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**PROFESSIONAL SERVICES SCHEDULE**  
**Contract No. GS-00F-0001R**  
**Contract Period: October 01, 2004 – March 31, 2018**  
**Option Period 2: April 01, 2013 – March 31, 2018**  
**Contract Administrator: Rachel A. Buenafe**

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**SIN's C874-1, C874-1RC, C899-1, C899-1RC, C899-8, & C899-8RC**

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**TERMS AND CONDITIONS**

- Maximum Order Limit for SIN C874 1: \$1M
- Maximum Order Limit for SIN C899 1 & C899 8: \$1M (each SIN)
- Minimum Order: \$100
- Government Commercial Credit Card Accepted: Yes
- Prompt Payment Terms: Net 30 Days
- FOB Point: Destination

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**GEM Technology International, Corp.** (GEM) is an award-winning, minority, woman-owned, SBA Certified Small Disadvantaged Business providing safeguards & security, engineering and environmental consulting services to Federal, State and local governments, and to several large corporations. GEM's senior corporate management is headed by [Livia Arnaiz](#), Chief Executive Officer and [Joe Easton](#), President. GEM has been providing Federal government consulting services in many disciplines for the past 20 years. GEM has extensive experience in many facets of environmental planning & regulation, safety & health, engineering, safeguards & security, emergency management, program management, science, technology, and engineering development and applications. GEM has many years of experience in solving the difficult problems associated with the government's transition from defense-related activities to stabilization and environmental clean-up activities.

- GEM integrates quality assurance from initial customer interface to final product. GEM's work consistently exceeds expectations in product quality and cost effectiveness.
- GEM's Quality Control Program is responsible for the company's excellent reputation for generating quality deliverables on time. GEM has never had a deliverable rejected by a client.

- GEM has a verifiable reputation for providing products and services of the highest quality, and completing projects on time and under budget.
- GEM's sound corporate infrastructure includes an automated project management system and DCAA approved accounting system.
- High quality, time efficient and cost effective support has been recognized and rewarded by all GEM clients.

## SAFEGUARDS & SECURITY

GEM's recognized security specialists have developed security plans for most of the nation's nuclear weapons facilities. GEM is currently participating in planning for the consolidation and long-term storage of nuclear weapons materials providing technical support to DOE in development of policy for the future disposition of nuclear materials.

GEM has extensive experience in conducting and validating vulnerability assessments in support of the Site Safeguards and Security Plans (SSSP's). GEM is developing the current DOE guidance on the conduct of radiological and toxicological sabotage assessments. GEM provides planning, design, and implementation of extensive physical security systems, and extensive expertise in protective force training, planning, and management including large scale performance testing.

GEM provides extensive support in nuclear material safeguards, including material control and material accountability. GEM provides expertise in international arms control, disarmament, and non-proliferation. GEM is assisting clients with the security and emergency planning and implementation of transportation of nuclear materials in foreign countries, on the high seas, and domestically. GEM is currently providing computerized vulnerability analysis for some of the nation's largest airports for the Federal Aviation Administration.

### PROTECTION PROGRAM MANAGEMENT

Protection Program Planning  
 Vulnerability & Risk Assessment  
 Personnel Security (PRP)  
 Operations Security (OPSEC)  
 Computer Security  
 Personnel Reliability Programs  
 Emergency Preparedness & Response  
 Hazard Assessment & Safety Analysis  
 Fire Protection

### PHYSICAL SECURITY SYSTEMS

Alarm System Design  
 Security System Installation  
 System Performance & Testing  
 Survey Programs  
 Self Assessment  
 Verification & Validation  
 Inspections & Evaluation  
 Planning (master S&S)  
 Agreements  
 Physical Security Inspections

### PROTECTIVE FORCE

Management  
 Training  
 Planning  
 Performance  
 Guard Services  
 Foreign and Classified Visit  
 Control  
 Vault Management  
 Security Devise Experts

**AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICELIST  
2014 – 2015**

**NAICS CODE**

<b>Administrative Assistant I*</b>	<b>\$ 30.84</b>	541330 - Engineering Services
<b>Administrative Assistant II*</b>	<b>\$ 36.24</b>	541511 - Custom computer programming services
Administrative Assistant III	\$ 45.90	541512 - Computer systems design services
Administrative Specialist I	\$ 47.12	541513 - Computer facilities management services
Administrative Specialist II	\$ 53.16	541611 - Administrative Management and general consulting services
Administrative Specialist III	\$ 60.40	541614 - Process, physical distribution and logistical consulting services
<b>Analyst I*</b>	<b>\$ 27.81</b>	541618 - Other management consulting services
<b>Analyst II*</b>	<b>\$ 39.86</b>	541710 - Research and development in the physical, engineering and life sciences
Consultant I	\$ 87.21	541820 - Public relations agency
Consultant II	\$ 99.66	561110 - Office administrative services
Financial Analyst I	\$ 78.53	561210 - Facilities support services
Financial Analyst II	\$ 100.29	561611 - Investigative services
Network Engineer I	\$ 83.53	562211 - Hazardous water treatment and disposal
Network Engineer II	\$ 106.68	562910 - Remediation services
Policy Analyst I	\$ 100.26	611710 - Educational support services
Policy Analyst II	\$ 115.98	233320 - Commercial and Institutional Building Construction
Policy Analyst III	\$ 125.65	234930 - Industrial Non Building Structure Construction
Principle Consultant I	\$ 130.82	234990 - All other heavy construction
Principle Consultant II	\$ 142.01	235210 - Painting and wall covering contractors
Principle Consultant III	\$ 164.44	235940 - Wrecking demolition contractors
Project Manager I	\$ 68.52	
Project Manager II	\$ 100.91	
Project Manager III	\$ 125.21	
Security Analyst I	\$ 68.12	
Security Analyst II	\$ 78.53	
Security Analyst III	\$ 100.29	
Security Specialist	\$ 113.43	
Senior Administrative Specialist I	\$ 48.25	
Senior Administrative Specialist II	\$ 53.16	
Senior Administrative Specialist III	\$ 59.16	
Senior Analyst I	\$ 56.06	
Senior Analyst II	\$ 79.17	
Senior Consultant I	\$ 112.11	
Senior Consultant II	\$ 127.24	
Senior Security Specialist I	\$ 123.40	
Senior Security Specialist II	\$ 146.52	
Technical Analyst I	\$ 64.02	
Technical Analyst II	\$ 80.67	
Technical Analyst III	\$ 100.29	

\*SCA Eligible Contract Labor Category Pricing are compliant with the Service Contract Act.

**SCA MATRIX**

<b>SCA Eligible Contract Labor Category - MOBIS</b>	<b>SCA Equivalent Code - Title</b>	<b>WD Number</b>	<b>Revision # - Date</b>	<b>State / County</b>
Administrative Assistant I	01112 - General Clerk II	05-2119	13 - 06/13/12	FL/Miami Dade
Administrative Assistant II	01020 - Administrative Assistant	05-2119	13 - 06/13/12	FL/Miami Dade
Analyst I	01312 - Secretary II	05-2119	13 - 06/13/12	FL/Miami Dade
Analyst II	01313 - Secretary III	05-2119	13 - 06/13/12	FL/Miami Dade

"The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The Prices for the indicated SCA labor categories are based on the U.S. Department of Labor Wage Determination Number identified in the matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly."

