



PROFESSIONAL SERVICES PROVIDED BY SC&A, INC.
under GSA Schedule GS-10F-0093K
Contract Period: 1/19/2015 - 1/18/2020

SC&A, INC.
2200 Wilson Boulevard, Suite 300
Arlington, VA 22201
www.scainc.com
DUNS No. 07-1167910

Business Size: Small (effective 1/19/15)

ENVIRONMENTAL CONSULTING SERVICES (899-1 & 899-1 RC)

- Planning and documentation services for the development, planning, facilitation, coordination, and documentation of and/or for environmental initiatives (or mandates such as Executive Order 13423) in areas of chemical, radiological, and/or hazardous materials
- ISO 14001 Environmental Management System (EMS) and sustainable performance measure development
- Environmental Assessment (EA) and Environmental Impact Statement (EIS) preparation under the National Environmental Policy Act (NEPA)
- Endangered species, wetland, watershed, and other natural resource management plans
- Archaeological and/or cultural resource management plans
- Environmental program and project management
- Environmental regulation development
- Economic, technical and/or risk analysis
- Compliance Services such as review, audit, and implementation/management of EMS and other compliance and contingency plans and performance measures
- Permitting
- Community Right-to-Know Act reporting
- Information hotlines
- Waste management consulting services; waste-related data collection, waste characterization and source reduction studies, feasibility studies and risk analyses, and waste management plans and/or surveys



- Resource Conservation and Recovery Act/Comprehensive Environmental Response Compensation and Liability Act (RCRA/CERCLA) and other regulatory/voluntary efforts associated with site investigations, feasibility studies, remedial designs and remedial actions
- Hazardous and/or non-hazardous exposure assessments
- Waste minimization/pollution prevention initiatives

ENVIRONMENTAL TRAINING SERVICES (899-3 & 899-3 RC)

- Conventional, customized, and computer-based interactive course development and presentation

Labor Categories for SIN 899-1 and 899-1(RC)

Labor Category	1/19/17- 1/18/18 Year 18	1/19/18- 1/18/19 Year 19	1/19/19- 1/18/20 Year 20
Subject Matter Expert	\$228.12	\$232.45	\$236.87
Senior Management	\$190.13	\$193.74	\$197.42
Principal	\$173.31	\$176.61	\$179.96
Technical Expert	\$167.55	\$170.73	\$173.98
Field Supervisor/Technical Staff	\$141.25	\$143.93	\$146.67
Senior Engineer/Analyst/Manager	\$132.01	\$134.52	\$137.07
Environmental Engineer	\$110.59	\$112.70	\$114.84
Senior Environmental Specialist	\$109.43	\$111.51	\$113.63
Senior Associate	\$103.75	\$105.72	\$107.73
Associate Environmental Specialist	\$89.13	\$90.82	\$92.55
Engineer/Analyst/Manager	\$87.78	\$89.44	\$91.14
Sr. Field Tech/Jr. Technical/Lab Sup.	\$85.94	\$87.57	\$89.23
Field Tech/Lab Tech/Jr. Researcher	\$59.99	\$61.13	\$62.29
Associate	\$55.38	\$56.43	\$57.50
Junior Engineer/Analyst/Manager	\$54.80	\$55.84	\$56.90
Junior Environmental Specialist	\$47.60	\$48.51	\$49.43
Research Assistant	\$42.84	\$43.66	\$44.49
Admin Staff	\$90.99	\$92.72	\$94.48
Clerical*	\$64.62	\$65.85	\$67.10
SIN 899-3 and 899-3(RC)			
Project Director	\$168.20	\$171.39	\$174.65



Labor Category	1/19/17- 1/18/18 Year 18	1/19/18- 1/18/19 Year 19	1/19/19- 1/18/20 Year 20
Project Manager	\$147.17	\$149.97	\$152.82
Senior Training Specialist	\$153.06	\$155.97	\$158.93
Training Specialist	\$111.42	\$113.54	\$115.70
Junior Training Specialist	\$94.61	\$96.41	\$98.24
Programmer	\$178.44	\$181.83	\$185.29
Graphic Artist*	\$111.56	\$113.68	\$115.84
Writer/Editor	\$100.40	\$102.31	\$104.26
Video Producer	\$133.84	\$136.38	\$138.98
Audio Producer	\$178.44	\$181.83	\$185.29
Senior Consultant	\$278.87	\$284.17	\$289.56
Administrative Assistant	\$73.37	\$74.76	\$76.19

*Indicates SCA eligible categories. See the SCA Matrix following the price list for additional information regarding these labor categories.

