81
	Scientist III	\$49.52	\$61.94
	Scientist IV	\$58.14	\$72.75
	Scientist V	\$74.49	\$93.21
	Scientist VI	\$85.94	\$107.53

HAZMED, Inc.

August 23, 2008

Schedule of Items

Contract No. GS-00F-0032L

**874-1, 874-1RC, 874-4, 874-4RC,
874-6, 874-6RC, 874-7, 874-7RC,
100-03, 100-03RC**

SCHEDULE OF AVAILABLE TRAINING COURSES

Course Price Data Sheet

Title of Course:

Team Development

Length of Course (Number of Hrs./Days):

16 hours/2 days

Total Price of Course for

\$7,000

Minimum Number of Participants:

10

Commercial/Non-Gov't Price:

\$8,400

Percent Discount Off Commercial
Price List

16.67%

(if applicable) Price Per Each Additional
Participant in Excess of the Minimum:

\$25

(if applicable) Quantity Discount For
Additional Participants in Excess of
the Minimum:

96.4%

Maximum Number of Participants
(if applicable):

20

- Base price is for up to 10 students and includes all contractor-provided training materials. For classes in excess of 10 students, add \$25 for each additional student to determine final course price.
- Maximum class size is normally 20 students. This may be waived in extenuating situations.
- Prices do not include instructor travel costs outside the Washington, DC metropolitan area.
- Prices are based on the use of a government-provided/contracted facility with normal training support capability.
- HAZMED customizes all workshops and training courses from existing courses, or develops completely new courses to accommodate the customer's specific needs. Any additional development time is charged at the SIN 874-1 labor categories and rates. Customer-desired adjustments to course content and course length may also affect course costs.
- Materials desired by the customer in excess of those normally prescribed for a particular course will be itemized and provided at HAZMED's costs.



HAZMED, Inc.

August 23, 2008

Schedule of Items

Contract No. GS-00F-0032L

**874-1, 874-1RC, 874-4, 874-4RC,
874-6, 874-6RC, 874-7, 874-7RC,
100-03, 100-03RC**

SCHEDULE OF AVAILABLE TRAINING COURSES

Course Price Data Sheet

Title of Course: **Active Listening Techniques**

Length of Course (Number of Hrs./Days): 8 hours/1 day

Total Price of Course for

Minimum Number of Participants: \$3,500

Minimum Number of Participants: 10

Commercial/Non-Gov't Price: \$4,200

Percent Discount Off Commercial
Price List 16.67%

(if applicable) Price Per Each Additional
Participant in Excess of the Minimum: \$25

(if applicable) Quantity Discount For
Additional Participants in Excess of
the Minimum: 92.8%

Maximum Number of Participants
(if applicable): 20

- Base price is for up to 10 students and includes all contractor-provided training materials. For classes in excess of 10 students, add \$25 for each additional student to determine final course price.
- Maximum class size is normally 20 students. This may be waived in extenuating situations.
- Prices do not include instructor travel costs outside the Washington, DC metropolitan area.
- Prices are based on the use of a government-provided/contracted facility with normal training support capability.
- HAZMED customizes all workshops and training courses from existing courses, or develops completely new courses to accommodate the customer's specific needs. Any additional development time is charged at the SIN 874-1 labor categories and rates. Customer-desired adjustments to course content and course length may also affect course costs.
- Materials desired by the customer in excess of those normally prescribed for a particular course will be itemized and provide at HAZMED's costs.



HAZMED, Inc.

August 23, 2008

Schedule of Items

Contract No. GS-00F-0032L

**874-1, 874-1RC, 874-4, 874-4RC,
874-6, 874-6RC, 874-7, 874-7RC,
100-03, 100-03RC**

SCHEDULE OF AVAILABLE TRAINING COURSES

Course Price Data Sheet

Title of Course:

Conflict Resolution

Length of Course (Number of Hrs./Days):

16 hours/2 days

Total Price of Course for

Minimum Number of Participants:

\$7,000

Minimum Number of Participants:

10

Commercial/Non-Gov't Price:

\$8,400

Percent Discount Off Commercial

16.67%

Price List

(if applicable) Price Per Each Additional

Participant in Excess of the Minimum:

\$25

(if applicable) Quantity Discount For

Additional Participants in Excess of

the Minimum:

96.4%

Maximum Number of Participants

(if applicable):

20

- Base price is for up to 10 students and includes all contractor-provided training materials. For classes in excess of 10 students, add \$25 for each additional student to determine final course price.
- Maximum class size is normally 20 students. This may be waived in extenuating situations.
- Prices do not include instructor travel costs outside the Washington, DC metropolitan area.
- Prices are based on the use of a government-provided/contracted facility with normal training support capability.
- HAZMED customizes all workshops and training courses from existing courses, or develops completely new courses to accommodate the customer's specific needs. Any additional development time is charged at the SIN 874-1 labor categories and rates. Customer-desired adjustments to course content and course length may also affect course costs.
- Materials desired by the customer in excess of those normally prescribed for a particular course will be itemized and provided at HAZMED's costs.