**MOBIS Position Description**  
**Technical/Professional Positions**  
**SIN C874 1**

<p>Title Education Min. Years Experience Training/Certifications Description</p>	<p><b>Analyst I</b> BA/BS 0 — Applies developed skills and knowledge of techniques in a specific professional, technical area. Analyzes, evaluates and makes recommendations as part of a team or under supervision of senior personnel. Performs installations, basic troubleshooting, and support functions. Performs at an entry level under close supervision and within well-defined guidelines. May be called to assist with presentations, task planning, and resource coordination.</p>
<p>Title Education Min. Years Experience Training/Certifications Description</p>	<p><b>Analyst II</b> BA/BS 4 — Applies developed skills and knowledge of techniques in a specific professional, technical area. Under general supervision, performs a variety of assigned tasks including analysis, evaluation, troubleshooting and preparation of procedures and documentation. May be called to assist with presentations, task planning, and resource coordination and/or budget development. Must be able to work independently or under general direction.</p>
<p>Title Education Min. Years Experience Training/Certifications Description</p>	<p><b>Consultant I</b> BA/BS 4 — Works on medium-sized projects, single-product projects, in an environment where design is somewhat complex. Operates under moderate supervision on small to mid-sized projects involving single product. Assists senior staff in analyzing the customer's business requirements and project objectives.</p>
<p>Title Education Min. Years Experience Training/Certifications Description</p>	<p><b>Consultant II</b> BA/BS 6 — Works on medium-to-large-sized projects, single-product projects, in an environment where design is moderately complex. Participates in analysis of customer's business requirements and project objectives. Provides quality assurance function.</p>
<p>Title Education Min. Years Experience Training/Certifications Description</p>	<p><b>Consultant II</b> BA/BS 6 — Works on medium-to-large-sized projects, single-product projects, in an</p>

	environment where design is moderately complex. Participates in analysis of customer's business requirements and project objectives. Provides quality assurance function.
Title Education Min. Years Experience Training/Certifications Description	<b>Financial Analyst I</b> BS 0 — Responsible to support areas such as operations research, information analysis, cost/benefit/budget analysis.
Title Education Min. Years Experience Training/Certifications Description	<b>Financial Analyst II</b> BS 5 — Responsible to support areas such as operations research, information analysis, cost/benefit/budget analysis.
Title Education Min. Years Experience Training/Certifications Description	<b>Network Engineer I</b> BA/BS 0 — Provide trouble shooting and customer service for: Microsoft Windows NT 4.0 server, workstation, network essential experience, including remote user access, advanced MS Office including Word/Excel, PC hardware and Internet/intranet. Must have an understanding of network components, routers, and concepts, and password databases.
Title Education Min. Years Experience Training/Certifications Description	<b>Network Engineer II</b> BA/BS 5 — Provide expert trouble shooting and superior customer service skills and the following technical skills: Microsoft Windows NT 4.0 server, workstation, network essential experience, including remote user access, advanced MS Office including Word/Excel, PC hardware and Internet/intranet. Must have a solid understanding of network components, routers, and concepts, and password databases.
Title Education Min. Years Experience Training/Certifications Description	<b>Policy Analyst I</b> HS 0 — Applies developed engineering skills and knowledge of techniques in a specific professional, technical area. Analyzes, evaluates and makes recommendations as part of a team or under supervision of senior personnel. Performs at an entry level under close supervision and within well-defined guidelines. May be called to assist with presentations, task planning, and resource coordination.
Title Education	<b>Policy Analyst II</b> HS

Min. Years Experience Training/Certifications Description	5 — Responsible for providing/supporting operations research, systems analysis, cost/benefit/risk analysis, regulatory impact assessments, technology assessment, providing program support in area of expertise. Possesses special expertise and/or knowledge of advances and new and emerging concepts and technologies and international policies and programs. Provide progressively more difficult assignments in engineering processes, theories, design, and technology areas.
Title Education Min. Years Experience Training/Certifications Description	<b>Policy Analyst III</b> HS 5 — Responsible for providing/supporting operations research, systems analysis, cost/benefit/risk analysis, regulatory impact assessments, technology assessment, providing program support in area of expertise. Possesses special expertise and/or knowledge of advances and new and emerging concepts and technologies and international policies and programs. Provide progressively more difficult assignments in engineering processes, theories, design, and technology areas.
Title Education Min. Years Experience Training/Certifications Description	<b>Principle Consultant I</b> BA, advanced degree preferred 10 — Provides overall technical high-level systems direction to the project. Has a comprehensive background in engineering processes, theories, design, and technologies. Must have demonstrated senior levels of expertise and be well renowned in the professional community. Possess the ability to integrate diverse knowledge areas to solve complex problems in an efficient and unique manner. Individual possesses a one-of-a-kind, unique expertise not readily available.
Title Education Min. Years Experience Training/Certifications Description	<b>Principle Consultant II</b> BA, advanced degree preferred 13 — Provides overall technical high-level systems direction to the project. Has a comprehensive background in engineering processes, theories, design, and technologies. This individual must have achieved a high level of experience and recognition of professional societies in those fields. Must have demonstrated senior levels of expertise and be well renowned in the professional community. Possess the ability to integrate diverse knowledge areas to solve complex problems in an efficient and unique manner. Individual possesses a one-of-a-kind, unique expertise not readily available.
Title Education Min. Years Experience Training/Certifications	<b>Principle Consultant III</b> BA, advanced degree preferred 16

Description	<p>—</p> <p>Provides overall technical high-level systems assistance to the project. Has a comprehensive background in engineering processes, theories, design, and technologies. This individual must have achieved a high level of experience and recognition of professional societies in that field. Must have demonstrated proficiency in the professional community. Possess the ability to solve complex problems in an efficient and unique manner. Individual possesses a one-of-a-kind, unique expertise not readily available.</p>
Title Education Min. Years Experience Training/Certifications Description	<p><b>Project Manager I</b></p> <p>BA/BS</p> <p>5</p> <p>Certification preferred</p> <p>Responsible for administration, cost control, staffing, and serving as a liaison with senior staff members of both the client and company personnel. Minimum of five years of project management experience with progressive responsibility and substantial pertinent experience as a minimum in the areas of project management with emphasis on managing a team of technical staff, specialists, and administrative support.</p>
Title Education Min. Years Experience Training/Certifications Description	<p><b>Project Manager II</b></p> <p>BA/BS</p> <p>8</p> <p>Certification preferred</p> <p>Responsible for administration, cost control, staffing, and serving as a liaison with senior staff members of both the client and company personnel. Minimum of eight years of project management experience with progressive responsibility and substantial pertinent experience as a minimum in the areas of project management with emphasis on managing a team of technical staff, specialists, and administrative support.</p>
Title Education Min. Years Experience Training/Certifications Description	<p><b>Project Manager III</b></p> <p>BA/BS</p> <p>12</p> <p>Certification preferred</p> <p>Responsible for administration, cost control, staffing, and serving as a liaison with senior staff members of both the client and company personnel. Minimum of twelve years of project management experience with progressive responsibility and substantial pertinent experience as a minimum in the areas of project management with emphasis on managing a team of technical staff, specialists, and administrative support.</p>
Title Education Min. Years Experience Training/Certifications Description	<p><b>Security Analyst I</b></p> <p>AA</p> <p>0</p> <p>—</p> <p>Responsible for providing/supporting security policy and procedures and providing program support in area of expertise. Provide progressively more difficult assignments in security processes and technology areas. Have a general</p>



