

U.S. General Services Administration Schedule Contract

Federal Supply Service
Authorized Federal Supply Schedule Price List

FSC 899 Environmental Services

Special Item Numbers:

899-1/899-1RC: Environmental Planning Services & Documentation
899-2/899-2RC: Environmental Compliance Services
899-3/899-3RC: Environmental/Occupational Training Services
899-4/899-4RC: Waste Management Services
899-6/899-6RC: Telephone Advisory Services



Contract No. GS-10F-0105J

Period Covered by Contract: May 6, 1999 through May 5, 2014

The Cadmus Group, Inc.

Headquarters: 57 Water St., Watertown, Massachusetts 02472
Phone: (617) 673-7000; FAX: (617) 673-7001
E-Mail: chitchcock@cadmusgroup.com
Web: www.cadmusgroup.com

Other Main Offices: Arlington, VA • Los Angeles, CA • Helena, MT

Price list current as of June 2009

Customer Information

Information for Ordering Offices

1a. Awarded Special Item Numbers

Cadmus' contract covers the following:

Special Item Number (SIN)

SIN 899-1/899-1RC:

Environmental Planning Services &
Documentation

SIN 899-2/899-2 RC:

Environmental Compliance Services

SIN 899-3/899-3 RC:

Environmental/Occupational Training Services

SIN 899-4/899-4RC:

Waste Management Services

SIN 899-6/899-6RC:

Telephone Advisory Services

The Scope of Work for these items is presented in Attachment A.

1b. Pricing Data

See Attachment B.

2. Maximum Order

The maximum order amount is \$5,000,000.

3. Minimum Order

The minimum acceptable order will be \$100.

4. Geographic Coverage (delivery area)

Worldwide.

5. Point(s) of Production

Watertown, MA
Arlington, VA
Helena, MT
Los Angeles, CA

6. Discount from List Price or Statement of Net Price

Negotiable.

7. Quantity Discounts

Negotiable.

8. Prompt Payment Terms

None.

9. Government Commercial Credit Card

Will be accepted by Cadmus. (Also see 17, below.)

10. Foreign Items

N/A

11a. Time of Delivery

Cadmus will strive to respond to all inquiries with 1 day of receipt, but always within 5 days. The establishment of a date for the delivery of services will be by mutual agreement between the ordering activity and Cadmus.

11b. Expedited Delivery

As noted in our price list (Attachment B), all services are available for expedited delivery.

11c. Overnight and 2-day Delivery

These delivery options are available. Schedule customers may contact Cadmus for rates for overnight and 2-day delivery.

11d. Urgent Requirements

For **urgent requirements**, Cadmus will make every effort to respond in the shortest time possible.

12. F.O.B. Point

Destination

13. Ordering Address

To obtain technical or ordering assistance including corporate capabilities, technical and management questions, and order development, please contact:

The Cadmus Group, Inc.
Attn.: Chris Hitchcock

57 Water St.
Watertown, MA 02472
Telephone: (617) 673-7000
E-mail: chitchcock@cadmusgroup.com

Mailed orders should be forwarded to the following address:

The Cadmus Group, Inc.
Contracts Department
Attn.: Chris Hitchcock
57 Water St.
Watertown, MA 02472

Orders transmitted by facsimile should be directed to the following:

FAX No.: (617) 673-7001, Attn.: Contracts Dept. (Chris Hitchcock)

Electronic orders should be sent to:

E-mail: chitchcock@cadmusgroup.com
Web: www.cadmusgroup.com

14. Payment Address

Payment should be forwarded to the following address:

The Cadmus Group, Inc.
Attn.: Accounts Receivable
57 Water St.
Watertown, MA 02472

Government Commercial Credit Cards will be acceptable for payment. In addition, bank account information for wire transfer payments will be shown on the invoice.

15. Warranty Provision

N/A

16. Export Packing

N/A

17. Terms and Conditions of Government Commercial Credit Card

No special terms and conditions.

