

GENERAL SERVICES ADMINISTRATION

Federal Supply Service

Authorized Federal Supply Schedule Price List

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

Multiple Award Schedule (MAS)

Federal Supply Group: MAS Classes: R499, F999

Contract Number: 47QRAA20D002W

For more information on ordering from Federal Supply Schedules
click on the FSS Schedules button at fss.gsa.gov

Contract Period: 12/10/2019 – 12/09/2024

Contractor: SC&A, Inc.
2200 Wilson Blvd., Suite 300
Arlington, VA 22201

Business Size: Small Business

Telephone: 703-893-6600

Extension:

FAX Number: 703-821-8236

Web Site: www.scainc.com

E-mail: lloomis@scainc.com

Contract Administration: Laurie Loomis-de-Mancebo

CUSTOMER INFORMATION:

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:

SIN	SIN Description
541611	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
541620	Environmental Consulting Services
611430	Professional and Management Development Training

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.

- 1c. **If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item.**
2. **Maximum Order:** \$1,000,000.00
3. **Minimum Order:** \$100.00
4. **Geographic Coverage (delivery Area):** Domestic and Overseas
5. **Point(s) of production (city, county, and state or foreign country):** Same as company address
6. **Discount from list prices or statement of net price:** Government net prices (discounts already deducted).
7. **Quantity discounts:** None
8. **Prompt payment terms:** Net 30 days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.
- 9a. **Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Yes
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** Will accept
10. **Foreign items (list items by country of origin):** None
- 11a. **Time of Delivery (Contractor insert number of days):** Specified on the Task Order
- 11b. **Expedited Delivery. The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery:** Contact Contractor
- 11c. **Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery:** Contact Contractor
- 11d. **Urgent Requirements. The Contractor will note in its price list the "Urgent Requirements" clause of its contract and advise agencies that they can also contact the Contractor's representative to effect a faster delivery:** Contact Contractor
12. **F.O.B Points(s):** Destination
- 13a. **Ordering Address(es):** Same as Contractor
- 13b. **Ordering procedures:** For supplies and services, the ordering procedures and information on Blanket Purchase Agreements (BPAs) are found in Federal Acquisition Regulation (FAR) 8.405-3.
14. **Payment address(es):** Same as company address
15. **Warranty provision.:** Contractor's standard commercial warranty.
16. **Export Packing Charges (if applicable):** N/A
17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor
18. **Terms and conditions of rental, maintenance, and repair (if applicable):** N/A

19. Terms and conditions of installation (if applicable): N/A
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A
- 20a. Terms and conditions for any other services (if applicable): N/A
21. List of service and distribution points (if applicable): N/A
22. List of participating dealers (if applicable): N/A
23. Preventive maintenance (if applicable): N/A
- 24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: N/A
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/.
25. Data Universal Numbering System (DUNS) number: 071167910
26. Notification regarding registration in System for Award Management (SAM) database: Yes
27. Final Pricing: The rates shown below include the Industrial Funding Fee (IFF) of 0.75%