SCA Matrix

SCA Eligible Contract Labor Category	SCA Equivalent Code - Title	WD Number
Clerical	01612 - Word Processor II	05-2103
Graphic Artist	13041 - Illustrator I	05-2103

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(s) identified in the SCA 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.

Contact [Laurie Loomis](#) at (703) 893-6600, x213 (Fax: (703)821-8236) for information on accessing SC&A under our GSA Schedule



Labor Category Descriptions, all SINS

For all labor categories, additional experience/education can be substituted for degrees as follows:

- Bachelors degree equivalent – any combination of full-time college study and additional years of experience totaling four years
- Masters degree equivalent – Bachelors degree or Bachelors degree equivalent plus any combination of additional experience or additional graduate level study totaling two years
- PhD equivalent – Masters degree or Masters degree equivalent plus any combination of additional experience or additional graduate level study totaling two years

Subject Matter Expert

Minimum General Experience: Twenty or more years of experience in a particular subject area(s). National recognition in the subject area(s).

Functional Responsibility: Responsible for subject matter analysis, review, brainstorming, and implementation. Responsible for determining the level of effort for the assignment and that the work is performed under budget, on schedule and meets the customer's requirements.

Minimum Education: An advanced degree (Masters).

Senior Management

Minimum General Experience: Fifteen or more years of experience in the management of projects. Experience with projects in contract value of more than \$1 million and a successful track record in financial management, staffing, client relations, and quality assurance.

Functional Responsibility: Serves as either the direct or alternate client contact. Oversees the work of a project manager(s)/task manager(s) and that all project management objectives are achieved.

Minimum Education: An advanced degree (Masters).

Principal

Minimum General Experience: Twelve or more years of management experience for large projects. This experience encompasses overall management of assigned government contracts, including financial management, staffing, and contract compliance.

Functional Responsibility: Responsible for ensuring that the contract is implemented according to plan and that plan updates are made as necessary. Also determines costs for labor and materials in accordance with the contract. Assures that all deadlines are met. Responsible for quality assurance for the contract.

Minimum Education: An advanced degree (Masters).



Technical Expert

Minimum General Experience: Twelve or more years of experience in a particular technical area(s). Strong reputation in the firm in the technical area and local or regional recognition in their area of expertise.

Functional Responsibility: Responsible for technical analysis, review, brainstorming, and implementation. Responsible for determining the level of effort for the assignment and that their task is performed under budget, on schedule and meets the customer's requirements.

Minimum Education: An advanced degree (Masters) or a Bachelors degree with relevant professional/technical certifications.

Field Supervisor/Technical Staff

Minimum General Experience: Eight or more years of experience in field or related technical services and ability to manage and lead staff in achieving project objectives. Proven management and communication skills with client, staff, and subcontractors.

Functional Responsibility: Plans, conducts and supervises field efforts or technical tasks. Responsible for achieving project objectives, including project cost, schedule, and quality.

Minimum Education: Bachelors degree.

Senior Engineer

Minimum General Experience: Ten or more years of experience within a specific technical field. This experience includes development of criteria; mastery of standard principles, theories and techniques; evaluating data; and drafting and editing technical studies, analyses, and reports.

Functional Responsibility: Plans, conducts, and supervises projects of major significance, necessitating advanced knowledge and the ability to originate and apply new and unique methods and procedures. Supplies technical advice and counsel to other professionals. Demonstrates complete mastery of principles, theories, and techniques to solve specific problems and devise solutions.

Minimum Education: A Ph.D. degree.

Senior Analyst

Minimum General Experience: Ten or more years of experience. This experience may include detailed knowledge of environmental regulations and policy issues, economics, compliance regulations and auditing, waste management, or hazardous materials.

Functional Responsibility: Plans, conducts, and supervises projects of major significance, necessitating advanced knowledge and the ability to originate and apply new and unique methods and procedures. Supplies technical or regulatory/policy/economic advice and counsel to other professionals.

Minimum Education: A Ph.D. degree.

Senior Manager

Minimum General Experience: Ten or more years of experience in either project management or within a specific technical field. This experience includes the overall management of all aspects of assigned government contracts, such as financial management, staffing, contract compliance, client relations, and quality assurance.

Functional Responsibility: Responsible for ensuring that the project is implemented according to plan and that plan updates are made as necessary. Also determines costs for labor and materials in accordance with the project plan. Assures that all deadlines are met. Responsible for quality assurance for the project.