	knowledge of safeguards and security operations across complexes.
Title Education Min. Years Experience Training/Certifications Description	<b>Security Analyst II</b> AA 5 — Responsible for providing/supporting security policy and procedures and providing program support in area of expertise. Possesses special expertise and/or knowledge of security processes and technology areas. Have a broad knowledge of safeguards and security operations across complexes.
Title Education Min. Years Experience Training/Certifications Description	<b>Security Analyst III</b> AA 10 — Responsible for providing/supporting security policy and procedures and providing program support in area of expertise. Possesses special expertise and/or knowledge of security processes and technology areas. Have a superior knowledge of safeguards and security operations across complexes.
Title Education Min. Years Experience Training/Certifications Description	<b>Security Specialist</b> AA 10 — Provide/support domestic and international nuclear safeguards and security; policy and procedures; management and implementation of domestic safeguards at nuclear weapons program related facilities; participate with US government agencies and representatives from foreign nations in furtherance of US nonproliferation goals; and implementation of international safeguards regime. Have a broad knowledge of nuclear safeguards operations across nuclear weapons complexes.
Title Education Min. Years Experience Training/Certifications Description	<b>Senior Analyst I</b> BS 5 — Applies developed analytical skills and knowledge of techniques in a specific professional, technical area. Analyzes, evaluates and makes recommendations as part of a team or is team leader. Responsible for providing/supporting technology assessment, and providing program support in area of expertise.
Title Education Min. Years Experience Training/Certifications Description	<b>Senior Analyst II</b> BS 10 — Responsible for providing/supporting operations research, systems analysis, cost/benefit/risk analysis, regulatory impact assessments, technology assessment, providing program support in area of expertise. Possesses special expertise and/or knowledge of advances and new and emerging concepts and technologies and international policies and programs. Provide progressively

	more difficult assignments in engineering processes, theories, design, and technology areas.
Title Education Min. Years Experience Training/Certifications Description	<b>Senior Consultant I</b> BA, advanced degree preferred 12 Certification desired Applies subject matter knowledge to high level functional and process analysis, design, development, integration, documentation, and implementation. Resolves problems that require a thorough knowledge of the related technical subject matter.
Title Education Min. Years Experience Training/Certifications Description	<b>Senior Consultant II</b> BA, advanced degree preferred 15 Certification desired Applies subject matter knowledge to high level functional and process analysis, design, development, integration, documentation, and implementation. Resolves problems that require a thorough knowledge of the related technical subject matter. Applies principles and methods of the subject matter area to difficult problems in technical areas to arrive at solutions. Acknowledged as an expert in the specific field of study.
Title Education Min. Years Experience Training/Certifications Description	<b>Senior Security Specialist I</b> BA/BS 10 Q Clearance Provide/support domestic and international nuclear safeguards and security; Material Control and Accountability (MC&A) policy and procedures; management and implementation of domestic safeguards at nuclear weapons program related facilities; participate with US government agencies and representatives from foreign nations in furtherance of US nonproliferation goals; and implementation of international safeguards regime. Have a broad knowledge of nuclear safeguards operations across nuclear weapons complexes.
Title Education Min. Years Experience Training/Certifications Description	<b>Senior Security Specialist II</b> BA/BS 10 Q Clearance Provide a broad knowledge and experience in the protection of classified matter, computer systems, special nuclear materials, and safeguarding of property and assets. In addition, provide specific technical expertise and be considered a subject matter expert in at least one of the following technical disciplines: <ul style="list-style-type: none"> <li>• Protection Program Management: analysis of management systems, organizational development and planning, budget analysis, contract oversight, and surveys and inspections.</li> <li>• Physical Security Systems: engineering, design, testing.</li> <li>• Vulnerability Assessments: computerized methodologies, field conduct and</li> </ul>

	<p>headquarters validation/verification, upgrades analysis, radiological sabotage assessment, and system performance testing.</p> <ul style="list-style-type: none"> <li>• Protective Force: management, planning, training, deployment, and performance testing.</li> </ul> <p>Information Security: computer security, document control and accountability, TSCM, OPSEC, Counterintelligence.</p>
<p>Title Education Min. Years Experience Training/Certifications Description</p>	<p><b>Technical Analyst I</b> BS 0 —</p> <p>Responsible for providing/supporting program development, system development and demonstration, or programmatic/project management responsibilities for such activities; program planning and implementation; systems analysis and modeling; and regulatory impact assessments. Provide progressively more difficult assignments in technical processes and technology areas. Have a general knowledge of area of technical expertise.</p>
<p>Title Education Min. Years Experience Training/Certifications Description</p>	<p><b>Technical Analyst II</b> BS 5 —</p> <p>Responsible for providing/supporting program development, system development and demonstration, or programmatic/project management responsibilities for such activities; program planning and implementation; systems analysis and modeling; and regulatory impact assessments. Possesses special expertise and/or knowledge of advances and new and emerging concepts and technologies and programs. Provide progressively more difficult assignments in area of expertise.</p>
<p>Title Education Min. Years Experience Training/Certifications Description</p>	<p><b>Technical Analyst III</b> BS 10 —</p> <p>Responsible for providing/supporting program development, system development and demonstration, or programmatic/project management responsibilities for such activities; program planning and implementation; system analysis and modeling; and regulatory impact assessments. Possesses special expertise and/or knowledge of advances and new and emerging concepts and technologies and programs. Provides progressively more difficult assignments in area of expertise.</p>
<p>Title Education Min. Years Experience Training/Certifications Description</p>	<p><b>Administrative Assistant I</b> HS 0 —</p> <p>Provides a variety of administrative and staff support services to ensure efficient operations. Prepares and assembles engineering and technical reports; develops, populates, and maintains various technical databases; prepares and</p>

	distributes engineering/technical correspondence related to assigned projects.
Title Education Min. Years Experience Training/Certifications Description	<b>Administrative Assistant II</b> HS 4 — Provides a variety of administrative and staff support services to ensure efficient operations; serves as point of contact regarding administrative issues related to personnel and operations. Prepares and assembles engineering and technical reports; develops, populates, and maintains various technical databases; prepares and distributes engineering/technical correspondence related to assigned projects. Collects and maintains project financial data, provides status reports, prepares cost estimates and assists in the preparation of invoices.
Title Education Min. Years Experience Training/Certifications Description	<b>Administrative Assistant III</b> HS 8 — Provides a variety of administrative and staff support services to ensure efficient operations; serves as point of contact regarding administrative issues related to personnel and operations. Prepares and assembles engineering and technical reports; develops, populates, and maintains various technical databases; prepares and distributes engineering/technical correspondence related to assigned projects. Collects and maintains project financial data, provides status reports, prepares cost estimates and assists in the preparation of invoices.
Title Education Min. Years Experience Training/Certifications Description	<b>Administrative Specialist I</b> HS 0 — Responsible for interfacing and supporting organizational needs. Experience with personal computers and current work process, processing travel orders and arrangements, scheduling and data entry. Familiarity with off-the shelf software packages such as word processing, spreadsheets, communications. Experience in Local Area Network environments, scheduling and calendar software, spreadsheets, records management and electronic mail.
Title Education Min. Years Experience Training/Certifications Description	<b>Administrative Specialist II</b> HS 5 — Responsible for interfacing and supporting organizational needs. Experience with personal computers and current word process, processing travel orders and arrangements, scheduling and data entry. Familiarity with off-the shelf software packages such as word processing, spreadsheets, communications. Experience