SIN	Labor Category	Yr1	Yr2	Yr3	Yr4	Yr5
541611, 541620, & 611430 (for all Labor Categories)	Senior Consultant	\$335.01	\$342.05	\$349.23	\$356.56	\$364.05
	Project Director	\$178.99	\$182.75	\$186.59	\$190.51	\$194.51
	Project Manager	\$157.93	\$161.25	\$164.64	\$168.09	\$171.62
	Task Manager	\$95.75	\$97.73	\$99.78	\$101.88	\$104.02
	Engineer	\$93.80	\$95.77	\$97.78	\$99.84	\$101.93
	Mid-Level Engineer	\$122.52	\$125.09	\$127.72	\$130.40	\$133.14
	Senior Engineer	\$140.71	\$143.66	\$146.68	\$149.76	\$152.90
	Principal Engineer 1	\$157.93	\$161.25	\$164.64	\$168.09	\$171.62
	Principal Engineer 2	\$210.58	\$215.00	\$219.52	\$224.13	\$228.83
	Principal Engineer 3	\$253.65	\$258.98	\$264.42	\$269.97	\$275.64
	Jr. Field Tech/Researcher*	\$53.60	\$54.73	\$55.88	\$57.05	\$58.25
	Field Tech/Researcher*	\$65.09	\$66.46	\$67.85	\$69.28	\$70.73
	Sr. Field Tech/Researcher*	\$92.82	\$94.80	\$96.79	\$98.82	\$100.89
	Scientist/Analyst 1	\$67.00	\$68.41	\$69.85	\$71.31	\$72.81
	Scientist/Analyst 2	\$93.80	\$95.77	\$97.78	\$99.84	\$101.93
	Scientist/Analyst 3	\$101.46	\$103.59	\$105.77	\$107.99	\$110.26
	Senior Scientist/Analyst 1	\$124.43	\$127.05	\$129.71	\$132.44	\$135.22
	Senior Scientist/Analyst 2	\$153.15	\$156.36	\$159.65	\$163.00	\$166.42
	Senior Scientist/Analyst 3	\$215.37	\$219.89	\$224.51	\$229.22	\$234.03
	Subject Matter Expert 1	\$177.08	\$180.80	\$184.59	\$188.47	\$192.43
	Subject Matter Expert 2	\$210.58	\$215.00	\$219.52	\$224.13	\$228.83
	Subject Matter Expert 3	\$243.12	\$248.23	\$253.44	\$258.76	\$264.20
	Jr. Writer/Editor*	\$62.22	\$63.52	\$64.86	\$66.22	\$67.61
	Writer/Editor	\$86.15	\$87.96	\$89.80	\$91.69	\$93.61
	Sr. Writer/Editor	\$119.65	\$122.16	\$124.73	\$127.34	\$130.02
	Jr. Admin Staff*	\$62.22	\$63.52	\$64.86	\$66.22	\$67.61
Admin Staff*	\$77.53	\$79.16	\$80.82	\$82.52	\$84.25	
Sr. Admin Staff	\$97.63	\$99.68	\$101.78	\$103.91	\$106.10	

SCA Matrix

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

SCA Eligible Contract Labor Category	SCA Equivalent Code - Title	WD Number
Jr. Field Tech/Researcher	Engineering Technician I – 30081	2015-4281
Field Tech/Researcher	Engineering Technician II – 30082	2015-4281
Sr. Field Tech/Researcher	Engineering Technician III – 30083	2015-4281
Jr. Writer/Editor	Secretary I – 01311	2015-4281
Jr. Admin Staff	General Clerk I – 01111	2015-4281
Admin Staff	General Clerk II – 01112	2015-4281

LABOR CATEGORY DESCRIPTIONS

The following descriptions apply to all SINS.

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

- Bachelor's degree equivalent – any combination of full-time college study and additional years of experience totaling four years
- Master's degree equivalent – Bachelor's degree or Bachelor's degree equivalent plus any combination of additional experience or additional graduate level study totaling two years
- PhD equivalent – Master's degree or Master's degree equivalent plus any combination of additional experience or additional graduate level study totaling two years.

Senior Consultant

Minimum General Experience: Twenty-six or more years of experience in consulting with expertise in the areas of business management, environmental management, occupational health and safety, and/or facilitation.

Functional Responsibility: Responsibilities include performing specialized subject matter analysis, review, brainstorming, and implementation. Operates with wide latitude for independent action.

Required Education: Master's Degree.

Project Director

Minimum General Experience: Twelve or more years of experience in the management of programs/projects. Experience with programs/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: Responsibilities include serving as either the direct or alternate client contact and overseeing all technical work, costs and administration, schedules, and QA/QC, to ensure that all objectives are achieved.

Required Education: Master's Degree.

Project Manager

Minimum General Experience: Ten or more years of experience in the management of projects. Successful track record in financial management, staffing, client relations, and quality assurance.

Functional Responsibility: Responsibilities include serving as either the direct or alternate client contact. Works under the supervision of the Project Director and/or Senior technical staff to implement all technical work, costs and administration, schedules, and QA/QC, to ensure that all objectives are achieved.

Required Education: Master's Degree.

Task Manager

Minimum General Experience: Six or more years of technical experience, including three or more years of experience in the management of tasks. Successful track record in management and quality assurance.

