

GENERAL SERVICES ADMINISTRATION  
Federal Supply Service  
Authorized Federal Supply Schedule Price List

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

**MULTIPLE AWARD SCHEDULE (MAS)**

**CONTRACT NUMBER:**  
GS-00F-145GA

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

**Period Covered by Contract:**  
March 21, 2017 to March 20, 2022

**Organizational Strategies, LLC**

1850 TOWERS CRESCENT PLZ STE 500-B

TYSONS, VA 22182-6230

Telephone: 703-413-7720

Fax: 703-413-7721

Website: <https://www.orgstrategies.com/>

Business Size: Other than small business

## CUSTOMER INFORMATION

- 1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).  
**541330ENG (Engineering Services); 541380 (Testing Laboratory Services); 541420 (Engineering System Design and Integration Services); 541611 (Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services); 541620 (Environmental Consulting Services); 541715 (Engineering Research and Development and Strategic Planning); OLM (Order-Level Materials)**
- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.  
**Refer to attached awarded GSA Schedule Contract pricelist**
- 1c. If Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided.  
**Refer to attached awarded GSA Schedule Contract pricelist**
2. Maximum order.  
**SINs 541380, OLM (\$250,000)**  
**SINs 541330ENG, 541420, 541611, 541620, 541715 (\$1,000,000)**
3. Minimum order.  
**\$100**
4. Geographic coverage.  
**Domestic**
5. Point(s) of production.  
**Not Applicable**
6. Discount from list prices or statement of net price.  
**Prices shown are net Government awarded discount**
7. Quantity discounts.  
**2% for orders over SAT;**  
**3% for task orders between \$250,000 - \$500,000;**  
**5% for task orders over \$500,000.00**
8. Prompt payment terms.  
**2% - 10 days; 1% - 20 days; Net 30. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions**
- 9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold.  
**Organizational Strategies, LLC will accept Government purchase cards for orders below the micro-purchase threshold.**

- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold.  
**Organizational Strategies, LLC will accept Government purchase cards for orders above the micro-purchase threshold.**
10. Foreign items.  
**Not Applicable**
- 11a. Time of delivery.  
**As Negotiated**
- 11b. Expedited Delivery. The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price lists that have expedited delivery.  
**Contact Contractor**
- 11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery.  
**Contact Contractor**
- 11d. Urgent Requirements. The Contractor will note in its price list the "Urgent Requirements" clause of its contract and advise agencies that they can also contact the Contractor's representative to effect a faster delivery.  
**Contact Contractor**
12. F.O.B. point(s).  
**Destination**
- 13a. Ordering address(es).  
**Same as Contractor Address**
- 13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.
14. Payment address.  
**Same as Contractor Address**
15. Warranty provision.  
**Standard Commercial Warranty**
16. Export packing charges.  
**Not Applicable**
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level).  
**Contact Contractor**
18. Terms and conditions of rental, maintenance, and repair.  
**Not Applicable**

19. Terms and conditions of installation.  
**Not Applicable**
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices.  
**Not Applicable**
- 20a. Terms and conditions for any other services.  
**Not Applicable**
21. List of service and distribution points.  
**Not Applicable**
22. List of Participating Dealers.  
**Not Applicable**
23. Preventive maintenance.  
**Not Applicable**
- 24a. Special attributes such as environmental attributes.  
**Not Applicable**
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found. The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/).  
**Not Applicable**
25. Data Universal Number System (DUNS) number.  
**015260870**
26. Organizational Strategies, LLC is registered in System for Award Management (SAM) database.

**AWARDED GSA SCHEDULE PRICING**

<b>SIN(s)</b>	<b>Labor Category</b>	<b>Minimum Education</b>	<b>Minimum Experience</b>	<b>3/21/17 – 3/20/18</b>	<b>3/21/18 – 3/20/19</b>	<b>3/21/19 – 3/20/20</b>	<b>3/21/20 – 3/20/21</b>	<b>3/21/21 – 3/20/22</b>
541611	Senior Consultant	Bachelors	10	\$ 183.09	\$ 187.85	\$ 192.74	\$ 197.75	\$ 202.89
541611	Consultant	Bachelors	8	\$ 142.97	\$ 146.69	\$ 150.50	\$ 154.42	\$ 158.43
541611	Product Development Consultant	Bachelors	7	\$ 139.49	\$ 143.11	\$ 146.83	\$ 150.65	\$ 154.57
541611	Administration Support	High School	2	\$ 57.53	\$ 59.03	\$ 60.56	\$ 62.14	\$ 63.75
541611	Technical Writer	Bachelors	5	\$ 65.53	\$ 67.24	\$ 68.98	\$ 70.78	\$ 72.62
541611	Training Specialist	Bachelors	7	\$ 125.54	\$ 128.81	\$ 132.15	\$ 135.59	\$ 139.12
541611	Program Manager	Bachelors	10	\$ 148.20	\$ 152.05	\$ 156.01	\$ 160.06	\$ 164.23
541611	Research Assistant	High School	7	\$ 57.53	\$ 59.03	\$ 60.56	\$ 62.14	\$ 63.75
541611	Senior Contract Manager	Bachelors	7	\$ 183.09	\$ 187.85	\$ 192.74	\$ 197.75	\$ 202.89
541611	Contract Analyst	Bachelors	5	\$ 142.97	\$ 146.69	\$ 150.50	\$ 154.42	\$ 158.43
541330ENG; 541715; 541420; 541380	Clerical/Admin Support	High School	2	\$ 57.53	\$ 59.03	\$ 60.56	\$ 62.14	\$ 63.75
541330ENG; 541715; 541420; 541380	Report Production Specialist	High School	2	\$ 48.88	\$ 50.15	\$ 51.45	\$ 52.79	\$ 54.16
541330ENG; 541715; 541420; 541380	Technical Writer	Bachelors	5	\$ 59.35	\$ 60.89	\$ 62.47	\$ 64.10	\$ 65.76
541330ENG; 541715; 541420; 541380	Consultant	Bachelors	10	\$ 142.67	\$ 146.38	\$ 150.19	\$ 154.09	\$ 158.10
541330ENG; 541715; 541420; 541380	Senior Consultant	Bachelors	10	\$ 183.09	\$ 187.85	\$ 192.74	\$ 197.75	\$ 202.89
541330ENG; 541715; 541420; 541380	Principle Consultant	Bachelors	12	\$ 209.83	\$ 215.29	\$ 220.89	\$ 226.63	\$ 232.52
541330ENG; 541715; 541420; 541380	Design Draftsman	High School	2	\$ 34.86	\$ 35.77	\$ 36.70	\$ 37.65	\$ 38.63