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!**TM, a menu-driven database system. The INTERNET address for Advantage!TM is: <http://www.gsa.gov>

Cadmus DUNS No. 10-116-3731
Cadmus CAGE Code: 1DGA5

Attachment A

Scope of Work for Services Offered Under Cadmus' Contract

Under this contract, Cadmus offers Environmental Planning, Compliance, and Training Services to enable government agencies to meet their environmental needs. These services are distinct from engineering, design, and cleanup. They do not include any service for excavating or cleanup of a hazardous waste site.

Every federal agency has the requirement to comply with environmental laws and regulations. Under this contract, Cadmus is available quickly and easily to help them meet their needs. Some examples of these laws are:

National Environmental Policy Act (NEPA)	Fish & Wildlife Conservation Act
Clean Water Act	National Historic Preservation Act
Clean Air Act	Archeological & Historic Preservation Act
Endangered Species Act	Pollution Prevention Act
Safe Drinking Water Act	

There are also relevant Executive Orders dealing with such topics as Wetlands, Floodplains, Farmland Protection, and Environmental Justice.

Cadmus can provide a range of services and products to support agencies in meeting these requirements. Examples include but are not limited to: expert advice, assistance, guidance, and counseling in support of agencies' environmental needs. This may include studies, analyses, and documentation of results. Training courses may include, but are not limited to, conventional methods and computer-based interactive courses, customized or standardized, on or off site.

Examples that are not appropriate for purchase under this schedule include, but are not limited to, services for excavating or cleanup of a hazardous waste site.

Services

The following examples of tasks that may be performed under each Special Item Number (SIN) are taken from the Statement of Work for Environmental Management Services. As the Statement of Work specifies, "These are examples only and are not meant to exclude or limit any authentic environmental service under this Federal Supply Schedule. Examples include, but are not limited to, the following:"

SIN 899-1/899-1RC. Environmental Planning Services & Documentation

Environmental Impact Statements & Assessments under the National Environmental Policy Act. Cadmus can perform activities such as data identification, data collection (including site visits and interviews), data development, and data interpretation; sampling and analysis; preparation of human health risk and environmental impact evaluations and reports; preparation of expert testimony; and preparation of materials for and attendance at public meetings and public hearings (including scoping meetings). This may include national surveys (e.g., assisting federal agencies in planning and conducting national assessments of wastewater, sludge, and other topics).

Endangered Species, Wetlands, Watersheds, and Other Natural Resource Management Plans, Studies and Consultations. Cadmus can review any existing reports and management plans; coordinate with the U.S. Fish & Wildlife Service; contact appropriate state offices for information; perform surveys; and use the results of data collection to prepare reports and maps.

Archeological, Historic, and Other Cultural Resources Management Plans, Studies, and Consultations.

Cadmus can conduct resource surveys and studies; evaluate resource data; prepare appropriate nominations or reports; and prepare Management Plans.

Economic, Technical, and Risk Analyses in Support of Environmental Needs. Cadmus can conduct analyses of options under consideration for environmental actions and perform activities such as data collection, data development, analyses of comments, regulatory and economic analyses, feasibility analyses, hazard assessments, exposure assessments, and risk analyses.

SIN 899-2/899-2RC. Environmental Compliance Services

Environmental Compliance Audits. Cadmus can determine all applicable public law and statutes; agency and command regulations and directives; and other federal, state, and local regulations and apply them as required to conduct audits. Cadmus also can evaluate findings, prepare necessary documentation and reports, and conduct complete out-briefs.

Compliance Management Planning. Cadmus can develop Management Plans that cover policy; planning; implementation and operation; checking and corrective actions; and management reviews.

Pollution Prevention Surveys. Cadmus can conduct pollution prevention surveys; develop pollution prevention plans and establish inventories for hazardous materials; evaluate the economics and technical feasibility of process changes and recycling alternatives; and create databases to track progress in achieving pollution prevention goals.

SIN 899-3/899-3RC. Environmental/Occupational Training Services

As noted in the Statement of Work, Cadmus can engage in conventional course development and presentation, customized courses to meet specific needs, and computer-based interactive course development. Occupational Training Services should apply only to the SINs identified in the Schedule of Items.