Minimum Education: A Ph.D. degree.

Environmental Engineer

Minimum General Experience: Seven or more years of experience with projects requiring expertise in environmental control technologies or environmental compliance efforts. This experience includes development of criteria, mastery of standard principles, theories and techniques; evaluating data; and drafting and editing technical studies, analyses, and reports.

Functional Responsibility: Plans, conducts and supervises assignments normally involving small to medium-sized efforts. Estimates and schedules work to meet completion dates. Directs assistance, reviews progress, and evaluates results. Makes changes in methods, design or equipment when necessary.

Minimum Education: A Bachelors degree in engineering or applied sciences.

Senior Environmental Specialist

Minimum General Experience: Ten or more years of experience in a highly specialized area of environmental regulations and policy, compliance regulations and auditing, or other highly technical fields.

Functional Responsibility: Plans, conducts, and supervises projects of major significance, necessitating advanced knowledge and the ability to originate and apply new and unique methods and procedures. Supplies technical or regulatory/policy advice and counsel to other professionals.

Minimum Education: A Ph.D. degree.

Senior Associate

Minimum General Experience: Ten or more years of experience in a highly specialized area of environmental regulations and policy, economics, compliance regulations and auditing, waste management, hazardous materials, or other highly technical fields.

Functional Responsibility: Plans, conducts, and supervises projects of major significance, necessitating advanced knowledge and the ability to originate and apply new and unique methods and procedures. Supplies technical or regulatory/policy/economic advice and counsel to other professionals.

Minimum Education: A Ph.D. degree.

Associate Environmental Specialist

Minimum General Experience: Six or more years of experience in a highly specialized area of environmental regulations and policy, compliance regulations and auditing, or other highly technical fields.

Functional Responsibility: Plans, conducts, and supervises projects of major significance, necessitating advanced knowledge and the ability to originate and apply new and unique methods and procedures. Supplies technical or regulatory/policy advice and counsel to other professionals.

Minimum Education: A Masters degree.

Engineer

Minimum General Experience: Six or more years of experience within a specific technical field. This experience includes development of criteria; mastery of standard principles, theories and techniques; evaluating data; and drafting and editing technical studies, analyses, and reports.

Functional Responsibility: Under general supervision, plans, conducts, and supervises assignments normally involving smaller or less critical projects. Estimates and schedules



work to meet completion dates. Directs assistance, reviews progress, and evaluates results. Makes changes in methods, design, or equipment when necessary.

Minimum Education: A Masters degree.

Analyst

Minimum General Experience: Six or more years of experience. This experience may include detailed knowledge of environmental regulations and policy issues, economics, compliance regulations and auditing, waste management, or hazardous materials.

Functional Responsibility: Under general supervision, plans, conducts, and supervises assignments normally involving smaller or less critical projects. Estimates and schedules work to meet completion dates. Directs assistance, reviews progress, and evaluates results.

Minimum Education: A Masters degree.

Manager

Minimum General Experience: Six or more years of experience in either project management or within a specific technical field. This experience includes financial management, staffing, client relations, and quality assurance.

Functional Responsibility: Ensures that the project is implemented according to plan and that plan updates are made as necessary. Also determines costs for labor and materials in accordance with the project plan. Assures that all deadlines are met. Responsible for quality assurance for the project.

Minimum Education: A Masters degree.

Sr. Field Tech/Jr. Technical/Lab. Sup.

Minimum General Experience: Five or more years of experience in field or related technical services and ability to perform tasks to the satisfaction of their direct supervisor. Good communication skills with client, staff, and subcontractors.

Functional Responsibility: Responsible for the assignment being performed according to plan and that plan updates are made or communicated as necessary. Manages and tracks costs for labor and materials so that they meet project plan requirements.

Minimum Education: A Bachelors degree.

Field Tech/Lab Technician/Jr. Researcher

Minimum General Experience: Either on the job training, experience gained through the educational program, or other training that will allow this person to perform assigned job duties. This experience includes development of criteria, mastery of standard principles, theories and techniques, evaluating data, and drafting and editing technical studies, analyses and reports.

Functional Responsibility: Under supervision of senior or project leader, carries out assignments associated with projects. Translates technical guidance received from supervisor into usable data applicable to the particular assignment and coordinates the activities of other junior staff.

Minimum Education: A Bachelors degree.