	in Local Area Network environments, scheduling and calendar software, spreadsheets, records management and electronic mail.
Title Education Min. Years Experience Training/Certifications Description	<b>Administrative Specialist III</b> HS 8 — Responsible for interfacing and supporting organizational needs. Experience with personal computers and current word process, processing travel orders and arrangements, scheduling and data entry. Familiarity with off-the shelf software packages such as word processing, spreadsheets, communications. Experience in Local Area Network environments, scheduling and calendar software, spreadsheets, records management and electronic mail.
Title Education Min. Years Experience Training/Certifications Description	<b>Senior Administrative Specialist I</b> HS 5 (Can substitute 2 years experience for college degree) — Responsible for performing and expediting administrative and support-type tasks for multi-person organization with diverse activities. Experience shall also include personal computers, with widely used state-of-the-art word processing, data entry and computerized graphics; familiarity with automated record keeping computerized programs. Demonstrated ability to produce graphic productions related to briefings, presentation and displays. Minimum three years experience in Local Area Network environment, scheduling and calendar software, spreadsheets, records management and electronic mail.
Title Education Min. Years Experience Training/Certifications Description	<b>Senior Administrative Specialist II</b> HS 5 — Responsible for performing and expediting administrative and support-type tasks for multi-person organization with diverse activities. Experience shall also include personal computers, with widely used state-of-the-art word processing, data entry and computerized graphics; familiarity with automated record keeping computerized programs. Demonstrated ability to produce graphic productions related to briefings, presentation and displays. Minimum three years experience in Local Area Network environment, scheduling and calendar software, spreadsheets, records management and electronic mail.
Title Education Min. Years Experience Training/Certifications Description	<b>Senior Administrative Specialist III</b> BA/BS (can substitute 8 years experience and HS diploma for BA/BS) 10 — Responsible for performing and expediting administrative and support-type tasks for multi-person organization with diverse activities. Experience shall also include personal computers, with widely used state-of-the-art word processing, data entry and computerized graphics; familiarity with automated record keeping computerized programs. Demonstrated ability to produce graphic

	productions related to briefings, presentation and displays. Minimum three years experience in Local Area Network environment, scheduling and calendar software, spreadsheets, records management and electronic mail.
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### **Equivalency Relationships**

*Four years of relevant experience (in addition to minimum experience requirements) may be substituted for a Bachelor's degree.*

*For categories where a Bachelor's degree is required, a Master's degree may be substituted for one year of experience; or a doctoral degree may be substituted for three years of experience.*

## ENVIRONMENTAL SERVICES

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### SIN's C899 1 & C899 8

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The successful completion of many environmental service projects incorporates many of the same procedures and capabilities that are integrated into the successful completion of the particular project. For example, in performing waste management services, SIN 899-4, the development of a waste plan can involve an initial sampling of hazardous materials, analyzing the site conditions, and evaluating engineering controls before an effective management plan is developed. As such, GEM's environmental service capabilities are grouped under six general areas: multi-media sampling, sample management, and quality control; solid, hazardous, and mixed waste management; site characterization; engineering/site remediation; environmental planning, regulatory compliance, and permitting services; and pre-purchase environmental assessments. Various components of each of these capabilities and a cross-matrix of GEM's capabilities to the scopes of the SIN's GEM is proposing are itemized as follows:

The following sections provide further detail of GEM's services and capabilities for each SIN.

#### **SIN C899 1 Environmental Consulting Services**

Meeting regulatory compliance amongst federal, state, and local requirements can be a moving target. GEM offers environmental planning, other regulatory compliance and permitting services to ensure all the requirements are fulfilled. Included in our services are NEPA compliance, Emergency Planning and Community right-to-know Act (EPCRA) compliance, multi-media compliance support services, regulatory tracking, regulatory agency negotiation and liaison services, and public participation and outreach programs.

#### **NEPA Compliance**

NEPA established guidelines for managing and preserving the environment of the United States. Under NEPA, government agencies and all concerns that are federally funded are required to file a formal Environmental Impact Statement (EIS) while minor actions require an Environmental Assessment (EA) or Categorical Exclusion. GEM can assist in determining the degree and extent of NEPA compliance required for proposed projects and help with processing the appropriate NEPA documentation.

NEPA, as well as many other environmental regulations, requires public participation to identify and achieve consensus on difficult issues and minimize the risk of subsequent litigation. GEM offers a breadth of expertise in public participation and outreach programs, including the following:

1. Strategic analysis and planning
2. Issue identification, risk evaluation, and communication
3. Development of public participation program and management plans
4. Development of charters and mission statements
5. Conducting public meetings for stakeholder involvement, including preparation of all support materials
6. Advisory group coordination

### ***Management Plans***

The final product of the large majority of assignments undertaken by GEM results in the production of plans, reports, studies, and design documents. Our deliverable documents are designed to be "user friendly" and understandable to the level of personnel that will be using them. For military installations, GEM's staff has previously prepared a diverse spectrum of management plans related to base operational activities. Base planning activities have included:

1. Comprehensive waste management plans
2. Hazardous waste analysis plans
3. Wetlands management plans
4. Noise management plans (ground, vehicle, ordinance, and aircraft)

### **Environmental Compliance Services** ***Multi-Media Compliance Assessments***

A multimedia environmental compliance assessment is conducted to identify and correct potential environmental liabilities before discovery by a regulatory agency. It greatly reduces a facility's chance of incurring costly fines for failure to comply with environmental regulations. An environmental compliance assessment typically involves gathering initial background data, performing a site visit and facility inspection, and providing a final report that documents the assessment findings and provides recommendations. In general, the final product of the compliance assessment is a report summarizing applicable regulatory requirements and evaluating the facilities compliance with each requirement. The report includes primary recommendations for action necessary to attain and maintain compliance with applicable regulatory requirements. The report also includes secondary recommendations to assist with the development of Best Management Practices (BMPs) to ensure continued compliance.

To assist clients with environmental management issues, GEM can develop environmental compliance assessment manuals that include an overview of federal environmental programs, summaries of applicable federal and state regulations, and checklists and questionnaires to



assist a compliance assessment team in completing the assessment. GEM can also conduct multi-day training programs and developed checklists and questionnaires for clients to conduct interim, internal compliance assessments. In addition, GEM can develop a complete corporate policies and procedures manual addressing every area of environmental management throughout client facilities, ensuring compliance with federal environmental regulations at every level of activity from process and maintenance operations to corporate decision making.

### ***RCRA Support and Permitting***

GEM assists clients with the RCRA Part B permitting process. Our staff has substantial experience in preparing and updating RCRA Part B permit application manuals, as well as associated plans such as contingency plans, Toxic Organic Management Plans, and Spill Prevention, Control, and Countermeasures (SPCC) plans. We can prepare facility RCRA closure cost estimates, and assist facilities with routine RCRA compliance obligations. GEM also provides assistance with the new 40 CFR Part 264 Subpart CC requirements for owners and operators of hazardous waste tanks, identifying which tanks and containers are covered, which exemptions apply to the facility, and which tank modifications are required. GEM engineers have expertise in RCRA site closure, the RCRA Facility Investigation/Corrective measure Study/Corrective Measure Implementation process, and Transport, Storage, and Disposal (TSD) facility audits.