SIN(s)	Labor Category	Minimum Education	Minimum Experience	3/21/17 – 3/20/18	3/21/18 – 3/20/19	3/21/19 – 3/20/20	3/21/20 – 3/20/21	3/21/21 – 3/20/22
541330ENG; 541715; 541420; 541380	Engineer Scientist	Bachelors	8	\$ 122.19	\$ 125.36	\$ 128.62	\$ 131.97	\$ 135.40
541330ENG; 541715; 541420; 541380	Engineer Tech Specialist	Associates	2	\$ 58.72	\$ 60.25	\$ 61.81	\$ 63.42	\$ 65.07
541330ENG; 541715; 541420; 541380	Senior Engineering Tech Specialist	Bachelors	5	\$ 94.90	\$ 97.37	\$ 99.90	\$ 102.50	\$ 105.16
541330ENG; 541715; 541420; 541380	Senior Engineer/ Scientist	Bachelors	7	\$ 136.35	\$ 139.90	\$ 143.54	\$ 147.27	\$ 151.10
541330ENG; 541715; 541420; 541380	Senior Logistics Engineer Analyst	Associates	7	\$ 121.68	\$ 124.85	\$ 128.09	\$ 131.42	\$ 134.84
541330ENG; 541715; 541420; 541380	Logistics Engineer/ Analyst	Associates	7	\$ 92.29	\$ 94.69	\$ 97.15	\$ 99.68	\$ 102.27
541330ENG; 541715; 541420; 541380	Senior Operations Research Analyst	Masters	7	\$ 151.08	\$ 155.01	\$ 159.04	\$ 163.18	\$ 167.42
541330ENG; 541715; 541420; 541380	Senior Systems Engineer 01	Bachelors	13	\$ 157.11	\$ 161.19	\$ 165.38	\$ 169.68	\$ 174.10
541330ENG; 541715; 541420; 541380	Senior Systems Engineer 02	Bachelors	9	\$ 194.97	\$ 200.04	\$ 205.24	\$ 210.58	\$ 216.05
541330ENG; 541715; 541420; 541380	Systems Engineer 01	Bachelors	5	\$ 106.49	\$ 109.26	\$ 112.10	\$ 115.01	\$ 118.00
541330ENG; 541715; 541420; 541380	Systems Engineer 02	Bachelors	2	\$ 145.23	\$ 149.01	\$ 152.88	\$ 156.85	\$ 160.93
541330ENG; 541715; 541420; 541380	Physicist/Mathematician/ Scientist	Bachelors	5	\$ 125.87	\$ 129.15	\$ 132.50	\$ 135.95	\$ 139.48
541330ENG; 541715; 541420; 541380	Program Manager	Bachelors	7	\$ 128.80	\$ 132.14	\$ 135.58	\$ 139.11	\$ 142.72
541330ENG; 541715; 541420; 541380	Programmer	Bachelors	5	\$ 134.29	\$ 137.78	\$ 141.36	\$ 145.04	\$ 148.81
541330ENG; 541715; 541420; 541380	Programmer/Analyst	Associates	2	\$ 82.20	\$ 84.34	\$ 86.53	\$ 88.78	\$ 91.09
541330ENG; 541715; 541420; 541380	Subject Matter Expert	Masters	8	\$ 253.91	\$ 260.51	\$ 267.28	\$ 274.23	\$ 281.36

