

# **GENERAL SERVICES ADMINISTRATION**

## **Federal Acquisition 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 is available through **GSA Advantage!**<sup>TM</sup>, a menu driven database system. The INTERNET address for **GSA Advantage!**<sup>TM</sup> is: <http://www.GSAAdvantage.gov>.

#### **Schedule for – Environmental Services**

**Federal Supply Group: 899                      Class: F999**

**Contract Number: GS-10F-0054V**

**For more information on ordering from Federal Supply Schedules**

**Click on the FFS Schedules button at <http://www.fss.gsa.gov>**

**Contract Period: December 23, 2008 through December 22, 2013**

**Contractor:** OAK Management, Inc.  
225 Reinekers Lane, Suite 680  
Alexandria, VA 22314



**Business Size:** Large Business

**Telephone:** (703) 739-7636

**Extension:** 324

**FAX Number:** (703) 415-4680

**Web Site:** <http://www.oakmgmt.com>

**E-mail:** [pete.archibald@oakmgmt.com](mailto:pete.archibald@oakmgmt.com)

**Contract Administration:** Peter E. Archibald

## **Customer Information**

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

899-1 Environmental Planning Services and Documentation (see page 11)

899-2 Environmental Compliance Services (see page 11)

**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.**

Not applicable. This is a services contract.

- 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.**

See page 5 for labor category descriptions.

- 2. Maximum Order:** \$5,000,000.00
- 3. Minimum Order:** \$100.00
- 4. Geographic Coverage (delivery area):** Domestic only
- 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). See Attachment.
- 7. Quantity discounts:** None Offered
- 8. Prompt payment terms:** Net 30 days
- 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:** Yes
- 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. Point(s):** Destination
- 13a. **Ordering Address(es):** Same as contractor
- 13b. **Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s), and a sample BPS can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).
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. **Preventative 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 an 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/](http://www.Section508.gov/).

25. Data Universal Numbering System (DUNS) number: 01-3965488

26. Notification regarding registration in Central Contractor Registration (CCR) database: Registered

<b>Labor Category</b>	<b>Base Period Hourly Rate</b>
Executive Program Director	\$ 137.32
Program Director	\$ 99.98
Project Manager II	\$ 93.55
Chief Engineer/Scientist	\$ 155.54
Principal Engineer/Scientist	\$ 117.47
Senior Engineer/Scientist	\$ 102.55
Engineer/Scientist III	\$ 79.83
Engineer/Scientist II	\$ 64.80
Engineer/Scientist I	\$ 45.56
Principal Analyst	\$ 102.17
Senior Analyst	\$ 87.06
Analyst III	\$ 78.95
Analyst II	\$ 61.19
Analyst I	\$ 46.08
Senior Database Analyst	\$ 93.09
Database Analyst III	\$ 73.00
Database Analyst II	\$ 63.46
Database Analyst I	\$ 46.15
Program Support Specialist II**	\$ 39.88
Program Support Specialist I**	\$ 27.49

\*\* Denotes SCA Labor Category

<b>SCA Eligible Labor Category</b>	<b>SCA Equivalent Code</b>	<b>WD Number</b>
Program Support Specialist I	01280 Receptionist	05 2103
Program Support Specialist II	01311 Secretary 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 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.

### **LABOR CATEGORY DESCRIPTIONS:**

The following labor category descriptions identify the minimum qualifications for this Environmental Services contract. Three (3) years of direct experience may be substituted for an educational degree from an accredited technical school. Registration as a professional engineer in a particular society is considered the equivalent of a Master's degree. Security clearances may be required for certain positions as dictated by classification of the effort.

#### **Executive Program Director**

Minimum Experience: Twelve (12) years of progressively more responsible experience directing and managing professional services programs. This experience should include one or more technology areas including, strategic planning, concept development and requirements analysis, systems design, engineering and integration, test and evaluation and integrated logistics support, as well as acquisition and life cycle management in the engineering, environmental or scientific fields.

Functional Responsibility: Duties may include technical leadership, planning, and implementation for the procurement and management of professional engineering/environmental services. Develops and enforces work standards, provides quality assurance, assigns contractor schedules, and communicates goals, objectives, and policies. Directs financial management and project administration, including budgeting, financial reporting, and manpower and resource planning. Supervises and directs staff on a daily basis. Experience in all phases of project development from inception to contract closeout is required.