### ***Waste Management Services Waste Storage Management***

Hazardous materials management involves a number of regulatory requirements; client-specific needs, and sound business practices. GEM has performed numerous audits of hazardous materials management practices for government and commercial clients including establishing hazardous materials management compliance programs. As part these programs, they have completed comprehensive assessments of airport facilities with respect to hazardous materials management. In addition, they have developed management plans/programs for other governmental clients that are designed to establish centralized procedures and sound management practices that emphasize regulatory compliance and the use of best management practices. GEM compliance specialists routinely assist clients with facilities operating under large Quantity Generator (LQG) status to comply with satellite accumulation requirements, 90-day storage area requirements, record keeping, and biennial hazardous waste reporting. GEM staff verifies all satellite and 90-day storage area drums are closed and labeled in accordance with the regulatory requirements, including the generator's EPA Identification (ID) number, appropriate waste description and waste codes, and the start date for the 90-day accumulation drums. GEM staff also helps facilities identify ways to decrease waste generation and change status from LQG to Small Quantity Generator (SQG) or Conditionally Exempt SQG with significant reduction in generator requirements and associated savings in money, time, and manpower. GEM can provide engineering design services and guidance related to hazardous materials storage. Design packages summarize all existing requirements, including OSHA, EPA, BOCA, and local regulations.

### ***Asbestos/Lead-based Paint Management***

GEM's scientists and engineers have provided asbestos and lead-based paint services to industry and government clients in the areas of regulatory compliance support, risk assessment, field sampling/surveys, removal design, plan and specification development, removal oversight, building and equipment decontamination, operation and maintenance manual preparation, and cleanup and post cleanup agency negotiations and closure. Survey projects have ranged from a small, individual office building to facilities with hundreds of buildings at a single location, to clients with hundreds of buildings located throughout the country. Projects have been performed

for and major DOD facilities, financial lending and investment institutions, and commercial property managers with buildings located over a large geographic area. In the majority of the investigations, the buildings were occupied. Following the asbestos survey and analytical results, GEM prepares reports containing a detailed inventory of asbestos-containing materials identified within the facility. The components of this report include: asbestos content/type/percent concentration/binding matrix composition (all samples are analyzed by AIHA/NVLAP accredited and EPA/NIOSH-proficient laboratories); material type/location; material condition; spatial extent (linear ft, ft<sup>2</sup>); exposure risk assessment hazard area prioritization (a nationally recognized algorithm, which incorporates over 50 variables, developed for the US EPA); and estimated removal cost.

GEM's scientists and engineers have been assisting clients in the management of lead hazards to comply with current legislation since 1987 using Housing and Urban Development (HUD) 24 CFR35, 905, 941, 965, and 968 Interim Rule on Lead-Based Paint Hazard Elimination. In general, our lead-based paint projects include the following components: comprehensive and statistically valid building/facility surveys with certified and licensed personnel using state-of-the-art X-ray fluorescence (XRF) measuring units backed by inductively-coupled plasma (ICP) laboratory analytical validation samples: collection of surface wipe samples and paint chips to determine exposure levels (analysis of these samples is conducted by atomic absorption (AA) or ICP/electron scanning); physical assessment (e.g., material condition, exposed surface area, air plenum, activity and movement, water damage, accessibility, lead content, substrate component, and location); development and compilation of comprehensive data bases for large projects involving multiple facilities and/or multiple tenant/resident locations; and comprehensive survey reports in accordance with state-of-the-art documentation procedures prepared for all surveys.

### ***Environmental Protection and Human Health Risk Assessment***

GEM provides an outstanding team of experts in the field of Risk Assessment, including radiological, toxicological, and human health risk assessment. Risk assessments are conducted in accordance with guidance documents entitled Guidelines for Carcinogen Risk Assessment (EPA, 1986), the Superfund and Public Health Evaluation Manual (EPA, October 1986), the Superfund Exposure Assessment Manual (EPA, 1988), Risk Assessment Guidance for Superfund, the Human Health Evaluation Manual (EPA, March 1989), as well as new guidance documents when they become issued. We use all data available for any assigned site, including historical data, to assess the nature and extent of contamination, and the potential contaminant migration and exposure pathways. Risks to human health and the environment are scientifically calculated using accepted protocols. The results of these assessments are used to determine remedial action objectives, evaluate general response actions, and facilitate site closure. We have conducted risk assessments ranging in complexity from buildings contaminated with simple compounds to complex NPL sites with multiple exposure pathways and over 40 contaminants posing potential risks to public health and the environment. GEM is providing technical support and assistance in the development of policy and the field implementation and verification of radiological and toxicological risk assessments. This support has also included the development of policy guidance for the assessment of the human health risk associated with malevolent acts to DOE facilities. These assessments determine the potential human health effects of the airborne release of radiological and/or toxicological materials on DOE employees, the public, and the environment.

### ***Hazardous Materials Management Software Systems Engineering***

GEM has developed a family of Information locating software designed to provide a user with means of rapidly searching a variety of databases for specific data desired. This software runs under Microsoft Windows and can be utilized in either single computer or network environments.

In addition, a wide variety of database protocols including Oracle, Paradox, dBase, XBase, FoxPro, and others are supported.

This approach has been successful in Information Locator developments for the Tank Waste Remediation system at DOE's Hanford Site and for site wide business management and engineering data at DOE's Savannah River Site. The application is a modern "point and click" Windows implementation running in fully complied, executable code, thereby reducing the amount of memory overhead consumed by the application and vastly increasing time of execution. Data fusion is accomplished through accessing a variety of data of like or similar topics either locally or through remote server access.

### ***Data Management Services***

GEM has extensive experience in records management. GEM has effectively controlled the creation, collection, organization, maintenance, use and disposition of digital and hard copy technical, operations and management records for major commercial and government organizations. This experience is demonstrated through the application of standards, procedures, techniques, and technology to assure the continued protection, accountability, and retrievability of the records documenting the organization, policies, functions, decisions and essential transactions.

GEM currently provides hands-on assistance for DOE's strategic petroleum reserve to design and develop a records management system that will track and manage all records throughout the entire life cycle of each record including: creation, indexing, reviews and revisions, approvals, storage, retrieval, distribution and final disposition.

### ***Public Outreach***

GEM public outreach includes public involvement support, outreach administrative support, and conference logistical support. For the DOE at LANL, in December 1995, January 1996, and August 1996, GEM planned, organized, and carried out public conferences at The Aspen Institute in support of DOE public issues. GEM handled planning, logistics, facility and speaker arrangements, publicity, and communications for these public outreach activities. Several conferences are in the planning phase for 1997-1998.

### **SIN C899-8 Remediation and Reclamation Services**

#### ***Site Characterization***

The releases of contaminants into the soil, surface water, groundwater, and air can occur from a wide variety of activities over specific and unknown periods of time. They can affect one or many media and receptors. GEM has provided high quality characterization services to the government and industry for over 13 years. Our staff personnel also bring over 350 cumulative years of site characterization experience to the company. These characterizations include: limited site inspections, comprehensive site inspections, hazardous waste sampling, comprehensive compliance audits, environmental impairment liability audits, Phase I and Phase II property transfer assessments (including pre-construction assessments), OSHA compliance audits, and due diligence audits. GEM's staff has significant experience in subsurface and surface/facility characterizations.