SIN(s)	Labor Category	Minimum Education	Minimum Experience	3/21/17 – 3/20/18	3/21/18 – 3/20/19	3/21/19 – 3/20/20	3/21/20 – 3/20/21	3/21/21 – 3/20/22
541330ENG; 541715; 541420; 541380	Test Technician	High School	7	\$ 87.28	\$ 89.55	\$ 91.88	\$ 94.27	\$ 96.72
541620	Environmental Prog. Mgr. Level 1	Bachelors	10	\$ 148.57	\$ 152.44	\$ 156.40	\$ 160.47	\$ 164.64
541620	Environmental Prog. Mgr. Level 2	Bachelors	12	\$ 183.55	\$ 188.32	\$ 193.22	\$ 198.24	\$ 203.39
541620	Environmental Prog. Mgr. Level 3	Bachelors	14	\$ 198.86	\$ 204.03	\$ 209.34	\$ 214.78	\$ 220.36
541620	Environmental Proj. Mgr. Level 1	Bachelors	11	\$ 112.43	\$ 115.36	\$ 118.36	\$ 121.43	\$ 124.59
541620	Environmental Proj. Mgr. Level 2	Bachelors	13	\$ 130.02	\$ 133.40	\$ 136.86	\$ 140.42	\$ 144.07
541620	Environmental Proj. Mgr. Level 3	Bachelors	15	\$ 143.80	\$ 147.54	\$ 151.37	\$ 155.31	\$ 159.35
541620	Environmental Engineer Level 1	Bachelors	2	\$ 114.72	\$ 117.70	\$ 120.76	\$ 123.90	\$ 127.12
541620	Environmental Engineer Level 2	Bachelors	6	\$ 149.90	\$ 153.80	\$ 157.80	\$ 161.90	\$ 166.11
541620	Environmental Engineer Level 3	Bachelors	10	\$ 157.51	\$ 161.61	\$ 165.81	\$ 170.12	\$ 174.54
541620	Environmental Scientist Level 1	Bachelors	3	\$ 84.14	\$ 86.33	\$ 88.57	\$ 90.88	\$ 93.24
541620	Environmental Scientist Level 2	Bachelors	5	\$ 107.07	\$ 109.86	\$ 112.71	\$ 115.64	\$ 118.65
541620	Environmental Scientist Level 3	Bachelors	7	\$ 130.02	\$ 133.40	\$ 136.86	\$ 140.42	\$ 144.07
541620	Environmental Analyst Level 1	Associates	5	\$ 72.63	\$ 74.52	\$ 76.46	\$ 78.45	\$ 80.49
541620	Environmental Analyst Level 2	Associates	5	\$ 94.03	\$ 96.47	\$ 98.98	\$ 101.55	\$ 104.19
541620	Environmental Analyst Level 3	Associates	9	\$ 117.00	\$ 120.04	\$ 123.16	\$ 126.36	\$ 129.65
541620	Technical Writer/Editor Lev. 1	Bachelors	2	\$ 37.99	\$ 38.98	\$ 40.00	\$ 41.04	\$ 42.10
541620	Technical Writer/Editor Lev. 2	Bachelors	4	\$ 46.77	\$ 47.99	\$ 49.23	\$ 50.51	\$ 51.83
541620	Technical Writer/Editor Lev. 3	Bachelors	8	\$ 55.54	\$ 56.98	\$ 58.46	\$ 59.98	\$ 61.54
541620	Data Entry Clerk/Admin Ass't.	High School	2	\$ 48.96	\$ 50.23	\$ 51.54	\$ 52.88	\$ 54.25

SIN(s)	Labor Category	Minimum Education	Minimum Experience	3/21/17 – 3/20/18	3/21/18 – 3/20/19	3/21/19 – 3/20/20	3/21/20 – 3/20/21	3/21/21 – 3/20/22
541620	Environmental Tech. Expert (SME) Level 1	Masters	14	\$ 99.44	\$ 102.02	\$ 104.67	\$ 107.40	\$ 110.19
541620	Environmental Tech. Expert (SME) Level 2	Masters	16	\$ 114.72	\$ 117.70	\$ 120.76	\$ 123.90	\$ 127.12
541620	Environmental Tech. Expert (SME) Level 3	Masters	18	\$ 145.31	\$ 149.09	\$ 152.96	\$ 156.94	\$ 161.02
541620	Environmental Tech. Expert (SME) Level 4	Masters	20	\$ 214.16	\$ 219.72	\$ 225.44	\$ 231.30	\$ 237.31
541620	Environmental Tech. Expert (SME) Level 5	Masters	22	\$ 237.10	\$ 243.26	\$ 249.59	\$ 256.08	\$ 262.73
541620	Environmental Tech. Expert (SME) Level 6	Masters	24	\$ 254.54	\$ 261.16	\$ 267.95	\$ 274.91	\$ 282.06
541620	Environmental Field Scientist Level 1	Bachelors	2	\$ 67.09	\$ 68.84	\$ 70.63	\$ 72.46	\$ 74.35
541620	Environmental Field Scientist Level 2	Bachelors	2	\$ 82.77	\$ 84.92	\$ 87.13	\$ 89.40	\$ 91.72
541620	Environmental Field Scientist Level 3	Bachelors	2	\$ 94.09	\$ 96.53	\$ 99.04	\$ 101.62	\$ 104.26
541620	GIS Specialist Level 1	Bachelors	2	\$ 91.78	\$ 94.16	\$ 96.61	\$ 99.12	\$ 101.70
541620	GIS Specialist Level 2	Bachelors	5	\$ 126.93	\$ 130.23	\$ 133.62	\$ 137.09	\$ 140.66
541620	GIS Specialist Level 3	Bachelors	7	\$ 152.82	\$ 156.79	\$ 160.87	\$ 165.05	\$ 169.34
541620	Quality Assurance Specialist	Bachelors	10	\$ 132.18	\$ 135.62	\$ 139.14	\$ 142.76	\$ 146.47



<b>SCLS Eligible Contract Labor Category</b>	<b>SCLS Equivalent Code Title</b>	<b>WD Number</b>
Administration Support	01113 - General Clerk III	2015-4281
Clerical/Admin Support	01113 - General Clerk III	2015-4281
Report Production Specialist	01070 - Document Preparation Clerk	2015-4281
Engineering Tech Specialist	30081 - Engineering Technician I	2015-4281
Data Entry Clerk/Admin Assistant	01113 - General Clerk III	2015-4281

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

## Labor Category Descriptions

### Senior Consultant

**Minimum Requirements:** BS/BA preferably in business management, engineering, science, or math plus at least 10 years of relevant experience. Within the period of relevant experience, must have a minimum of six years working in MOBIS-related consulting, survey, or training service areas. An MS/MA will substitute for two years of the relevant experience requirement. Eight years of directly related experience may substitute for a BS/BA.