Minimum Education: Bachelor's degree from an accredited university/college in engineering, science or business-related discipline.

#### **Program Director**

Minimum Experience: Ten (10) years of progressively more responsible experience directing and managing professional services programs. This experience should include one or more technology areas including, strategic planning, concept development and requirements analysis, systems design, engineering and integration, test and evaluation and integrated logistics support, as well as acquisition and life cycle management in the engineering, environmental or scientific fields.

Functional Responsibility: Duties may include technical leadership, planning, and implementation for the procurement and management of professional engineering/environmental services. Develops and enforces work standards, provides quality assurance, assigns contractor schedules, and communicates goals, objectives, and

policies. Provides financial management and project administration, including budgeting, financial reporting, and manpower and resource planning. Supervises and directs staff on a daily basis. Experience in most phases of project development from inception to contract closeout is required.

Minimum Education: Bachelor's degree from an accredited university/college in engineering, science or business-related discipline.

#### Project Manager II

Minimum Experience: Eight (8) years of progressively more responsible experience directing and managing professional services projects.

Functional Responsibility: Duties may include technical leadership, planning, and implementation for the procurement and management of professional engineering/environmental services. Assists in developing and enforcing work standards, provides quality assurance, assigns contractor schedules, and communicates goals, objectives, and policies. Provides financial management and project administration, including budgeting, financial reporting, and manpower and resource planning. Supervises and directs staff on a daily basis. Experience in project management is required.

Minimum Education: Bachelor's degree from an accredited university/college in engineering, science or business-related discipline.

#### Chief Engineer/Scientist

Minimum Experience: Fifteen (15) years experience applying an organization-wide set of disciplines for strategic planning, requirements analysis, systems design, engineering, test and evaluation, systems integration, conceptual designs and program implementation for in scientific/environmental/engineering projects.

Functional Responsibility: Provides expertise to research and/or development work on complex projects necessitating the origination and application of new and unique approaches. Serves as subject matter expert in respective scientific field or engineering discipline. Reviews program documentation to ensure compliance with standards or requirements and adherence to program milestones. Oversees other Scientists/Engineers.

Minimum Education: Bachelor's degree from an accredited university/college in science, environmental management, engineering management, engineering, or a related technical discipline.

#### Principal Engineer/Scientist

Minimum Experience: Ten (10) years experience in scientific/environmental/engineering disciplines.

Functional Responsibility: Directs research and/or development work on complex projects necessitating the origination and application of new and unique approaches. Serves as expert in respective technical field. Performs as technical lead on complex or critical environmental/engineering systems. Develops and reviews program documentation to ensure compliance with standards or requirements and adherence to program milestones. Oversees other Scientists/Engineers.

Minimum Education: Bachelor's degree from an accredited university/college in science, environmental management, engineering, engineering management or a related technical discipline.

#### Senior Engineer/Scientist

Minimum Experience: Eight (8) years experience in scientific/environmental/engineering disciplines.

Functional Responsibility: Plans and implements analysis and solutions for complex projects. Serves as consultant in respective technical field. Demonstrates mastery of standard principles, theories, and techniques to solve problems and implement solutions. Develops and reviews program documentation to ensure compliance with standards or requirements and adherence to program milestones. Oversees other Scientists/Engineers.

Minimum Education: Bachelor's degree from an accredited university/college in science, environmental management, engineering, engineering management or a related technical discipline.

#### Engineer/Scientist III

Minimum Experience: Five (5) years experience in scientific/environmental/engineering disciplines.

Functional Responsibility: Provides expertise in scientific/environmental/engineering areas. Performs complex scientific/environmental/engineering tasks and analysis. Demonstrates mastery of standard principles, theories, and techniques to solve problems and implement solutions. Plans and assigns personnel for given projects or tasks.

Minimum Education: Bachelor's degree from an accredited university/college in science, environmental management, engineering, or a related technical discipline.

#### Engineer/Scientist II

Minimum Experience: Two (2) years experience in scientific/environmental/engineering disciplines.