Associate

Minimum General Experience: Six or more years of experience in a highly specialized area of environmental regulations and policy, economics, compliance regulations and auditing, waste management, hazardous materials, or other highly technical fields.

Functional Responsibility: Plans, conducts, and supervises projects of major significance, necessitating advanced knowledge and the ability to originate and apply



new and unique methods and procedures. Supplies technical or regulatory/policy/economic advice and counsel to other professionals.

Minimum Education: A Masters degree.

Junior Engineer

Minimum General Experience: Three to eight years experience within a specific technical field. This experience includes development of criteria; mastery of standard principles, theories and techniques; evaluating data; and drafting and editing technical studies, analyses, and reports.

Functional Responsibility: Under supervision of a senior or project leader, carries out assignments associated with projects. Translates technical guidance received from supervisor into usable data applicable to the particular assignment and coordinates the activities of more junior staff.

Minimum Education: A Bachelors degree.

Junior Analyst

Minimum General Experience: Three to eight years of experience. This experience may include detailed knowledge of environmental regulations and policy issues, economics, compliance regulations and auditing, waste management, or hazardous materials.

Functional Responsibility: Under supervision of a senior or project leader, carries out assignments associated with projects. Also coordinates the activities of more junior staff.

Minimum Education: A Bachelors degree.

Junior Manager

Minimum General Experience: Three to eight years of experience in either project management or within a specific technical field.

Functional Responsibility: Ensures that the project is implemented according to plan and that plan updates are made as necessary. Also ensures that costs for labor and materials meet project plan requirements. Assures that all deadlines are met. Provides first layer of quality assurance for the project.

Minimum Education: A Bachelors degree.

Junior Environmental Specialist

Minimum General Experience: Three to eight years of experience. This experience may include detailed knowledge of environmental regulations and policy issues, and compliance regulations and auditing.

Functional Responsibility: Under supervision of a senior or project leader, carries out assignments associated with projects. Also coordinates the activities of more junior staff.

Minimum Education: A Bachelors degree and three to eight years experience.

Research Assistant

Minimum General Experience: General experience in areas such as environmental regulations and policy, economics, compliance regulations and auditing, waste management, hazardous materials, or other technical fields.

Functional Responsibility: Works under close supervision of senior or project leader. Gathers and correlates basic data and performs routine analyses. Works on less complicated assignments, where little evaluation is required. Performs routine research using a variety of tools. May assist with the drafting and editing of documents.

Minimum Education: A Bachelors degree.



Admin Staff

Minimum General Experience: General experience in providing administrative and ad hoc support to technical staff.

Functional Responsibility: Works under close supervision of senior or project leader. Gathers and correlates data and performs analyses. Works on less complicated assignments, where some evaluation is required. Performs routine research using a variety of tools. May assist with the drafting and editing of documents.

Minimum Education: A Bachelors degree.

Clerical

Minimum General Experience: General office support experience.

Functional Responsibility: Assists in the production of documents. Provides support to technical staff for non-complex assignments.

Minimum Education: High school diploma.



Labor Category Descriptions, SIN 899-3 and 899-3(RC) (Environmental/Occupational Training Services) Only

Project Director

Minimum General Experience: Twelve or more years of management experience for large projects. This experience encompasses overall management of assigned government contracts including financial management, staffing, and contract compliance.

Functional Responsibility: Responsible for ensuring that the contract is implemented according to plan and that plan updates are made as necessary. Also determines costs for labor and materials in accordance with the contract. Assures that all deadlines are met. Responsible for quality assurance for the contract.

Minimum Education: Advanced degree (Masters).

Project Manager

Minimum General Experience: Ten or more years of experience in either project management or within a specific technical field. This experience includes the overall management of all aspects of assigned government contracts, such as financial management, staffing, contract compliance, client relations, and quality assurance.

Functional Responsibility: Responsible for ensuring that the project is implemented according to plan and that plan updates are made as necessary. Also determines costs for labor and materials in accordance with the project plan. Assures that all deadlines are met. Responsible for quality assurance for the project.

Minimum Education: An advanced degree (Masters).

Senior Training Specialist

Minimum General Experience: Five or more years experience and functional expertise in the training field.

Functional Responsibility: Organizes, prepares, and conducts environmental training and education programs. Designs and develops in-house training course. Maintains records pertaining to training activities, employee progress, and course effectiveness. Expertise in traditional classroom instruction, computer-based instruction, or interactive video instruction.

Minimum Education: A Bachelors degree in a training-related field.

Training Specialist

Minimum General Experience: Three or more years of training experience.