**Duties:** Within defined objectives and with considerable latitude, performs in a professional position supporting highly complex client improvement efforts by performing/leading business financial analysis, strategic/tactical business planning, business process reengineering, A-76 studies, budget preparation and analysis, contract reconciliation, economic analysis, contractor cost/schedule analysis, and documentation development. Develops and/or reviews study plans and monitors/reports project status.

### Consultant

**Minimum Requirements:** BS/BA preferably in business management, engineering, science, or math plus at least 8 years of relevant experience. Within the period of relevant experience, must have a minimum of five years working in MOBIS-related consulting, survey, or training service areas. An MS/MA will substitute for two years of the relevant experience requirement. Eight years of directly related experience may substitute for a BS/BA.

**Duties:** Within defined objectives and with considerable latitude, performs in a professional position supporting moderately-to-highly complex client improvement efforts by performing/leading business financial analysis, strategic/tactical business planning, business process reengineering, A-76 studies, budget preparation and analysis, contract reconciliation, economic analysis, contractor cost/schedule analysis, and documentation development. Develops and/or reviews study plans and monitors/reports project status.

### Product Development Consultant

**Minimum Requirements:** BS/BA from an accredited 4 year college.

**Duties:** Manages and coordinates product development projects. Evaluates and resolves technical feasibility, design optimization, and production issues. Ensures that labeling and marketing/promotional literature match product specifications. Researches and monitors existing client base and industry developments and identifies potential new product opportunities. Works with other departments to establish a design, technology, product development, and vendor strategy. Manages project budgets and prepares financial analysis reports for top management. May require a bachelor's degree with at least 7 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures.

### Administration Support

**Minimum Requirements:** High School Diploma, Bachelor Degree Preferred.

**Duties:** Support the program management staff in the preparation of deliverables, internal reports, briefings, and drawings associated with the project being supported.

## **Technical Writer**

**Duties:** Responsible for writing technical documents, including business proposals, reports, manuals, briefings and presentations, guidelines, and other project deliverables to meet contract requirements. Reviews and edits documents developed by others to ensure accuracy and quality of contents, organization, languages, format consistency, and conformance with established standards; works with technical staff to develop documentation requirements; develops outlines and drafts for review and approval by technical specialist and project management; and ensures that final documents meet applicable contract requirements and regulations. Researches and gathers technical and background information for inclusion in project documentation and deliverables. Consults relevant information sources, including library resources, technical and financial documents, and client and project personnel, to obtain background information; and verifies pertinent guidelines and regulations governing project deliverables. Works under general supervision.

**Minimum Requirements:** Possesses a bachelor's degree in English, language/writing or a related technical discipline.

## **Training Specialist**

**Minimum Requirements:** A BA degree or High School diploma and 7 years of experience in the training arena.

**Duties:** Designs, plans, and implements corporate training programs, policies, and procedures. Researches new training techniques and suggests enhancements to existing training programs. Contracts with vendors for employee participation in outside training programs. Requires a bachelor's degree in a related area and at least 7 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures.

## **Program Manager**

**Minimum Requirements:** BS/BA with 24 semester hours in quantitative analysis courses and at least ten years of government service experience. At least seven of these ten years must have included consulting experience, demonstrating progressively more responsible assignments. At least four of the seven years of consulting experience must be in one or more MOBIS-related functional specialties (e.g., privatization studies, process modeling, performance measurement, strategic planning, activity based costing, training, or surveys), and at least five of the seven years of consulting experience must have been as a manager. An MS/MA will substitute for two years of the consulting experience requirement.

**Duties:** Effective and timely customer communications and coordination of consultants' project activities. Includes front-end team organization, assistance in providing general improvement project approaches/concepts, schedule and cost management of the project, technical reviews of in-process and completed products. Requires the ability to manage and allocate/prioritize resources for simultaneous activities or projects.

## **Research Assistant**

**Minimum Requirements:** High School Diploma with 7 years of experience or Bachelor's degree with 0 years of experience.

**Duties:** Participates in research and development activities. Utilizes established mathematical and scientific techniques to compile and analyze data. Writes technical reports detailing procedures, outcomes, and observations.

### **Senior Contract Analyst**

**Minimum Requirements:** Requires a bachelor's degree with at least 7 years of experience in the field.

**Duties:** Responsible for activities in the organization's contracts administration function. Oversees the preparation of proposals and negotiation and administration of contracts in accordance with company policies and legal requirements. Directs contract administration staff and provides guidance on complex contracts.