SIN 899-4/899-4RC. Waste Management Services

Cadmus can conduct analyses of options under consideration for Waste Management Services. This includes performing activities such as data collection, data development, analyses of comments, regulatory and economic analyses, feasibility analyses, hazard assessments, exposure assessments, and risk analyses. Services include, but are not limited to, development of waste characterization studies and recommendations for management strategies including identification of recycling options. Assessments can include studies relating to the collection and transfer of waste, source reduction, and the evaluation of energy or fuel options. Services can include data collection, data development, analyses of comments, regulatory and economic analyses, feasibility analyses, hazard assessments, exposure assessments, and risk analyses.

SIN 899-6/899-6RC. Telephone Advisory Services

Cadmus can provide Telephone Advisory Services. These services may include, but are not limited to, telephone assistance with hazardous material spills, poisons, and other related services.

Attachment B

Cadmus' GSA Professional Services Rates for Environmental Services

All services are available for expedited delivery.

Special Item Numbers 899-1 to 899-4 and 899-6 and 899-1RC to 899-4RC and 899-6RC

Labor Category	Govt. Hourly Rate (thru 4/30/09)	Govt. Hourly Rate (beginning 5/1/09)
Research Analyst	\$ 52.00	\$ 54.26
Analyst I	\$ 54.00	\$ 56.34
Analyst II	\$ 58.00	\$ 60.51
Analyst III	\$ 66.00	\$ 68.86
Associate I	\$ 70.00	\$ 73.03
Associate II	\$ 84.00	\$ 87.64
Associate III	\$ 96.00	\$ 100.16
Sr Associate I	\$ 100.00	\$ 104.33
Sr Associate II	\$ 116.00	\$ 121.02
Sr Associate III	\$ 136.00	\$ 141.89
Principal I	\$ 144.00	\$ 150.24
Principal II	\$ 172.00	\$ 179.45
Sr Managing Consultant	\$ 200.00	\$ 208.66
Executive Consultant	\$ 220.00	\$ 229.53
Sr Executive Consultant I	\$ 300.00	\$ 240.00
Sr Executive Consultant II	\$ 400.00	\$ 320.00
Administrative Support I	\$ 48.00	\$ 50.08
Administrative Support II	\$ 88.00	\$ 91.81

Note: For administrative convenience, an ordering activity contracting officer may add items not on the GSA Schedule (i.e., open market items) to a GSA Schedule Blanket Purchase Agreement (BPA) or an individual task or delivery order. Open market items may be referred to as incidental items, noncontract items, non-Schedule items, and items not on a GSA Schedule contract. The ordering activity contracting officer will determine the prices for the items not on the GSA Schedule contract are fair and reasonable. All applicable acquisition regulations pertaining to the purchase of the items not on the GSA Schedule contract will be followed.

Attachment C

Cadmus' Labor Category Descriptions

RESEARCH ANALYST

Typical duties and responsibilities

Performs a variety of tasks that may involve data collection, research, or quantitative or qualitative analysis, primarily to provide input for use in clients' significant environmental and energy policy decisions. Provides logistical and administrative support activities for projects, contracts, and/or proposals. Applies basic research techniques and work skills with timeliness and quality assurance. Solid writing and communications skills are expected.

Direction received

Receives direction on task approaches and expected results. Performs most work with minimum supervision. Work requires consistent exercise of discretion and independent judgment. Work is reviewed for technical adequacy and conformance with instructions.

Responsibility for the direction of others

Limited. May coordinate the activities of peers on discrete tasks of limited scope.

Minimum education/degree, years of experience

Bachelor's degree and 0 years of experience

ANALYST I

Typical duties and responsibilities

Performs data collection, research, and analyses. Provides logistical, organizational, and administrative support to projects, contracts, and/or proposals. Applies experience and understanding of technical or administrative aspects of public policy, or private sector projects, to tasks that are varied and complex. Competently applies standard procedures to routine tasks, and identifies potentially problematic issues related to task content or schedule. Applies a broad knowledge of Cadmus organization in performing work tasks.

Direction received in this typically entry-level Analyst position

Works without explicit direction on recurring tasks, standard technical methods, or tasks involving research of common information sources (e.g., regulations). For more complex tasks, receives instructions on objectives, approaches and expected results. Work is reviewed for technical adequacy and conformance with instructions.