Functional Responsibility: Organizes and conducts moderately complex training and education programs. Maintains records pertaining to training activities, employee progress, and course effectiveness.

Minimum Education: A Bachelors degree a training-related field.

Junior Training Specialist

Minimum General Experience: At least one year of training experience.

Functional Responsibility: Assists with the organization and presentation of moderately complex training and education programs. Assists with record maintenance pertaining to training activities, employee progress, and course effectiveness.

Minimum Education: A Bachelors degree a training-related field.



Programmer

Minimum General Experience: Five or more years of technical experience with standard programming procedures and a detailed knowledge of the application. Competent in the preparation of program documentation and user materials.

Functional Responsibility: Plans, develops, tests, and documents computer programs.

Minimum Education: A Bachelors degree.

Graphic Artist

Minimum General Experience: Three years experience involving various graphics software applications (i.e., Adobe PageMaker, Adobe Illustrator, QuarkXPress, and CorelDraw).

Functional Responsibility: Uses desktop publishing applications to produce page proofs and reproduction masters. Uses software to produce camera-ready materials. Develops design projects. Manages graphic systems and file organization.

Minimum Education: A Bachelors degree related to graphical design.

Writer/Editor

Minimum General Experience: Five years experience preparing technical reports, articles, brochures, procedures documentation, and other documents.

Functional Responsibility: Writes analytical, interpretive, and outreach copy on a variety of technical subjects. Edit technical materials, such as reports, analyses, guidances, and other similar documents for content, style, and usage. Assist with layout of materials.

Minimum Education: A Bachelors degree.

Video Producer

Minimum General Experience: Five years experience and expertise in a variety of aspects of video production. Expertise with video production equipment and video editing software applications.

Functional Responsibility: Designs, develops, creates, and produces video pieces intended as outreach and training materials.

Minimum Education: A Bachelors degree.

Audio Producer

Minimum General Experience: Five years experience and expertise in a variety of aspects of audio production. Expertise with audio production equipment and software applications.

Functional Responsibility: Designs, develops, creates, and produces video pieces intended as outreach and training materials.

Minimum Education: A Bachelors degree.

Senior Consultant

Minimum General Experience: Ten or more years of experience in a highly specialized area.

Functional Responsibility: Supports projects of major significance, necessitating advanced knowledge and the ability to originate and apply new and unique methods and procedures. Supplies technical advice and counsel to other professionals.

Minimum Education: An advanced degree (Masters).

Administrative Assistant

Minimum General Experience: Three or more years of experience involving a working knowledge of business practices and procedures.



Functional Responsibility: Performs a variety of complex and routine administrative and secretarial duties, including word processing, data entry, and meeting logistics.

Minimum Education: High school diploma.



Other Contract Information

- *Maximum Order:* \$1,000,000
- *Minimum Order:* \$100.00
- *Geographic Coverage Area:* U.S.
- *Points of Production:* N/A
- *Discount from List Prices:* Various
- *Quantity Discounts:* 1% for orders over \$750,000
- *Prompt Payment Terms:* None - Net 30 Days
- *Government Purchase Cards Accepted:* Below micro-purchase threshold; contact contractor's representative for orders at or above the micro-purchase threshold
- *Foreign Items:* N/A
- *Time of Delivery:* Negotiated on individual orders
- *Expedited Delivery:* N/A
- *Overnight/2-day Delivery:* N/A
- *Urgent Requirements:* See Urgent Requirements clause; contact contractor's representative for faster delivery
- *FOB:* Dest - CONUS, Dest - AK, Dest - HI, Dest - PR
- *Ordering Address:* 1608 Spring Hill Road, Suite 400, Vienna, VA 22182
- *Ordering Procedures:* Per FAR 8.405-3
- *Payment Address:* 1608 Spring Hill Road, Suite 400, Vienna, VA 22182
- *Warranty Provision:* N/A
- *Export Packing Charges:* N/A
- *Terms and Conditions of Government Purchase Card Acceptance:* Contact contractor's representative for orders at or above the micro-purchase threshold
- *Terms and Conditions of Rental, Maintenance, and Repair:* N/A
- *Terms and Conditions of Installation:* N/A
- *Terms and Conditions of Repair Parts:* N/A
- *Terms and Conditions for Any Other Services:* N/A
- *List of Service and Distribution Points:* N/A
- *List of Participating Dealers:* N/A
- *Preventive Maintenance:* N/A
- *Special Attributes:* N/A