### **Contract Analyst**

**Minimum Requirements:** High School Diploma with 5 years of Contracts Experience.

**Duties:** Responsible for preparation and verification of contracts and associated paperwork to prepare a complete contract package. Maintains and retrieves contract documents as needed. Checks submitted documents for completeness and compliance with federal or state regulations and company policy.

### **Clerical/Admin Support**

**Minimum Requirements: High School Diploma.**

**Duties:** Support the program management staff in the preparation of deliverables, internal reports, briefings, and drawings associated with the project being supported.

### **Report Production Specialist**

**Minimum Requirements: High School Diploma.**

**Duties:** Support the program management staff in the preparation and production of reports, briefings, and associated with the project being supported.

### **Technical Writer**

**Duties:** Responsible for writing technical documents, including business proposals, reports, manuals, briefings and presentations, guidelines, and other project deliverables to meet contract requirements. Reviews and edits documents developed by others to ensure accuracy and quality of contents, organization, languages, format consistency, and conformance with established standards; works with technical staff to develop documentation requirements; develops outlines and drafts for review and approval by technical specialist and project management; and ensures that final documents meet applicable contract requirements and regulations. Researches and gathers technical and background information for inclusion in project documentation and deliverables. Consults relevant information sources, including library resources, technical and financial documents, and client and project personnel, to obtain background information; and verifies pertinent guidelines and regulations governing project deliverables. Works under general supervision.

**Minimum Requirements: Possesses a bachelor's degree in English, language/writing or a related technical discipline.**

### **Consultant**

**Minimum Requirements:** BS/BA preferably in business management, engineering, science, or math plus at least nine years of relevant experience. The BS/BA degree may be substituted with 10 years of working experience and a High School Diploma. Within the period of relevant experience, must have a minimum of five years working in PES-related consulting, survey, or training service areas. An MS/MA will substitute for two years of the relevant experience requirement. Eight years of directly related experience may substitute for a BS/BA.

**Duties:** Within defined objectives and with considerable latitude, performs in a professional position supporting moderately-to-highly complex client improvement efforts by performing/leading business financial analysis, strategic/tactical business planning, business process reengineering, A-76 studies, budget preparation and analysis, contract reconciliation, economic analysis, contractor cost/schedule analysis, and documentation development. Develops and/or reviews study plans and monitors/reports project status.

### **Senior Consultant**

**Minimum Requirements:** BS/BA preferably in business management, engineering, science, or math plus at least 10 years of relevant experience. Within the period of relevant experience, must have a minimum of six years working in PES-related consulting, survey, or training service areas. An MS/MA will substitute for two years of the relevant

experience requirement. Eight years of directly related experience may substitute for a BS/BA.

**Duties:** Within defined objectives and with considerable latitude, performs in a professional position supporting highly complex client improvement efforts by performing/leading business financial analysis, strategic/tactical business planning, business process reengineering, A-76 studies, budget preparation and analysis, contract reconciliation, economic analysis, contractor cost/schedule analysis, and documentation development. Develops and/or reviews study plans and monitors/reports project status.

### **Principle Consultant**

**Minimum Requirements:** BS/BA preferably in business management, engineering, science, or math plus at least 12 years of relevant experience. Within the period of relevant experience, must have a minimum of six years working in PES-related consulting, survey, or training service areas. An MS/MA will substitute for two years of the relevant experience requirement. Eight years of directly related experience may substitute for a BS/BA.

**Duties:** Within defined objectives and with considerable latitude, performs in a professional position supporting highly complex client improvement efforts by performing/leading business financial analysis, strategic/tactical business planning, business process reengineering, A-76 studies, budget preparation and analysis, contract reconciliation, economic analysis, contractor cost/schedule analysis, and documentation development. Develops and/or reviews study plans and monitors/reports project status.

### **Design Draftsman**

**Minimum Requirements: High School diploma or GED.**

**Duties:** Under direct supervision, prepares engineering drawings and specifications. May use applicable software applications.

### **Engineer Scientist**

**Minimum Requirements:** Bachelor Degree in Science or Engineering.

**Duties:** Responsible for design, development, implementation, and analysis of technical products and systems. Performs engineering design evaluations. May develop a range of products. Recommends alterations to development and design to improve quality of products and/or procedures.

### **Engineering Tech Specialist**

**Minimum Requirements:** AA in Science or Engineering.

**Duties:** Responsible for design, development, implementation, and analysis of technical products and systems. Performs engineering design evaluations. May develop a range of products. Recommends alterations to development and design to improve quality of products and/or procedures.

### **Senior Engineering Tech Specialist**

**Minimum Requirements:** AA in Science or Engineering with 5 years of experience.

**Duties:** Responsible for design, development, implementation, and analysis of technical products and systems. Performs engineering design evaluations. May develop a range of products. Recommends alterations to

development and design to improve quality of products and/or procedures.

### **Senior Engineer/Scientist**

**Minimum Requirements:** Bachelor Degree in Science or Engineering.

**Duties:** Responsible for design, development, implementation, and analysis of technical products and systems. Performs engineering design evaluations. May develop a range of products. Recommends alterations to development and design to improve quality of products and/or procedures.

### **Senior Logistics Engineer/Analyst**

**Minimum Requirements:** Associate's degree or its equivalent with 6-8 years of experience in the field or in a related area.

**Duties:** Enhances product workflow by analyzing and developing logistics plans that affect production, distribution, and inventory. Creates and reviews procedures for distribution and inventory management to maximize customer satisfaction and minimize cost.