Responsibility for the direction of others

Limited. May coordinate and oversee the activities of research analysts and peers on specific tasks or proposal activities.

Minimum education/degree, years of experience

Bachelor's degree and 1 year of experience

ANALYST II

Typical duties and responsibilities

Performs data collection, research, and analyses. Provides logistical, organizational, and administrative support to projects, contracts, and/or proposals. Applies experience and understanding of technical or administrative aspects of public policy, or private sector projects, to tasks that are varied and complex. Competently applies standard procedures to routine tasks, and identifies potentially problematic issues related to task content or schedule. Applies a broad knowledge of Cadmus organization in performing work tasks.

Direction received in this typically mid-level Analyst position

Works without explicit direction on recurring tasks, standard technical methods, or tasks involving research of common information sources (e.g., regulations). For more complex tasks, receives limited instructions on objectives, approaches and expected results. Work is reviewed for technical adequacy and conformance with instructions.

Responsibility for the direction of others

Limited. May coordinate and oversee the activities of research analysts and peers on specific tasks or proposal activities.

Minimum education/degree, years of experience

Bachelor's degree and 1 year of experience

ANALYST III

Typical duties and responsibilities

Performs data collection, research, and analyses. Provides logistical, organizational, and administrative support to projects, contracts, and/or proposals. Applies experience and understanding of technical or administrative aspects of public policy, or private sector projects, to tasks that are varied and complex. Competently applies standard procedures to routine tasks, and identifies potentially problematic issues related to task content or schedule. Applies a broad knowledge of Cadmus organization in performing work tasks.

Direction received in this typically senior-level Analyst position

Works without explicit direction on recurring tasks, standard technical methods, or tasks involving research of common information sources (e.g., regulations). For more complex tasks, receives minimal instructions on objectives, approaches and expected results. Work is reviewed for technical adequacy and conformance with instructions.

Responsibility for the direction of others

Limited. May coordinate and oversee the activities of research analysts and peers on specific tasks or proposal activities.

Minimum education/degree, years of experience

Bachelor's degree and 1 year of experience

ASSOCIATE I

Typical duties and responsibilities

Works independently to identify, structure and implement appropriate procedures for tasks. Manages efforts of staff in task execution and performs quality assurance checks of work products. Responsible for technical, financial, and/or administrative management of tasks or portions of larger projects. Participates in business development, marketing activities, and/or recruiting.

Direction received in this typically entry-level Associate position

Receives outlines on objectives, and exercises wide latitude to develop approaches to tasks and project work. Work is reviewed for technical adequacy and results achieved.

Responsibility for the direction of others

Provides guidance and direction to junior staff on tasks. Trains, develops and evaluates the performance of junior staff.

Minimum education/degree, years of experience

Bachelor's degree and 2 years of experience

ASSOCIATE II

Typical duties and responsibilities

Works independently to identify, structure and implement appropriate procedures for tasks. Manages efforts of staff in task execution and performs quality assurance checks of work products. Responsible for technical, financial, and/or administrative management of tasks or portions of larger projects. Participates in business development, marketing activities, and/or recruiting.

Direction received in this typically mid-level Associate position

Receives limited outlines on objectives, and exercises wide latitude to develop approaches to tasks and project work. Work is reviewed for technical adequacy and results achieved.

Responsibility for the direction of others

Provides guidance and direction to junior staff on tasks. Trains, develops and evaluates the performance of junior staff.

Minimum education/degree, years of experience

Bachelor's degree and 2 years of experience

ASSOCIATE III

Typical duties and responsibilities

Works independently to identify, structure and implement appropriate procedures for tasks. Manages efforts of staff in task execution and performs quality assurance checks of work products. Responsible for technical, financial, and/or administrative management of tasks or portions of larger projects. Participates in business development, marketing activities, and/or recruiting.

Direction received in this typically senior-level Associate position

Receives minimum outlines on objectives, and exercises wide latitude to develop approaches to tasks and project work. Work is reviewed for technical adequacy and results achieved.

Responsibility for the direction of others

Provides guidance and direction to junior staff on tasks. Trains, develops and evaluates the performance of junior staff.