Risks associated with a contaminant release can range from minimal human health risks and environmental impacts to an on-going source of exposure to a community. The ultimate goal of any site characterization is the accurate description (quantitative and qualitative) of the

contaminants of concern released at a site and their impact to it. The characterization provides the basis for sound environmental decisions.

The scope of the characterization will vary based on site conditions, knowledge of release occurrences, required level of effort, and costs. To maximize the return of the characterization process, innovative, streamlined, and cost effective approaches are developed. GEM uses a multi-disciplinary team of professionals to develop the optimum approach and to perform the optimum characterization activities.

### ***Site Investigations***

We have the technical expertise and resources to prepare and implement every aspect of any required material, soil, or groundwater investigation. Our qualified engineers, scientists, and geologists can provide technical leadership and support in the following areas: work plan preparation (prepared per investigation and site specific requirements for review and approval by all cognizant parties); third party services to support field operations (e.g., drilling services, elevation surveys, geophysical surveys, analytical services, and waste disposal services selected based on competitive pricing and evaluation of a firm's ability to provide an on-time, quality product (as appropriate, additional consideration will be given to technically qualified disadvantaged and small businesses)); permitting (permits are obtained to support borings, well installation, and investigation-derived waste disposal requirements); contamination assessment/multimedia sampling; quality assurance, validation and data management (our record keeping and reporting requirements are stringent, our analytical data are legally defensible); investigation report and recommendations (interim and final reports of investigations pursuant to client and cognizant agency standards and are stamped and signed by professionals registered in the appropriate state); and regulatory interaction (if so directed by our client).

### ***Site Remediation***

The ultimate goal of any site remediation program is site closure. Closure can be obtained by simple regulatory approval of current conditions warranting no further action; or by employing restoration activities until cleanup levels are obtained. Closure involves inter-relationships between regulatory agency (ies), responsible parties, and the community. Regulatory agency approval must be obtained that indicates the appropriate actions have been taken to effectively abate the release and/or liabilities or encumbrances related to the release have been limited. GEM uses a multi-disciplinary team of professionals to manage the restoration of sites impacted by environmental releases and provide cost-effective closure of a site. We design cost-effective alternatives for the storage, disposal, and cleanup of hazardous and low-level radioactive wastes. GEM's professionals are trained and responsive to regulatory and client's requirements. We advise them on critical decisions during each of the major stages of a restoration project. GEM is equally comfortable with turnkey approaches to site restoration following either Resource Conservation and Recovery Act (RCRA) or Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) protocols subject to regulatory agency concurrence/approval.

### ***Remedial Operation and Maintenance***

GEM monitors remedial performance on a periodic basis to ensure a satisfactory remedial outcome. Remedial operation and maintenance often include system maintenance, waste management, groundwater monitoring, and periodic performance reporting to regulatory agencies.

### ***Closure Confirmation***

The ultimate goal in site restoration is to render the site clean or closed. However, like most aspects of site remediation, clean closure is subject to site-specific requirements set by regulatory agencies. GEM works closely with regulatory agencies to determine the definition of "clean closure" and "cleanup criteria" in the early stages of the site remediation project. In some cases, a closure confirmation investigation is required to demonstrate impacted soils and groundwater have been restored to regulatory standards. GEM provides all the necessary services to help render a site closed. Following demonstration of adequate remedial performance, GEM prepares the necessary documentation for site closure. GEM professional engineers can certify closure.

**SITE  
CHARACTERIZATION**

Site Investigation  
Environmental Protection  
Human Health Risk Assessment  
Fate Transport Modeling

**MULTI-MEDIA SAMPLING,  
SAMPLE MANAGEMENT,  
AND ANALYSIS**

Sampling and Monitoring  
Equipment  
Decontamination  
Sample Transport/Analysis  
Work Plan Preparation  
Third Party Services Permitting  
Field Investigation  
Investigation Report and  
Recommendations

**SOLID, HAZARDOUS AND  
MIXED WASTE  
MANAGEMENT**

Waste Inventories  
Characterization  
Waste Storage Management  
RCRA Support and  
Permitting  
Mixed Waste  
Asbestos/Lead-Based Paint  
Mgmt.

**ENGINEERING  
REMEDATION**

NEPA Compliance  
EPCRA Compliance  
Multi-Media Compliance  
Assessment  
Regulatory Tracking  
Technology Development and  
Commercialization

**ENVIRONMENTAL  
ASSESSMENT**

Phase I ESA's  
Phase II Assessment  
Phase III Assessment

**AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICELIST  
2013 – 2014**

<b>Environmental Analyst I *</b>	<b>\$ 31.89</b>
Environmental Analyst II	\$ 43.39
Environmental Analyst III	\$ 60.69
<b>Environmental Assistant I*</b>	<b>\$ 26.59</b>
<b>Environmental Assistant II*</b>	<b>\$ 36.60</b>
<b>Environmental Assistant III*</b>	<b>\$ 49.39</b>
Environmental Engineer I	\$ 37.23
Environmental Engineer II	\$ 47.92
Environmental Engineer III	\$ 60.79
Environmental Manager I	\$ 52.96
Environmental Manager II	\$ 63.98
Environmental Manager III	\$ 83.07
<b>Environmental Scientist I*</b>	<b>\$ 29.79</b>
Environmental Scientist II	\$ 40.68
Environmental Scientist III	\$ 57.23
Environmental Software Developer I	\$ 37.23
Environmental Software Developer II	\$ 52.82
Principal Environmental Engineer I	\$ 72.33
Principal Environmental Engineer II	\$ 94.97
Principal Environmental Engineer III	\$ 126.54
Program Analyst I	\$ 48.69
Program Analyst II	\$ 64.83
Program Analyst III	\$ 88.04
Technical Expert I	\$ 106.37
Technical Expert II	\$ 141.61
<b>Administrative Assistant I*</b>	<b>\$ 30.84</b>
<b>Administrative Assistant II*</b>	<b>\$ 36.24</b>
Administrative Assistant III	\$ 45.90
Administrative Specialist I	\$ 47.12
Administrative Specialist II	\$ 53.16
Administrative Specialist III	\$ 60.40

\*SCA Eligible Contract Labor Category Pricing are compliant with the Service Contract Act.

**SCA MATRIX**

<b>SCA Eligible Contract Labor Category - ENVIRONMENTAL</b>	<b>SCA Equivalent Code - Title</b>	<b>WD Number</b>	<b>Revision # - Date</b>	<b>State / County</b>
Environmental Analyst I	30210 - Laboratory Technician	05-2119	13 - 06/13/12	FL/Miami Dade
Environmental Assistant I	30081 - Engineering Technician I	05-2119	13 - 06/13/12	FL/Miami Dade
Environmental Assistant II	30084 - Engineering Technician IV	05-2119	13 - 06/13/12	FL/Miami Dade
Environmental Assistant III	30086 - Engineering Technician VI	05-2119	13 - 06/13/12	FL/Miami Dade
Environmental Scientist I	30090 - Environmental Technician	05-2119	13 - 06/13/12	FL/Miami Dade
Administrative Assistant I	01112 - General Clerk II	05-2119	13 - 06/13/12	FL/Miami Dade
Administrative Assistant II	01020 - Administrative Assistant	05-2119	13 - 06/13/12	FL/Miami Dade

"The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The Prices for the indicated SCA labor categories are based on the U.S. Department of Labor Wage Determination Number identified in the matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly."

