



**GENERAL SERVICES ADMINISTRATION**  
Federal Acquisition Service  
*Authorized Federal Supply Schedule Price List*

**Professional Services Schedule (PSS)**  
**Industrial Group: 00CORP**



**Environmental Management Support, Inc.**

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Business Size: Small

**Contract Number: 47QRAA18D00C7**  
**Contract Period: July 11, 2018 to July 10, 2023**

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## WHY EMS?

Environmental Management Support, Inc. (EMS) is a small professional services consulting firm specializing in bridging the gap among scientists and engineers, governmental policy makers, regulated communities and the public. We provide a wide array of professional services, with a focus on technical research, policy and organizational development, communications and outreach, and information management.

For more than 35 years, EMS has strived to create real value for our clients and to be recognized by our customers and our competitors as the standard for integrity, responsiveness, efficiency, and creativity in environmental sciences, policy, public outreach, and information management. Since 1983, we have assisted federal agencies in developing, implementing, analyzing, and evaluating environmental laws and policies; in preparing training and public involvement strategies and products; and in bringing these products, programs, and ideas to the public in innovative ways. Virtually all of our projects come as repeat business from satisfied customers.

We are different from many other consulting firms because we are intentionally small, we are selective, and we assign a workforce of experienced, exceptionally qualified personnel to meet our clients' needs. This benefits our clients through "institutional memory" and the reassurance that comes from knowing that the same people who start a project are likely to finish it.

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

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://www.gsa.gov/schedules-ordering>

# CUSTOMER INFORMATION

## 1a. Table of Awarded Special Item Numbers (SINs) with Appropriate Cross-Reference to Page Numbers:

SIN	RECOVERY	SIN DESCRIPTION	PG
899-1	899-1RC	Environmental Consulting Services	7
899-3	899-3RC	Environmental Training Services	8

## 1b. Lowest Unit Price Model Number and Lowest Unit Price: Not Applicable.

## 1c. Proposed Hourly Rates and Corresponding Items:

Please refer to the "Awarded Labor Categories and Rates" table on page 4 for awarded SINs 899-1 and 899-3.

2. **Maximum Order:** \$1,000,000.00

3. **Minimum Order:** \$100.00

4. **Geographic Coverage (delivery area):** Domestic Only, including all 50 states, Washington, DC, and U.S. territories.

5. **Point of Production (city, county, and state or foreign country):** Same as company address.

6. **Discount From List Prices or Statement of Net Price:** All prices shown herein are NET (discounts already deducted).

7. **Quantity Discounts:** None Offered.

8. **Prompt Payment Terms:** Net 30 days.

9a. **Government purchase cards are accepted up to the micro-purchase threshold.**

9b. **Government purchase cards are accepted above the micro-purchase threshold.**

10. **Foreign Items (list items by country of origin):** Not Applicable.

11a. **Time of Delivery:** To be negotiated with ordering agency on each task order.

11b. **Expedited Delivery:** To be negotiated with ordering agency on each task order.

11c. **Overnight and 2-Day Delivery:** To be negotiated with ordering agency on each task order.

11d. **Urgent Requirements:** To be negotiated with ordering agency on each task order.

12. **F.O.B Points(s):** Destination.

## 13a. Ordering Address:

Environmental Management Support, Inc.  
Attn: Marina Miller  
8601 Georgia Avenue, Suite 500  
Silver Spring, MD 20910  
301.589.5318 (extension 20)  
[GSA@emsus.com](mailto:GSA@emsus.com)

13b. **Ordering Procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (<http://www.gsa.gov/schedules-ordering>).

## 14. Payment Address:

Environmental Management Support, Inc.  
8601 Georgia Avenue, Suite 500  
Silver Spring, MD 20910

*Bank information for wire transfer and ACH payments will be noted on each invoice.*

15. **Warranty Provision:** Contractor's standard commercial warranty.

16. **Export Packing Charges (if applicable):** Not Applicable.

17. **Terms and Conditions of Government Purchase Card Acceptance (any thresholds above the micro-purchase level):** Contact Environmental Management Support representative for orders above the micro-purchase threshold.

18. **Terms and Conditions of Rental, Maintenance, and Repair (if applicable):** Not Applicable.

19. **Terms and Conditions of Installation (if applicable):** Not Applicable.

20. **Terms and Conditions of Repair Parts Indicating Date of Parts Price Lists and Any Discounts From List Prices (if applicable):** Not Applicable.

20a. **Terms and Conditions for Any Other Services (if applicable):** Not Applicable.

21. **List of Service and Distribution Points (if applicable):** Not Applicable.

22. **List of Participating Dealers (if applicable):** Not Applicable.

23. **Preventive Maintenance (if applicable):** Not Applicable.

24a. **Environmental Attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants):** Not Applicable.

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/](http://www.Section508.gov/).