Functional Responsibility: Provides expertise in one or more scientific/environmental/engineering areas. Performs moderately complex scientific/environmental/engineering tasks and analysis. Demonstrates knowledge of standard principles, theories, and techniques to solve specific problems. Develops and

implements criteria for recording procedures and results in a manner that allows verified outcomes.

Minimum Education: Bachelor's degree from an accredited university/college in science, environmental management, engineering, or a related technical discipline.

#### Engineer/Scientist I

Minimum Experience: Less than two (2) years experience in scientific/environmental/engineering disciplines.

Functional Responsibility: Performs scientific/environmental/engineering tasks and analysis. Verifies experimental results, evaluates complex data, and reports results internally.

Minimum Education: Bachelor's degree from an accredited university/college in science, environmental management, engineering, or a related technical discipline.

#### Principal Analyst

Minimum Experience: Ten (10) years experience in scientific/environmental disciplines.

Functional Responsibility: Applies current disciplines and methodologies to the planning, analysis, evaluation, design, development, implementation, and/or support of environmental/analytical projects. Responsible for establishing and enforcing technical approaches and standards in the environmental/analytical process, and the application of automated support tools. Translates user requirements into functional requirements and solutions. Ensures quality throughout the project life cycle. Establishes technical and administrative policies for analytical personnel, including standards for review of work products for accuracy, adherence to design concepts and applicable standards. Reviews program documentation to assure compliance with standards or requirements and adherence to program milestones. Oversees other analysts.

Minimum Education: Bachelor's degree from an accredited university/college in science, environmental management, engineering, or a related technical discipline.

#### Senior Analyst

Minimum Experience: Eight (8) years experience in scientific/environmental disciplines.

Functional Responsibility: Applies current disciplines and methodologies to the planning, analysis, evaluation, design, development, implementation, and/or support of environmental/analytical projects. Responsible for establishing and enforcing technical approaches and standards in the environmental/analytical process, and the application of automated support tools. Translates user requirements into functional requirements and solutions. Ensures quality throughout the project life cycle. Establishes technical and administrative policies for analytical personnel, including standards for review of work products for accuracy, adherence to design concepts and applicable standards. Reviews

program documentation to assure compliance with standards or requirements and adherence to program milestones. Oversees other analysts.

Minimum Education: Bachelor's degree from an accredited university/college in science, environmental management, or a related technical discipline. .

#### Analyst III

Minimum Experience: Five (5) years experience in scientific/environmental disciplines.

Functional Responsibility: Under direction of supervisors, translates user requirements into functional requirements and solutions. Performs analysis and scientific support functions. Maintains quality throughout the project life cycle. Performs and guides development tasks, including review of work products for accuracy, adherence to design concepts and to applicable standards. Reviews program documentation to assure compliance with standards or requirements and adherence to program milestones. Coordinates problem resolution and user satisfaction. Ability to develop and implement training programs. Prepares training plans, curriculum, and materials. Ability to instruct users at all levels.

Minimum Education: Bachelor's degree from an accredited university/college in science, environmental management, or a related technical discipline.

#### Analyst II

Minimum Experience: Two (2) years experience in scientific/environmental disciplines.

Functional Responsibility: Translates functional requirements into technical solutions. Performs analysis and scientific support functions. Maintains quality throughout the project life cycle. Conducts problem resolution and ensures user satisfaction. Assists with preparing training plans, Curriculum and materials. Ability to instruct users at entry levels.

Minimum Education: Bachelor's degree from an accredited university/college in science, environmental management, or a related technical discipline.

#### Analyst I

Minimum Experience: Less than two (2) years experience in scientific/environmental disciplines.

Functional Responsibility: Translates functional requirements into technical solutions. Performs analysis and engineering support functions. Maintains quality throughout the project life cycle. Conducts problem resolution and ensures user satisfaction.

Minimum Education: Bachelor's degree from an accredited university/college in science, environmental management, engineering, or a related technical discipline.

**Senior Database Analyst**

Minimum Experience: Eight (8) years of progressively more responsible experience performing database analysis and managing environmental applications.