HAZMED, Inc.

August 23, 2008

Schedule of Items

Contract No. GS-00F-0032L

**874-1, 874-1RC, 874-4, 874-4RC,
874-6, 874-6RC, 874-7, 874-7RC,
100-03, 100-03RC**

SCHEDULE OF AVAILABLE TRAINING COURSES

Course Price Data Sheet

Title of Course: **Effective Meeting Management**

Length of Course (Number of Hrs./Days): 8 hours/1 day

Total Price of Course for

Minimum Number of Participants: \$3,500

Minimum Number of Participants: 10

Commercial/Non-Gov't Price: \$4,200

Percent Discount Off Commercial
Price List 16.67%

(if applicable) Price Per Each Additional
Participant in Excess of the Minimum: \$25

(if applicable) Quantity Discount For
Additional Participants in Excess of
the Minimum: 92.8%

Maximum Number of Participants
(if applicable): 20

- Base price is for up to 10 students and includes all contractor-provided training materials. For classes in excess of 10 students, add \$25 for each additional student to determine final course price.
- Maximum class size is normally 20 students. This may be waived in extenuating situations.
- Prices do not include instructor travel costs outside the Washington, DC metropolitan area.
- Prices are based on the use of a government-provided/contracted facility with normal training support capability.
- HAZMED customizes all workshops and training courses from existing courses, or develops completely new courses to accommodate the customer's specific needs. Any additional development time is charged at the SIN 874-1 labor categories and rates. Customer-desired adjustments to course content and course length may also affect course costs.
- Materials desired by the customer in excess of those normally prescribed for a particular course will be itemized and provided at HAZMED's costs.

HAZMED, Inc.

August 23, 2008

Schedule of Items

Contract No. GS-00F-0032L

**874-1, 874-1RC, 874-4, 874-4RC,
874-6, 874-6RC, 874-7, 874-7RC,
100-03, 100-03RC**

SCHEDULE OF AVAILABLE TRAINING COURSES

Course Price Data Sheet

Title of Course: **Myers-Briggs Type Indicator (MBTI)**

Length of Course (Number of Hrs./Days): 16 hours/2 days

Total Price of Course for

Minimum Number of Participants: \$7,000

Minimum Number of Participants: 10

Commercial/Non-Gov't Price: \$8,400

Percent Discount Off Commercial
Price List 16.67%

(if applicable) Price Per Each Additional
Participant in Excess of the Minimum: \$25

(if applicable) Quantity Discount For
Additional Participants in Excess of
the Minimum: 96.4%

Maximum Number of Participants
(if applicable): 25

- Base price is for up to 10 students and includes all contractor-provided training materials. For classes in excess of 10 students, add \$25 for each additional student to determine final course price.
- Maximum class size is normally 25 students. This may be waived in extenuating situations.
- Prices do not include instructor travel costs outside the Washington, DC metropolitan area.
- Prices are based on the use of a government-provided/contracted facility with normal training support capability.
- HAZMED customizes all workshops and training courses from existing courses, or develops completely new courses to accommodate the customer's specific needs. Any additional development time is charged at the SIN 874-1 labor categories and rates. Customer-desired adjustments to course content and course length may also affect course costs.
- Materials desired by the customer in excess of those normally prescribed for a particular course will be itemized and provided at HAZMED's costs.

HAZMED, Inc.

August 23, 2008

Schedule of Items

Contract No. GS-00F-0032L

**874-1, 874-1RC, 874-4, 874-4RC,
874-6, 874-6RC, 874-7, 874-7RC,
100-03, 100-03RC**

SCHEDULE OF AVAILABLE TRAINING COURSES

Course Price Data Sheet

Title of Course: **Introduction to Project Management**

Length of Course (Number of Hrs./Days): 32 hours/4 days

Total Price of Course for

Minimum Number of Participants: \$14,000

Minimum Number of Participants: 10

Commercial/Non-Gov't Price: \$16,800

Percent Discount Off Commercial
Price List 16.67%

(if applicable) Price Per Each Additional
Participant in Excess of the Minimum: \$50

(if applicable) Quantity Discount For
Additional Participants in Excess of
the Minimum: 96.4%

Maximum Number of Participants
(if applicable): 20

- Base price is for up to 10 students and includes all contractor-provided training materials. For classes in excess of 10 students, add \$50 for each additional student to determine final course price.
- Maximum class size is normally 20 students. This may be waived in extenuating situations.
- Prices do not include instructor travel costs outside the Washington, DC metropolitan area.
- Prices are based on the use of a government-provided/contracted facility with normal training support capability.
- HAZMED customizes all workshops and training courses from existing courses, or develops completely new courses to accommodate the customer's specific needs. Any additional development time is charged at the SIN 874-1 labor categories and rates. Customer-desired adjustments to course content and course length may also affect course costs.
- Materials desired by the customer in excess of those normally prescribed for a particular course will be itemized and provided at HAZMED's costs.