Minimum education/degree, years of experience

Bachelor's degree and 2 years of experience

SENIOR ASSOCIATE I

Typical duties and responsibilities

Demonstrates leadership in management, technical work products, and/or business development. Manages activities of staff on tasks, is responsible for ensuring high quality performance of staff, and may have responsibility for administrative supervision of staff. Responsible for technical, managerial, and/or administrative components of large tasks, projects, marketing activities, or proposals. Represents Cadmus to professional peers and clients. May participate in corporate planning.

Direction received in this typically entry-level Senior Associate position

Has fairly wide latitude to define the parameters of tasks, including development of approaches to work. Independently produces work of high quality.

Responsibility for the direction of others

Provides guidance, direction, and oversight on projects, and identifies staffing needs for projects. Provides staff with opportunities for growth and development.

Minimum education/degree, years of experience

Bachelor's degree and 4 years of experience or Master's degree and 2 years of experience

SENIOR ASSOCIATE II

Typical duties and responsibilities

Demonstrates leadership in management, technical work products, and/or business development. Manages activities of staff on tasks, is responsible for ensuring high quality performance of staff, and may have responsibility for administrative supervision of staff. Responsible for technical, managerial, and/or administrative components of large tasks, projects, marketing activities, or proposals. Represents Cadmus to professional peers and clients. May participate in corporate planning.

Direction received in this typically mid-level Senior Associate position

Has wide latitude to define the parameters of tasks, including development of approaches to work. Independently produces work of high quality.

Responsibility for the direction of others

Provides guidance, direction, and oversight on projects, and identifies staffing needs for projects. Provides staff with opportunities for growth and development.

Minimum education/degree, years of experience

Bachelor's degree and 4 years of experience or Master's degree and 2 years of experience

SENIOR ASSOCIATE III

Typical duties and responsibilities

Demonstrates leadership in management, technical work products, and/or business development. Manages activities of staff on tasks, is responsible for ensuring high quality performance of staff, and may have responsibility for administrative supervision of staff. Responsible for technical, managerial, and/or administrative components of large tasks, projects, marketing activities, or proposals. Represents Cadmus to professional peers and clients. May participate in corporate planning.

Direction received in this typically senior-level Senior Associate position

Has significantly wide latitude to define the parameters of tasks, including development of approaches to work. Independently produces work of high quality.

Responsibility for the direction of others

Provides guidance, direction, and oversight on projects, and identifies staffing needs for projects. Provides staff with opportunities for growth and development.

Minimum education/degree, years of experience

Bachelor's degree and 4 years of experience or Master's degree and 2 years of experience

PRINCIPAL I

Overall, a Principal demonstrates success, skills and leadership across management, technical, and marketing areas. Additionally, a Principal develops a domain of work that can operate in a nearly self-sustaining manner within Cadmus.

Typical duties and responsibilities

Demonstrates leadership across managerial, technical, and business development areas. Manages activities of staff on tasks. May also have responsibility for supervision of an organizational unit, including recruiting, performance review, and staff development. Ensures high quality performance of staff. Responsible for substantive technical, financial, and administrative management of large tasks, projects, and contracts. Manages business development, marketing activities, proposals, and multiple projects. Represents Cadmus to professional peers and clients. Participates in corporate budgeting activities, and corporate development and growth.

Direction received in this typically entry to mid-level Principal position

Has significantly wide latitude to define parameters and approaches of tasks and projects. Independently produces work of very high quality.

Responsibility for the direction of others

Provides guidance, direction and oversight on projects. Performs as a second-level supervisor. Provides mid-level and junior staff with opportunities for growth and development.

Minimum education/degree, years of experience

Bachelor's degree and 8 years of experience or Master's degree and 6 years of experience

PRINCIPAL II

Overall, a Principal demonstrates success, skills and leadership across management, technical, and marketing areas. Additionally, a Principal develops a domain of work that can operate in a nearly self-sustaining manner within Cadmus.

Typical duties and responsibilities

Demonstrates leadership across managerial, technical, and business development areas. Manages activities of staff on tasks. May also have responsibility for supervision of an organizational unit, including recruiting, performance review, and staff development. Ensures high quality performance of staff. Responsible for substantive technical, financial, and administrative management of large tasks, projects, and contracts. Manages business development, marketing activities, proposals, and multiple projects. Represents Cadmus to professional peers and clients. Participates in corporate budgeting activities, and corporate development and growth.