### **Logistics Engineer/Analyst**

**Minimum Requirements:** Associate's degree or its equivalent with 6-8 years of experience in the field or in a related area.

**Duties:** Enhances product workflow by analyzing and developing logistics plans that affect production, distribution, and inventory. Creates and reviews procedures for distribution and inventory management to maximize customer satisfaction and minimize cost.

### **Senior Operations Research Analyst**

**Minimum Requirements:** Requires a bachelor's degree and 8-10 years of experience.

**Duties:** Collects and analyzes data to evaluate operational difficulties and makes recommendations to solve problems. Develops and follows established modeling and evaluation processes to determine the effectiveness of current operational activities and to determine problem areas and develop solutions.

### **Senior Systems Engineer 01**

**Minimum Requirements:** Bachelor's degree in area of specialty and 12-14 years of experience.

**Duties:** Responsible for the planning and engineering of an organization's systems infrastructure. Includes the implementation and design of hardware and software. Monitors the performance of systems.

### **Senior Systems Engineer 02**

**Minimum Requirements:** Bachelor's degree in area of specialty and 8-10 years of experience.

**Duties:** Responsible for the planning and engineering of an organization's systems infrastructure. Includes the implementation and design of hardware and software. Monitors the performance of systems.

### **Systems Engineer 01**

**Minimum Requirements:** Bachelor's degree in area of specialty and 4-6years of experience.

**Duties:** Responsible for the planning and engineering of an organization's systems infrastructure. Includes the implementation and design of hardware and software. Monitors the performance of systems.

### **Systems Engineer 02**

**Minimum Requirements:** Bachelor's degree in area of specialty and 0-2 years of experience.

**Duties:** Responsible for the planning and engineering of an organization's systems infrastructure. Includes the implementation and design of hardware and software. Monitors the performance of systems.

### **Physicist/Mathematician/Scientist**

**Minimum Requirements:** BA/BS in a scientific or technical discipline.

**Duties:** Under direct supervision, assists in providing analysis, guidance, and insight into the scientific or technical discipline under evaluation.

### **Program Manager**

**Minimum Requirements:** BS/BA with 24 semester hours in quantitative analysis courses and at least ten years of government service experience. At least seven of these ten years must have included consulting experience, demonstrating progressively more responsible assignments. At least four of the seven years of consulting experience must be in one or more PES-related functional specialties (e.g., privatization studies, process modeling, performance measurement, strategic planning, activity based costing, training, or surveys), and at least five of the seven years of consulting experience must have been as a manager. An MS/MA will substitute for two years of the consulting experience requirement.

**Duties:** Effective and timely customer communications and coordination of consultants' project activities. Includes front-end team organization, assistance in providing general improvement project approaches/concepts, schedule and cost management of the project, technical reviews of in-process and completed products. Requires the ability to manage and allocate/prioritize resources for simultaneous activities or projects.

### **Programmer**

**Minimum Requirements:** BA/BS Degree and 5 years of programming experience.

**Duties:** Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and documenting programs.

### **Programmer/Analyst**

**Minimum Requirements:** AA in Arts or Science.

**Duties:** Analyzes systems and documents.



### **Subject Matter Expert**

**Minimum Requirements:** Master's Degree or equivalent and 12 yrs of general experience with at least six years in the area of expertise.

**Duties:** Supervises and guides a broad team of technical staff/engineers; Plans and performs required research, design evaluation, technical development, system integration planning and other tasks in specific technical areas; Responsible for highly complex technical/engineering tasks; Coordinates and guides the activities of technical staff assigned to specific tasks; May perform other duties as required.

### **Test Technician**

**Minimum Requirements:** High School Diploma with 7 years of experience.

**Duties:** Works under supervision to perform a variety of engineering tasks that are broad in nature and are concerned with design and implementation, including support facilities and/or equipment.

### **Environmental Program Manager Level 1**

**Minimum Requirements:** BS/BA + 10 years, experience; or MS + 5 years experience. Or Ph.D. + 2 years experience.

**Duties:** Serves as Principal-In-Charge; Assures adequate firm resource allocation; Confirms financial requirements are being adhered to and all; contract obligations are met; Provides senior level technical review.

### **Environmental Program Manager Level 2**

**Minimum Requirements:** BS/BA + 12years, experience; or MS + 7 years experience. Or Ph.D. + 4 years experience.

**Duties:** Serves as Principal-In-Charge; Assures adequate firm resource allocation; Confirms financial requirements are being adhered to and all; contract obligations are met; Provides senior level technical review.

### **Environmental Program Manager Level 3**

**Minimum Requirements:** BS/BA + 14 years, experience; or MS + 9 years experience. Or Ph.D. + 4 years experience.

**Duties:** Serves as Principal-In-Charge; Assures adequate firm resource allocation; Confirms financial requirements are being adhered to and all; contract obligations are met; Provides senior level technical review.

### **Environmental Project Manager Level 1**

**Minimum Requirements:** BS/BA + 11 years experience; or MS + 2 years experience. Or Ph.D. + 1 years experience.

**Duties:** Serves as primary customer manager; Provides senior level technical review; Confirms project objectives are being met; Manages day-to-day activities of most complex projects.