Functional Responsibility: Under the supervision of the Project Director, Project Manager and/or Senior technical staff, responsibilities include implementing all technical work, costs and administration, schedules, and QA/QC, to ensure that all objectives of a task are achieved.

Required Education: Bachelor's Degree.

Engineer

Minimum General Experience: No minimum experience is required.

Functional Responsibility: Designs and implements systems which meet business and customer needs. Leads and participates in engineering planning, performance management, capacity planning, testing and validation. Responsibilities include providing dedicated engineering support, data collection and assessment, and performing systems analysis and design. May supply technical advice or counsel to other professionals.

Required Education: Bachelor's Degree in engineering or related discipline.

Mid-Level 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: Applies specialization to provide technical leadership in engineering support and participate in technical studies, reports, and major system implementations. Responsibilities include planning and conducting small to medium sized projects and tasks. May supply technical advice or counsel to other professionals. May supervise junior-level staff.

Required Education: Bachelor's Degree in engineering or related discipline.

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: Under the supervision of a Project Director, Project Manager and/or senior technical staff, responsibilities include planning and conducting projects and tasks. May supervise junior-level staff and coordinate the activities of specific engineering projects. May supply technical advice or counsel to other professionals.

Required Education: Master's Degree in engineering or related discipline.

Principal Engineer 1

Minimum General Experience: Fifteen or more years of experience in 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: Responsibilities include planning, conducting, and supervising projects, necessitating advanced knowledge and the ability to originate and apply new and unique methods and procedures. Supplies technical advice and counsel to other professionals.

Required Education: Master's Degree in engineering or related discipline.

Principal Engineer 2

Minimum General Experience: Eighteen or more years of experience in 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: Responsibilities include planning, conducting, and supervising large projects, necessitating advanced knowledge and the ability to originate and apply new and unique methods and procedures. Supplies technical advice and counsel to other professionals.

Required Education: Master's Degree in engineering or related discipline.

Principal Engineer 3

Minimum General Experience: Twenty-two 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: Responsibilities include planning, conducting, and supervising 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.

Required Education: Master's Degree in engineering or related discipline.

Jr. Field Tech/Researcher

Minimum General Experience: No minimum experience is required.

Functional Responsibility: Under close supervision of senior or mid-level staff, responsibilities include gathering and correlating basic data and performing research and routine analyses. May also include or installing, setting up, and operating equipment.

Required Education: High School Diploma

Field Tech/Researcher

Minimum General Experience: Four years of experience through on the job training, experience gained through the educational program, or other training that will allow this person to perform assigned job duties.

Functional Responsibility: Under supervision of senior or mid-level staff, responsibilities include gathering and correlating basic data and performing research and routine analyses. May also include or installing, setting up, and operating equipment. May supervise junior staff.

Required Education: High School Diploma

Sr. Field Tech/Researcher

Minimum General Experience: Nine or more years of experience in field or related technical services.

Functional Responsibility: Responsibilities include performing tasks to ensure that an assignment is performed according to plan and that plan updates are made or communicated as necessary and managing and tracking schedules and costs so that assignments are completed on-time and within budget. May supervise mid-level or junior staff.

Required Education: High School Diploma

Scientist/Analyst 1

Minimum General Experience: No minimum experience is required.

Functional Responsibility: Perform laboratory and field tests to monitor and investigate various sources that impact the environment, human health, and safety. Responsibilities include

providing dedicated scientific analysis and support on projects. May supply scientific advice or counsel to other professionals.

Required Education: Bachelor's Degree.

Scientist/Analyst 2

Minimum General Experience: Four or more years of experience in environmental regulations and policy issues, economics, compliance regulations and auditing, waste management, and/or hazardous materials.

Functional Responsibility: Responsibilities include providing dedicated scientific analysis and support on projects, including nuclear and radiation sciences, and planning and conducting small to medium sized projects and tasks. May supply scientific advice or counsel to other professionals. May supervise junior-level staff.

Required Education: Bachelor's Degree.

Scientist/Analyst 3

Minimum General Experience: Seven or more years of experience in environmental regulations and policy issues, economics, compliance regulations and auditing, waste management, and/or hazardous materials.