Direction received in this typically senior-level Principal position

Has significantly wide latitude to define parameters and approaches of tasks and projects. Independently produces work of superior quality.

Responsibility for the direction of others

Provides guidance, direction and oversight on projects. Performs as a second-level supervisor. Provides mid-level and junior staff with opportunities for growth and development.

Minimum education/degree, years of experience

Bachelor's degree and 8 years of experience or Master's degree and 6 years of experience

SENIOR MANAGING CONSULTANT

Directs multiple business practice lines that comprise a semi-autonomous organizational unit of business within the company. Reports directly to the President and CEO, participates as a member of the Executive Committee, has profit and loss responsibilities and wide latitude to establish metrics and standards of performance for practice lines. This includes:

Typical duties and responsibilities

Reviews and Approves practice-level business plans. Makes decisions regarding where to invest in terms of new growth related to the business unit. Sets practice-level budgets and performance targets. Has authority to strategically recruit and hire to maintain and expand business lines. Makes decisions regarding staff compensation in conjunction with Executive Committee. Leads and supports corporate initiatives.

Direction received

Has very broad latitude to define parameters and approaches in directing business unit and taking measures to attain the attendant performance goals. Works effectively with, and receives direction from the President and CEO and provides information to the Board as necessary.

Responsibility for the direction of others

Provides guidance, direction and oversight of practices. Has responsibility for direction and supervision of multiple practice lines that comprise an organizational business unit. Directly responsible for performance review and development of practice leaders as well as other key senior staff and second and third-level supervisor for all other staff in the business unit.

Minimum education/degree, years of experience

Bachelor's degree and 10 years of experience or Master's degree and 8 years of experience

EXECUTIVE CONSULTANT

Executive Consultants are senior-most corporate officers responsible for directing and overseeing overall corporate operations. They are members of the Executive Committee and actively participate on board-level committees and are responsible for overall strategic direction and financial performance of the company. They are heavily engaged in overseeing and reviewing the performance of the company's administrative and operational groups.

Typical duties and responsibilities

Oversee administrative and operational group-level performance. Set overall corporate budget and performance targets. Assign budgets and performance targets to administrative and operational groups and review their performance. Make decisions regarding overall strategic direction and performance, including review and approval of mergers and acquisitions, investment in new business lines, and entry into new areas of business. Ensure adequacy of corporate resources and monitor the accurate measurement and compliance with applicable laws and regulations. Lead and participate in important corporate-level initiatives.

Direction received

Has the broadest latitude to define overall parameters of performance and oversee corporate- and group-level operations. Reports directly to the President and CEO or to the Board of Directors.

Responsibility for the direction of others

Provides guidance, direction and oversight of administrative and operational group heads. Directly responsible for performance review and development of administrative and operational group heads.

Minimum education/degree, years of experience

Bachelor's degree and 15 years of experience or Master's degree and 13 years of experience

SENIOR EXECUTIVE CONSULTANT I

Senior Executive Consultants are highly trained and experienced, providing high-end strategic planning and organizational performance consulting advice to clients in a wide range of businesses, public and private. They are highly regarded as experts in their field, with numerous consulting engagements within their area of expertise.

Typical duties and responsibilities

Examine an organization's strategic position and organizational performance and provide recommendations on strategic direction and organizational structure; identify strategic and organizational priorities and specific next actions; and bring critical internal and external information into the process to facilitate sound strategic decision making.

Direction received

Receives broad-based direction regarding the client's overall goals and objectives of the consulting engagement. Has wide latitude to develop work plans, approaches, and processes to meet the requirements of the consulting engagement.

Responsibility for the direction of others

Provides guidance, direction and oversight of staff participating in consulting engagement.

Minimum education/degree, years of experience

Bachelor's degree and typically 15 years of experience or Master's degree and typically 13 years of experience

SENIOR EXECUTIVE CONSULTANT II

Senior Executive Consultants are highly trained and experienced, providing high-end strategic planning and organizational performance consulting advice to clients in a wide range of businesses, public and private. They are highly regarded as experts in their field, with numerous consulting engagements within their area of expertise.