### **Environmental Project Manager Level 2**

**Minimum Requirements:** BS/BA + 13 years experience; or MS + 4 years experience. Or Ph.D. + 2 years experience.

**Duties:** Serves as primary customer manager; Provides senior level technical review; Confirms project objectives are being met; Manages day-to-day activities of most complex projects

### **Environmental Project Manager Level 3**

**Minimum Requirements:** BS/BA + 15 years experience; or MS + 6 years experience. Or Ph.D. + 3 years experience.

**Duties:** Serves as primary customer manager; Provides senior level technical review; Confirms project objectives are being met; Manages day-to-day activities of most complex projects.

### **Environmental Engineer Level 1**

**Minimum Requirements:** BS + 2 years experience.; or MS or PhD.

**Duties:** Collects data; Performs initial evaluations; Prepares data tables and reports; Supports design activities; Conducts training.

## **Environmental Engineer Level 2**

**Minimum Requirements:** BS + 6 years experience; or MS +3 year's experience; or PhD + 1 years experience.

**Duties:** Prepares protocols and collects data; Reviews and assesses data; Prepares reports, designs, specifications; Evaluates project needs, data requirements, etc; Conducts training.

## **Environmental Engineer Level 3**

**Minimum Requirements:** BS + 10 years experience; or MS +6 year's experience; or Ph.D. + 4 years experience.

**Duties:** Provides senior level technical support; Reviews deliverables for accuracy and quality; Prepares more complex designs, plans, specifications, reports, etc; Conducts training.

## **Environmental Scientist Level 1**

**Minimum Requirements:** BS/BA + 2 years experience; or MS.

**Duties:** Collects data; Performs initial evaluations; Prepares data tables and reports; Conducts training.

## **Environmental Scientist Level 2**

**Minimum Requirements:** BS/BA + 4 years experience; or MS with 2 years of experience or PhD

**Duties:** Collects data; Performs initial evaluations; Prepares data tables and reports; Conducts training.

## **Environmental Scientist Level 3**

**Minimum Requirements:** BS/BA + 2 years experience; or MS with 4 years of experience or PhD **with 2 years of experience.**

**Duties:** Collects data; Performs initial evaluations; Prepares data tables and reports; Conducts training.

## **Environmental Analyst Level 1**

**Minimum Requirements:** AS + 5 years experience; or BS + 2 years experience.

**Duties:** Performs more specialized technical duties; Operates systems, designs applications; CADD design and drawing activities; Conducts training.

## **Environmental Analyst Level 2**

**Minimum Requirements:** AS + 7 years experience; or BS + 4 years experience.

**Duties:** Performs more specialized technical duties; Operates systems, designs applications; CADD design and drawing activities; Conducts training.

## **Environmental Analyst Level 3**

**Minimum Requirements:** AS + 9 years experience; or BS + 6 years experience.

**Duties:** Performs more specialized technical duties; Operates systems, designs applications; CADD design and drawing activities; Conducts training.

### **Technical Writer/Editor Level 1**

**Duties:** Responsible for writing technical documents, including business proposals, reports, manuals, briefings and presentations, guidelines, and other project deliverables to meet contract requirements. Reviews and edits documents developed by others to ensure accuracy and quality of contents, organization, languages, format consistency, and conformance with established standards; works with technical staff to develop documentation requirements; develops outlines and drafts for review and approval by technical specialist and project management; and ensures that final documents meet applicable contract requirements and regulations. Researches and gathers technical and background information for inclusion in project documentation and deliverables. Consults relevant information sources, including library resources, technical and financial documents, and client and project personnel, to obtain background information; and verifies pertinent guidelines and regulations governing project deliverables. Works under general supervision.

**Minimum Requirements:** Possesses a bachelor's degree in English, language/writing or a related technical discipline.

### **Technical Writer/Editor Level 2**

**Duties:** Responsible for writing technical documents, including business proposals, reports, manuals, briefings and presentations, guidelines, and other project deliverables to meet contract requirements. Reviews and edits documents developed by others to ensure accuracy and quality of contents, organization, languages, format consistency, and conformance with established standards; works with technical staff to develop documentation requirements; develops outlines and drafts for review and approval by technical specialist and project management; and ensures that final documents meet applicable contract requirements and regulations. Researches and gathers technical and background information for inclusion in project documentation and deliverables. Consults relevant information sources, including library resources, technical and financial documents, and client and project personnel, to obtain background information; and verifies pertinent guidelines and regulations governing project deliverables. Works under general supervision.

**Minimum Requirements:** Possesses a bachelor's degree in English, language/writing or a related technical discipline. Needs 4 years of technical writing experience.

### **Technical Writer/Editor Level 3**

**Duties:** Responsible for writing technical documents, including business proposals, reports, manuals, briefings and presentations, guidelines, and other project deliverables to meet contract requirements. Reviews and edits documents developed by others to ensure accuracy and quality of contents, organization, languages, format consistency, and conformance with established standards; works with technical staff to develop documentation requirements; develops outlines and drafts for review and approval by technical specialist and project management; and ensures that final documents meet applicable contract requirements and regulations. Researches and gathers technical and background information for inclusion in project documentation and deliverables. Consults relevant information sources, including library resources, technical and financial documents, and client and project personnel, to obtain background information; and verifies pertinent guidelines and regulations governing project deliverables. Works under general supervision.

**Minimum Requirements:** Possesses a bachelor's degree in English, language/writing or a related technical discipline. Needs 8 years of technical writing experience.