Functional Responsibility: Responsible for developing specific computer programs and databases for scientific / engineering projects. Also, responsible for the operations and hardware related to these projects. Assists in requirements gathering, documentation, development, testing and deployment of infrastructure enhancements required to support environmental programs. Oversee and implement the most current principles and practices of managing environmental database systems. Develops schemas, file organization, indexing methods, and performs data planning and development. Populates databases, performs data extraction and data manipulation to support database utilization. Assess, modify and maintain databases in conjunction with specific user requirements. Develop and implement training programs. Prepares training plans, curriculum, and materials. Instructs and trains users at all levels.

Minimum Education: A bachelor's degree from an accredited university/college.

**Database Analyst III**

Minimum Experience: Four (4) years of progressively more responsible experience in database systems development and maintenance.

Functional Responsibility: Responsible for developing specific computer programs and databases for scientific / engineering projects. Also, responsible for the operations and hardware related to these projects. Assists in requirements gathering, documentation, development, testing and deployment of infrastructure enhancements required to support environmental programs. Oversee and implement the most current principles and practices of managing environmental database systems. Develops schemas, file organization, indexing methods, and performs data planning and development. Populates databases, performs data extraction and data manipulation to support database utilization. Assess, modify and maintain databases in conjunction with specific user requirements. Develop and implement training programs. Helps prepare training plans, curriculum, and materials. Instructs and trains users at all levels.

Minimum Education: A bachelor's degree from an accredited university/college.

**Database Analyst II**

Minimum Experience: Two (2) years of progressively more responsible experience in database systems maintenance.

Functional Responsibility: Assists with developing specific computer programs and databases for scientific / engineering projects. Also, helps maintain the operation and hardware related to these projects. Assists in requirements gathering, documentation, development, testing and deployment of infrastructure enhancements required to support

environmental programs. Assists in the development of schemas, file organization, indexing methods, and data planning and development. Populates databases, performs data extraction and data manipulation to support database utilization. Help develop and implement training programs. Helps prepare training plans, curriculum, and materials. Instructs and trains users at the operational level.

Minimum Education: A bachelor's degree from an accredited university/college.

#### Database Analyst I

Minimum Experience: Less than two (2) years experience in the maintenance of database systems

Functional Responsibility: Assists in requirements gathering, documentation, development, testing and deployment of infrastructure enhancements required to support environmental programs. Assists in the development of schemas, file organization, indexing methods, and data planning and development. Populates databases, performs data extraction and data manipulation to support database utilization.

Minimum Education: A bachelor's degree from an accredited university/college.

#### Program Support Specialist II

Minimum Experience: Four (4) years experience in project and administrative support functions.

Functional Responsibility: Provides administrative and/or technical support of environmental projects with minimal supervision.

Minimum Education: High school diploma

#### Program Support Specialist I

Minimum Experience: Less than four (4) years experience in project and administrative support functions.

Functional Responsibility: Provides administrative and/or technical support of environmental projects.

Minimum Education: High school diploma.

**SPECIAL ITEM NUMBER DESCRIPTIONS:** The following Special Item Numbers (SINs) are awarded under this contract.

#### 899 1 Environmental Planning Services & Documentation

Services include, but are not limited to: Environmental Consulting that includes the development, planning, facilitation, coordination and documentation of and/or for initiatives in areas of chemical, biological, radiological, and/or hazardous material

services; Environmental Assessments and Environmental Impact Statements under the National Environmental Policy Act (NEPA); Endangered Species, Wetlands, Watersheds and other Natural Resource Management plans; Archeological and/or Cultural Resource Management Plans; Environmental Program and Project Management and Environmental Regulation Development; Economic, Technical and/or Risk Analysis; and, other environmentally related studies and/or consultations. Homeland Security issues including vulnerability assessments, biochemical protection, identification of threats and protective measures to mitigate the threats and Crime Prevention through Environmental Design (CPTED) surveys.

#### 899 2 Environmental Compliance Services

Services to include, but not limited to: Environmental Compliance Audits; Compliance Management and/or Contingency Planning; Permitting; Spill Prevention/Control and Countermeasure Plans; Pollution Prevention Surveys; ISO 14000/ Environmental Management Systems (EMS); and, Community Right to-Know Act reporting.