<p>Title Education Min. Years Experience Training/Certifications Description</p>	<p><b>Environmental Analyst I</b> BA/BS 0 — Applies developed skills and knowledge of techniques in a specific professional, technical area. Responsible for providing/supporting program development, system development and demonstration, or programmatic/project management responsibilities for such activities; program planning and implementation; systems analysis and modeling; and regulatory impact assessments. Analyzes, evaluates and makes recommendations as part of a team or under supervision of senior personnel. Performs installations, basic troubleshooting, and support functions. Performs at an entry level under close supervision and within well-defined guidelines.</p>
<p>Title Education Min. Years Experience Training/Certifications Description</p>	<p><b>Environmental Analyst II</b> BA/BS 5 — Applies developed skills and knowledge of techniques in a specific professional, technical area. Responsible for providing/supporting program development, system development and demonstration, or programmatic/project management responsibilities for such activities; program planning and implementation; systems analysis and modeling; and regulatory impact assessments. Under general supervision, performs a variety of assigned tasks including analysis, evaluation, troubleshooting and preparation of procedures and documentation. May be called to assist with presentations, task planning, and resource coordination and/or budget development. Must be able to work independently or under general direction.</p>
<p>Title Education Min. Years Experience Training/Certifications Description</p>	<p><b>Environmental Analyst III</b> BA/BS 10 — Provides the highest level of analytical expertise; applies advanced comprehensive knowledge of methodologies, theoretical concepts, principles, and practices in specific professional, scientific, or technical disciplines; conducts and directs complex projects; and performs in a professional position requiring an in-depth knowledge. Responsible for providing/supporting program development, system development and demonstration, or programmatic/project management responsibilities for such activities; program planning and implementation; systems analysis and modeling; and regulatory impact assessments. Responsible for ensuring compliance with technological standards throughout the project and operates with considerable latitude for un-reviewed actions or decisions. May serve as a primary point of contact for clients.</p>



<p>Title Education Min. Years Experience Training/Certifications Description</p>	<p><b>Environmental Assistant I</b> HS 0 — Technical professional who assists in highly specialized and technical tasks associated with environmental services processes, theories, design, and technologies. Performs work under the direction of a senior staff member.</p>
<p>Title Education Min. Years Experience Training/Certifications Description</p>	<p><b>Environmental Assistant II</b> HS 5 — Technical professional who assists in highly specialized and technical tasks associated with environmental services processes, theories, design, and technologies.</p>
<p>Title Education Min. Years Experience Training/Certifications Description</p>	<p><b>Environmental Assistant III</b> HS 10 — Technical professional who assists and performs highly specialized and technical tasks associated with Environmental Engineering processes, theories, design, and technologies. May serve as a technical assistant to a project or to a number of projects relevant to their areas of environmental services and technical expertise.</p>
<p>Title Education Min. Years Experience Training/Certifications Description</p>	<p><b>Environmental Engineer I</b> BA/BS degree in Engineering, Scientific or related technical discipline, or equivalent technical training or work experience. 0 NA Participates in the Environmental Engineering design, testing, and documentation of various technical systems under general supervision; provides technical support and subject matter expertise as requested; and may serve as a technical team leader. Engineers and designs various systems; provides technical support to users. Reviews and provides updates to technical documentation; develops test plans according to various specification documents; analyzes research and development plans; and conducts tests and evaluations of software systems.</p>
<p>Title Education Min. Years Experience Training/Certifications Description</p>	<p><b>Environmental Engineer II</b> BA/BS degree in Engineering, Scientific or related technical discipline, or equivalent technical training or work experience. 4 EIT (preferred) Conducts the Environmental Engineering design, testing, and documentation of various technical systems; provides technical support and subject matter expertise as requested; may serve as a technical team or task leader. Engineers and designs various systems; performs engineering analyses for various</p>

	systems; develops test plans according to various specifications; performs on-site system testing at client locations and reports test results to client; and identifies and documents functional requirements of clients.
<b>Title</b> <b>Education</b> <b>Min. Years Experience</b> <b>Training/Certifications</b> <b>Description</b>	<b>Environmental Engineer III</b> BA/BS degree in Engineering, Scientific or related technical discipline, or equivalent technical training or work experience. Advanced degree preferred. 8 Professional Registration (Preferred) Conducts the Environmental Engineering design, testing, and documentation of various technical systems at a highly technical level; provides technical support and subject matter expertise as requested. Engineers and designs various complex systems; performs highly technical engineering analyses for various systems; provides technical support to users; develops test procedures and plans according to various specification documents; performs on-site system testing at client locations; analyzes and evaluates test results and provides impact assessments and design recommendations to client. Conducts on-site system testing at client locations; analyzes and evaluates test results and provides impact assessments and design recommendations to client; identifies, documents, and evaluates functional requirements of clients; provides subject matter expertise for assigned areas; analyzes engineering designs to ensure equipment compatibility and proper performance; integrates and designs software systems; reviews, writes, and provides updates to technical documentation; identifies and assists with documentation of functional requirements for assigned projects; analyzes research and development plans; conducts research for system-related information as directed; and participates in design reviews, technical meetings, and briefings. May serve as a primary point of contact for clients.
<b>Title</b> <b>Education</b> <b>Min. Years Experience</b> <b>Training/Certifications</b> <b>Description</b>	<b>Environmental Manager I</b> BA/BS 5 Certification preferred Responsible for administration, cost control, staffing, and serving as a liaison with senior staff members of both the client and company personnel. Minimum of five years of project management experience with progressive responsibility and substantial pertinent experience as a minimum in the areas of project management with emphasis on managing a team of technical staff, specialists, and administrative support.
<b>Title</b> <b>Education</b> <b>Min. Years Experience</b> <b>Training/Certifications</b> <b>Description</b>	<b>Environmental Manager II</b> BA/BS 8 Certification preferred Responsible for administration, cost control, staffing, and serving as a liaison with senior staff members of both the client and company personnel. Minimum of eight years of project management experience with progressive responsibility and substantial pertinent experience as a minimum in the areas

	of project management with emphasis on managing a team of technical staff, specialists, and administrative support.
Title Education Min. Years Experience Training/Certifications Description	<b>Environmental Manager III</b> BA/BS 12 Certification preferred Responsible for administration, cost control, staffing, and serving as a liaison with senior staff members of both the client and company personnel. Minimum of twelve years of project management experience with progressive responsibility and substantial pertinent experience as a minimum in the areas of project management with emphasis on managing a team of technical staff, specialists, and administrative support.
Title Education Min. Years Experience Training/Certifications Description	<b>Environmental Scientist I</b> AA 0 — Assists the project team. Works with engineers and scientists in planning engineering processes, theories, design, and technologies. Assists in field service investigations and remediation activities. Participates in meetings and panels.
Title Education Min. Years Experience Training/Certifications Description	<b>Environmental Scientist II</b> AA 5 OSHA 40-hour Training Serves as technological resource to project team. Works with engineers and scientists in planning engineering processes, theories, design, and technologies. Assists in field service investigations and remediation activities. Participates in meetings and panels.
Title Education Min. Years Experience Training/Certifications Description	<b>Environmental Scientist III</b> AA 10 OSHA 40-hour Training Serves as technological resource to project team. Works with engineers and scientists in planning engineering processes, theories, design, and technologies. Identifies relevant technology and procedures. Assists in field service investigations and remediation activities. Participates in meetings and panels.
Title Education Min. Years Experience Training/Certifications Description	<b>Environmental Software Developer I</b> BA/BS 0 — Provide trouble shooting and customer service for: Microsoft Windows NT 4.0 server, workstation, network essential experience, including remote user access, advanced MS Office including Word/Excel, PC hardware and Internet/intranet. Must have an understanding of network components, routers,