### **Data Entry Clerk/ Admin Assistant**

**Minimum Requirements:** High School Diploma.

**Duties:** Support the program management staff in the preparation of deliverables, internal reports, briefings, and drawings associated with the project being supported.

### **Environmental Technical Expert (SME) Level 1**

**Minimum Requirements:** Master's Degree or equivalent and 12 yrs of general experience with at least six years in the area of expertise or PHD with 2 years of experience.

**Duties:** Supervises and guides a broad team of technical staff/engineers; Plans and performs required research, design evaluation, technical development, system integration planning and other tasks in specific technical areas; Responsible for highly complex Environmental Engineering tasks; Coordinates and guides the activities of technical staff assigned to specific tasks; May perform other duties as required.

### **Environmental Technical Expert (SME) Level 2**

**Minimum Requirements:** Master's Degree or equivalent and 14 yrs of general experience with at least six years in the area of expertise or PHD with 4 years of experience.

**Duties:** Supervises and guides a broad team of technical staff/engineers; Plans and performs required research, design evaluation, technical development, system integration planning and other tasks in specific technical areas; Responsible for highly complex Environmental Engineering tasks; Coordinates and guides the activities of technical staff assigned to specific tasks; May perform other duties as required.

### **Environmental Technical Expert (SME) Level 3**

**Minimum Requirements:** Master's Degree or equivalent and 16 yrs of general experience with at least six years in the area of expertise or PHD with 6 years of experience.

**Duties:** Supervises and guides a broad team of technical staff/engineers; Plans and performs required research, design evaluation, technical development, system integration planning and other tasks in specific technical areas; Responsible for highly complex Environmental Engineering tasks; Coordinates and guides the activities of technical staff assigned to specific tasks; May perform other duties as required.

### **Environmental Technical Expert (SME) Level 4**

**Minimum Requirements:** Master's Degree or equivalent and 18 yrs of general experience with at least six years in the area of expertise or PHD with 8 years of experience.

**Duties:** Supervises and guides a broad team of technical staff/engineers; Plans and performs required research, design evaluation, technical development, system integration planning and other tasks in specific technical areas; Responsible for highly complex Environmental Engineering tasks; Coordinates and guides the activities of technical staff assigned to specific tasks; May perform other duties as required.

### **Environmental Technical Expert (SME) Level 5**

**Minimum Requirements:** Master's Degree or equivalent and 20 yrs of general experience with at least six years in the area of expertise or PHD with 10 years of experience.

**Duties:** Supervises and guides a broad team of technical staff/engineers; Plans and performs required research, design evaluation, technical development, system integration planning and other tasks in specific technical areas; Responsible for highly complex Environmental Engineering tasks; Coordinates and guides the activities of technical staff assigned to specific tasks; May perform other duties as required.

### **Environmental Technical Expert (SME) Level 6**

**Minimum Requirements:** Master's Degree or equivalent and 22yrs of general experience with at least six years in the area of expertise.

**Duties:** Supervises and guides a broad team of technical staff/engineers; Plans and performs required research, design evaluation, technical development, system integration planning and other tasks in specific technical areas; Responsible for highly complex Environmental Engineering tasks; Coordinates and guides the activities of technical staff assigned to specific tasks; May perform other duties as required.

### **Environmental Field Scientist Level 1**

**Minimum Requirements:** BS/BA + 2 years experience, or MS.

**Duties:** Collects data in the field; Prepares data tables and reports.

### **Environmental Field Scientist Level 2**

**Minimum Requirements:** BS/BA + 2 years experience, or MS.

**Duties:** Collects data in the field; Prepares data tables and reports.

### **Environmental Field Scientist Level 3**

**Minimum Requirements:** BS/BA + 2 years experience, or MS.

**Duties:** Collects data in the field; Prepares data tables and reports.

### **GIS Specialist Level 1**

**Minimum Requirements:** BS degree in Natural Resources, Environmental Science, or related discipline, with specialty training in GIS. 3 years experience in related field.

**Duties:** Designs and develops GIS databases and advanced queries. Familiar with standard concepts, practices, and procedures of GIS design, development, and user interfaces. Capable of taking client requests and designing solutions using GIS data.

### **GIS Specialist Level 2**

**Minimum Requirements:** BS degree in Natural Resources, Environmental Science, or related discipline, with specialty training in GIS. 5 years experience in related field.

**Duties:** Designs and develops GIS databases and advanced queries. Familiar with standard concepts, practices, and procedures of GIS design, development, and user interfaces. Capable of taking client requests and designing solutions using GIS data.

### **GIS Specialist Level 3**

**Minimum Requirements:** BS degree in Natural Resources, Environmental Science, or related discipline, with specialty training in GIS. 7 years experience in related field.

**Duties:** Designs and develops GIS databases and advanced queries. Familiar with standard concepts, practices, and procedures of GIS design, development, and user interfaces. Capable of taking client requests and designing solutions using GIS data.

### **Quality Assurance Specialist**

**Minimum Requirements:** BS degree in Environmental Science, or related discipline, 10 years experience in Environmental Quality Assurance field.

**Duties:** Oversees inspection and testing of environmental materials, parts, and products to ensure adherence to established standards of strength, quality, and endurance. Also responsible for operating mechanical and electrical test equipment to check apparatus for conformance to standard requirements. This individual also provides quality assurance on all documents produced by the Environmental team to ensure compliance and accuracy.