Functional Responsibility: Responsibilities including planning and conducting projects and tasks. May supply scientific advice or counsel to other professionals. May supervise junior-level staff.

Required Education: Bachelor's Degree.

Senior Scientist/Analyst 1

Minimum General Experience: Ten or more years of experience in environmental regulations and policy issues, economics, compliance regulations and auditing, waste management, and/or hazardous materials.

Functional Responsibility: Responsibilities include planning, conducting, and supervising projects, 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.

Required Education: Master's Degree.

Senior Scientist/Analyst 2

Minimum General Experience: Twelve or more years of experience in environmental regulations and policy issues, economics, compliance regulations and auditing, waste management, and/or hazardous materials.

Functional Responsibility: Responsibilities include planning, conducting, and supervising large projects, 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.

Required Education: Master's Degree.

Senior Scientist/Analyst 3

Minimum General Experience: Twenty or more years of experience in environmental regulations and policy issues, economics, compliance regulations and auditing, waste management, and/or hazardous materials.

Functional Responsibility: Responsibilities include planning, conducting, and supervising major projects, 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.

Required Education: Master's Degree.

Subject Matter Expert 1

Minimum General Experience: Twelve or more years of experience in a particular subject area(s). Expertise in the subject area(s).

Functional Responsibility: Responsibilities include performing specialized subject matter analysis, review, brainstorming, and implementation. Operates with wide latitude for independent action.

Required Education: Master's Degree.

Subject Matter Expert 2

Minimum General Experience: Eighteen or more years of experience in a particular subject area(s). Recognition in the subject area(s).

Functional Responsibility: Responsibilities include performing specialized subject matter analysis, review, brainstorming, and implementation. Operates with wide latitude for independent action.

Required Education: Master's Degree.

Subject Matter Expert 3

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

Functional Responsibility: Responsibilities include performing specialized subject matter analysis, review, brainstorming, and implementation. Operates with wide latitude for independent action.

Required Education: Master's Degree.

Jr. Writer/Editor

Minimum General Experience: No minimum experience is required.

Functional Responsibility: Under close supervision of senior or mid-level staff; responsibilities include writing analytical, interpretive, and outreach copy on a variety of technical subjects; editing technical materials, such as reports, analyses, guidance, and other similar documents for content, style, and usage; and assisting with layout of materials.

Required Education: Bachelor's Degree.

Writer/Editor

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

Functional Responsibility: Responsibilities include writing analytical, interpretive, and outreach copy on a variety of technical subjects; editing and producing technical materials, such as reports, analyses, guidance, and other similar documents for content, style, and usage; and assisting with layout of materials. Work independently or lead teams preparing and maintaining a clear and understandable set of highly complex systems and operations documentation, procedures and methods.

Required Education: Bachelor's Degree.

Sr. Writer/Editor

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

Functional Responsibility: Responsibilities include writing analytical, interpretive, and outreach copy on a variety of technical subjects; editing and producing technical materials, such as reports, analyses, guidance, and other similar documents for content, style, and usage; and assisting with layout of materials. Provide expert oversight of technical writing and editing to all phases of acquisition and technical documentation for the program, project, or contract.

Required Education: Bachelor's Degree.

Junior Admin Staff

Minimum General Experience: No minimum experience is required.

Functional Responsibility: Under close supervision, responsibilities include supporting contract administrators, office managers, accounting managers, and technical staff.

Required Education: High School Diploma.

Admin Staff

Minimum General Experience: Four or more years of general experience in providing administrative and ad-hoc support to technical staff.

Functional Responsibility: Responsibilities include supporting contract administrators, office managers, accounting managers, and technical staff. Operates with some independent action.

Required Education: High School Diploma

Senior Admin Staff

Minimum General Experience: Eight or more years of experience of administrative related experience, including 5 years of contract-related experience.

Functional Responsibility: Responsibilities include administering and negotiating contracts, preparing and/or reviewing cost estimates, interfacing with client contract administrators, and serving as in-house contractual consultant and/or managing company operations and facilities. Operates with latitude for independent action.

Required Education: Bachelor's Degree.