HAZMED, Inc.

August 23, 2008

Schedule of Items

Contract No. GS-00F-0032L

**874-1, 874-1RC, 874-4, 874-4RC,
874-6, 874-6RC, 874-7, 874-7RC,
100-03, 100-03RC**

SCHEDULE OF AVAILABLE TRAINING COURSES

Course Price Data Sheet

Title of Course: **Supervisory Skills for the New Manager**

Length of Course (Number of Hrs./Days): 36 hours/4 days

Total Price of Course for
Minimum Number of Participants: \$14,000
Minimum Number of Participants: 10

Commercial/Non-Gov't Price: \$16,800
Percent Discount Off Commercial
Price List 16.67%

(if applicable) Price Per Each Additional
Participant in Excess of the Minimum: \$50

(if applicable) Quantity Discount For
Additional Participants in Excess of
the Minimum: 96.4%

Maximum Number of Participants
(if applicable): 20

- Base price is for up to 10 students and includes all contractor-provided training materials. For classes in excess of 10 students, add \$50 for each additional student to determine final course price.
- Maximum class size is normally 20 students. This may be waived in extenuating situations.
- Prices do not include instructor travel costs outside the Washington, DC metropolitan area.
- Prices are based on the use of a government-provided/contracted facility with normal training support capability.
- HAZMED customizes all workshops and training courses from existing courses, or develops completely new courses to accommodate the customer's specific needs. Any additional development time is charged at the SIN 874-1 labor categories and rates. Customer-desired adjustments to course content and course length may also affect course costs.
- Materials desired by the customer in excess of those normally prescribed for a particular course will be itemized and provided at HAZMED's costs.



HAZMED, Inc.

August 23, 2008

Schedule of Items

Contract No. GS-00F-0032L

**874-1, 874-1RC, 874-4, 874-4RC,
874-6, 874-6RC, 874-7, 874-7RC,
100-03, 100-03RC**

Schedule of Support Products

<u>Item</u>	Quantity	Government Price
Course Workbooks and Training Materials		
Team Development	1 each	\$25.00
Active Listening Techniques	1 each	\$25.00
Conflict Resolution	1 each	\$25.00
Effective Meeting Management	1 each	\$25.00
Myers-Briggs Type Indicator	1 each	\$25.00
Introduction to Project Management	1 each	\$50.00
Supervisory Skills for the New Manager	1 each	\$50.00
Other Support Products		
35mm Slide	1 each	\$8.00
Audio Cassette Tape	1 each	\$6.50
Videotape	1 each	\$15.00
Overhead Transparency	1 each	\$6.50
CD ROM	1 each	\$2.50
Poster Board Display	1 each	\$40.00
Exhibit Booth Model	1 each	\$40.00
Diskette, 3.5"	1 each	\$1.00
Diskette, Mailers	1 each	\$0.25
Postage	1 ounce	\$0.33
Paper Copying, Black & White, 8.5" x11"	1 page	\$0.06
Paper Copying, Color, 8.5" x 11"	1 page	\$1.00

Section VII

U.S. Commitment to Promote Small Business Participation Procurement Programs

USA Commitment to Promote Small Business Participation Procurement Programs

PREAMBLE

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

COMMITMENT

To actively seek and partner with small businesses.

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

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

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

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

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

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

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in Federal Government contracts. To accelerate potential opportunities please contact the Contracts Department at (301) 577-9339, or Fax (301) 577-9616.

Section VIII

Best Value Blanket Purchase
Agreement (BPA)
Federal Supply Schedule



Best Value Blanket Purchase Agreement (BPA) Federal Supply Schedule

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act

 (Agency) and HAZMED, Inc. enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) _____.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the Government that works better and costs less.

Signatures

AGENCY

DATE

CONTRACTOR

DATE



(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s) _____, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (Ordering Agency):

(1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

MODEL NUMBER/PART NUMBER *SPECIAL BPA DISCOUNT/PRICE

_____	_____
_____	_____

(2) Delivery:

DESTINATION DELIVERY SCHEDULE/DATES

_____	_____
_____	_____

(3) The Government estimates, but does not guarantee, that the volume of purchases through this agreement will be _____.

(4) This BPA does not obligate any funds.

(5) This BPA expires on _____ or at the end of the contract period, whichever is earlier.

(6) The following office(s) is hereby authorized to place orders under this BPA:

OFFICE POINT OF CONTACT

_____	_____
_____	_____

(7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

(8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

(a) Name of Contractor;

- (b) Contract Number;
 - (c) BPA Number;
 - (d) Model Number or National Stock Number (NSN);
 - (e) Purchase Order Number;
 - (f) Date of Purchase;
 - (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
 - (h) Date of Shipment.
- (9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.
- (10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

Section IX

Basic Guidelines for Using “Contractor Team Agreement”

Basic Guidelines for Using “Contractor Team Arrangements”

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to a customer agency requirements.

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

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

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

Customers should refer to FAR 9.6 for specific details on Team Arrangements. Here is a general outline on how it works:

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