	and concepts, and password databases.
Title Education Min. Years Experience Training/Certifications Description	<b>Environmental Software Developer II</b> BA/BS 5 — Provide expert trouble shooting and superior customer service skills and the following technical skills: Microsoft Windows NT 4.0 server, workstation, network essential experience, including remote user access, advanced MS Office including Word/Excel, PC hardware and Internet/intranet. Must have a solid understanding of network components, routers, and concepts, and password databases.
Title Education Min. Years Experience Training/Certifications Description	<b>Principal Environmental Engineer I</b> BA/BS degree in Engineering, Scientific or related technical discipline, or equivalent technical training or work experience. Advanced degree preferred. 10 PE Senior technical professional who performs highly specialized and technical tasks associated with most current technologies. May serve as a technical consultant to a project or to a number of projects relevant to their areas of Environmental Engineering and technical expertise. Maintains current knowledge of relevant engineering processes, theories, design, and technologies. Possesses advanced knowledge of the principles, methods, and techniques used in the area of technical expertise. May serve as a program or project manager.
Title Education Min. Years Experience Training/Certifications Description	<b>Principal Environmental Engineer II</b> BA/BS degree in Engineering, Scientific or related technical discipline, or equivalent technical training or work experience. Advanced degree preferred. 15 PE Senior technical/Environmental Engineering professional who acts as an adviser in complex and critical client projects. Provides expert advice to projects. May serve as technical manager for large programs and projects.
Title Education Min. Years Experience Training/Certifications Description	<b>Principal Environmental Engineer III</b> BA/BS degree in Engineering, Scientific or related technical discipline, or equivalent technical training or work experience. Advanced degree preferred. 20 PE Senior technical/Environmental Engineering professional who acts as an adviser in complex and critical client projects. Provides expert scholarly advice to projects. May have attained highest levels within military, government and/or industry. May serve as technical manager for large programs.
Title Education Min. Years Experience Training/Certifications	<b>Program Analyst I</b> BA/BS 5

Description	— Responsible for providing/supporting technology assessment, and providing program support in area of expertise. Provide progressively more difficult assignments in engineering processes, theories, design, and technology areas.
Title Education Min. Years Experience Training/Certifications Description	<b>Program Analyst II</b> BA/BS 10 — Responsible for providing/supporting operations research, systems analysis, cost/benefit/risk analysis, regulatory impact assessments, technology assessment, providing program support in area of expertise. Possesses special expertise and/or knowledge of advances and new and emerging concepts and technologies and international policies and programs. Provide progressively more difficult assignments in engineering processes, theories, design, and technology areas.
Title Education Min. Years Experience Training/Certifications Description	<b>Program Analyst III</b> BA/BS 15 — Responsible for providing/supporting operations research, systems analysis, cost/benefit/risk analysis, regulatory impact assessments, technology assessment, providing program support in area of expertise. Possesses special expertise and/or knowledge of advances and new and emerging concepts and technologies and international policies and programs. Provide progressively more difficult assignments in engineering processes, theories, design, and technology areas.
Title Education  Min. Years Experience Training/Certifications Description	<b>Technical Expert I</b> BA/BS degree in Engineering, Scientific or related technical discipline. Advanced degree preferred. 10 — Senior technical professional that performs highly specialized, technical tasks associated with the most current technologies. Maintains current knowledge of a specialized area, and possesses advanced knowledge of the principles, methods, and techniques used in the area of their technical expertise.
Title Education  Min. Years Experience Training/Certifications Description	<b>Technical Expert II</b> BA/BS degree in Engineering, Scientific or related technical discipline. Advanced degree preferred. 15 — Senior technical/Environmental Engineering professional who, by virtue of academic training and specialized experience, is recognized as an expert in a specific technical/scientific field or subject matter. Provides expert scholarly advice and technical services in a specific field or subject matter.
Title	<b>Administrative Assistant I</b>

Education Min. Years Experience Training/Certifications Description	HS 0 — Provides a variety of administrative and staff support services to ensure efficient operations. Prepares and assembles engineering and technical reports; develops, populates, and maintains various technical databases; prepares and distributes engineering/technical correspondence related to assigned projects.
Title Education Min. Years Experience Training/Certifications Description	<b>Administrative Assistant II</b> HS 5 — Provides a variety of administrative and staff support services to ensure efficient operations; serves as point of contact regarding administrative issues related to personnel and operations. Prepares and assembles engineering and technical reports; develops, populates, and maintains various technical databases; prepares and distributes engineering/technical correspondence related to assigned projects. Collects and maintains project financial data, provides status reports, prepares cost estimates and assists in the preparation of invoices.
Title Education Min. Years Experience Training/Certifications Description	<b>Administrative Assistant III</b> HS 10 — Provides a variety of administrative and staff support services to ensure efficient operations; serves as point of contact regarding administrative issues related to personnel and operations. Prepares and assembles engineering and technical reports; develops, populates, and maintains various technical databases; prepares and distributes engineering/technical correspondence related to assigned projects. Collects and maintains project financial data, provides status reports, prepares cost estimates and assists in the preparation of invoices.
Title Education Min. Years Experience Training/Certifications Description	<b>Administrative Specialist I</b> HS 0 — Responsible for interfacing and supporting organizational needs. Experience with personal computers and current work process, processing travel orders and arrangements, scheduling and data entry. Familiarity with off-the shelf software packages such as word processing, spreadsheets, communications. Experience in Local Area Network environments, scheduling and calendar software, spreadsheets, records management and electronic mail.
Title Education Min. Years Experience Training/Certifications Description	<b>Administrative Specialist II</b> HS 5 —

	Responsible for interfacing and supporting organizational needs. Experience with personal computers and current word process, processing travel orders and arrangements, scheduling and data entry. Familiarity with off-the shelf software packages such as word processing, spreadsheets, communications. Experience in Local Area Network environments, scheduling and calendar software, spreadsheets, records management and electronic mail.
Title Education Min. Years Experience Training/Certifications Description	<b>Administrative Specialist III</b> HS 10 — Responsible for interfacing and supporting organizational needs. Experience with personal computers and current word process, processing travel orders and arrangements, scheduling and data entry. Familiarity with off-the shelf software packages such as word processing, spreadsheets, communications. Experience in Local Area Network environments, scheduling and calendar software, spreadsheets, records management and electronic mail.

**Equivalency Relationships:**

*Four years of relevant experience (in addition to minimum experience requirements) may be substituted for a Bachelor's degree.*

*For categories where a Bachelor's degree is required, a Master's degree may be substituted for one year of experience; or a doctoral degree may be substituted for three years of experience.*