Typical duties and responsibilities

Examine an organization's strategic position and organizational performance and provide recommendations on strategic direction and organizational structure; identify strategic and organizational priorities and specific next actions; and bring critical internal and external information into the process to facilitate sound strategic decision making.

Direction received

Receives broad-based direction regarding the client's overall goals and objectives of the consulting engagement. Has wide latitude to develop work plans, approaches, and processes to meet the requirements of the consulting engagement.

Responsibility for the direction of others

Provides guidance, direction and oversight of staff participating in consulting engagement.

Minimum education/degree, years of experience

Bachelor's degree and typically 20 years of experience or Master's degree and typically 18 years of experience

ADMINISTRATIVE SUPPORT I

Project administration, business, accounting, contracts and other administrative support personnel in the company.

Typical duties and responsibilities

Project/business support personnel perform a variety of tasks that involve timely project reporting, partnering with business units to ensure their project financial information needs are met and perform ad-hoc financial reporting as requested by project managers and clients. Reviews, processes and enters subcontractor invoices into accounting system for billing to clients. Calculates and generates client invoices and follows up with project managers to ensure billing accuracy and prompt invoice payments. Operates with latitude for some independent action.

Support contract personnel perform a variety of activities associated with the preparation, negotiation, administration, and pricing of contracts and subcontracts that include administering contracts, preparing and reviewing cost estimates, interacting with client contracting personnel. Works closely with senior staff, but operates with some latitude for independent action.

Project support personnel may perform a variety of tasks including but not limited to record maintenance/retrieval and data entry, collection and/or analysis tasks. They may also implement management systems, perform analysis, perform database management for a specific project, plan and uses appropriate software and hardware for technical support to customers and maintain a variety of databases. Operates with latitude for some independent action.

Direction received

Receives direction from appropriate Group/Program Manager, Accounting Manager and (or) Controller, or V.P. of Contracts and Subcontracts but performs duties with limited supervision. Work requires consistent exercise of discretion and is closely reviewed for accuracy and consistency.

Minimum education/degree, years of experience

Bachelor's degree and 2 years of experience

ADMINISTRATIVE SUPPORT II

Project administration, business, accounting, contracts and other administrative support personnel in the company

Typical duties and responsibilities

Project/business support personnel organize, directs, and controls the activities associated with financial reporting, budgeting, and management. They perform a variety of tasks that include review and completion of timely project reporting, partnering with business units to ensure their project financial information needs are met and perform ad-hoc financial reporting as requested by project managers and clients. Operates with wide latitude for independent action.

Senior contract personnel perform a variety of tasks including organizing, directing, and controlling the activities associated with the preparation, negotiation, administration, and pricing of contracts and subcontracts. Establishes and implements guidance, policies, and procedures for administrative functions of the company. Serves as in-house contractual consultant. Operates with wide latitude for independent action.

Project support personnel may perform a variety of tasks including but not limited to record maintenance/ retrieval and data entry, collection and/or analysis tasks. They may also implement management systems, perform analysis, perform database management for a specific project, plan and uses appropriate software and hardware for technical support to customers and maintain a variety of databases. Operates with wide latitude for independent action.

Direction received

Receives direction from appropriate Group/Program Manager, Accounting Manager and (or) Controller , or V.P. of Contracts and Subcontracts but performs duties with minimum supervision. Work requires consistent exercise of discretion and is reviewed for accuracy and consistency.

Minimum education/degree, years of experience

Bachelor's degree and 5 years of experience

EXPERIENCE/QUALIFICATIONS SUBSTITUTIONS

- (1) Any combination of additional years of experience plus full time college level study totaling four (4) years will be an acceptable substitute for a B.S. Degree.
- (2) Additional years of graduate level study will be considered equal to years of experience on a one-for-one basis.
- (3) In some cases, the following will be considered in place of minimum education and experience: unique education; specialized experience, skills, knowledge, training, or certification; military training and/or experience; quality of experience; national recognition; or exceptional Grade Point Average. Related experience may be substituted for education.