25. Data Universal Numbering System (DUNS) Number:  
106741598

26. Notification Regarding Registration in Central Contractor Registration (CCR) Database:  
Environmental Management Support is registered in the System for Award Management (SAM) database.

27. Final Pricing: The rates shown below include the Industrial Funding Fee (IFF) of 0.75%. A fixed annual escalation rate of 2.6% percent has been awarded.

## AWARDED LABOR CATEGORIES AND RATES

Annual Escalation Rate is 2.6% | Rates are inclusive of IFF

SIN	Awarded Labor Category	Site	GSA Rate Contract Year 1	GSA Rate Contract Year 2	GSA Rate Contract Year 3	GSA Rate Contract Year 4	GSA Rate Contract Year 5
899 1 899 3	Program Manager	Both	\$173.81	\$178.33	\$182.97	\$187.73	\$192.61
899 1 899 3	Project Manager	Both	\$153.52	\$157.51	\$161.61	\$165.81	\$170.12
899 1	Scientist 3	Both	\$161.95	\$166.17	\$170.49	\$174.92	\$179.47
899 1	Scientist 2	Both	\$82.46	\$84.60	\$86.80	\$89.06	\$91.37
899 1	Scientist 1	Both	\$65.10	\$66.79	\$68.53	\$70.31	\$72.14
899 1 899 3	Analyst 3	Both	\$157.27	\$161.36	\$165.56	\$169.86	\$174.28
899 1 899 3	Analyst 2	Both	\$77.34	\$79.35	\$81.42	\$83.53	\$85.71
899 1 899 3	Analyst 1	Both	\$62.88	\$64.51	\$66.19	\$67.91	\$69.68
899 1	Communications Specialist 3	Both	\$129.26	\$132.62	\$136.07	\$139.61	\$143.24
899 1	Communications Specialist 2	Both	\$76.07	\$78.05	\$80.08	\$82.16	\$84.29
899 1	Communications Specialist 1	Both	\$58.02	\$59.53	\$61.08	\$62.66	\$64.29
899 1 899 3	Computer Specialist	Both	\$112.81	\$115.74	\$118.75	\$121.84	\$125.01
899 3	Training Specialist 3	Both	\$164.55	\$168.83	\$173.22	\$177.72	\$182.34
899 3	Training Specialist 2	Both	\$69.67	\$71.48	\$73.34	\$75.25	\$77.20
899 3	Training Specialist 1	Both	\$58.93	\$60.46	\$62.03	\$63.65	\$65.30
899 1 899 3	Administrative	Both	\$116.67	\$119.71	\$122.82	\$126.01	\$129.29
899 1 899 3	National Expert	Both	\$212.00	\$217.51	\$223.16	\$228.97	\$234.92

**Service Contract Act:** The Service Contract Act (SCA) is applicable to this contract as it applies to the entire Professional Services Schedule (PSS) and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CRF 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and/or when the contractor adds SCA labor categories/employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.

# HOURLY LABOR CATEGORY DESCRIPTIONS

Labor Category or Job Title/Task	Minimum Education	Minimum Years of Experience	Position Description
Program Manager	Masters	10	Provides overall contract-wide management. Plans, conducts, and supervises projects, necessitating proven managerial skills and knowledge of the technical, regulatory, scientific, analytical, or communications requirements. Demonstrates ability to originate and apply innovative methods and procedures, anticipates and resolves problems independently, and directs and provides advice and counsel to staff. Operates with wide latitude without supervision.
Project Manager	Masters	8	Provides management at the task-order level. Provides direction on projects from inception through completion. Provides technical and managerial oversight on all aspects of the project. Organizes, directs, and coordinates the planning and production of all deliverables. Demonstrates strong writing and oral communication skills. Responsible for the overall management of projects and ensures that solutions and schedules are implemented in a timely manner.
Scientist 3	Masters	8	Independently performs complex scientific assignments that demand the application of advanced or specialized scientific principles. Manages significant projects or tasks that require high-level technical skills and management capabilities.
Scientist 2	Bachelors	5	Responsible for interpreting complex technical requirements, evaluating and applying appropriate scientific principles, and formulating scopes of work, plans, and methodologies suitable for achieving the desired objectives. Provides technical assistance to other scientists and specialists assigned to projects. May be assigned as a technical lead for a specific task, or serve as Project Scientist Lead on several projects or as a Project Manager.
Scientist 1	Bachelors	0	Applies standard scientific methods, techniques, procedures, and criteria under guidance of a supervisor. Performs assignments under direct supervision involving the preparation of calculations, specifications, plans, investigations, surveys, structures, systems, design drawings, and equipment. Executes assignments that have clear and specific objectives and require the investigation of a limited number of variables. Able to prepare and proof high-quality written scientific reports.
Analyst 3	Bachelors	8	Under general direction of a program or project manager, plans, conducts, and supervises assignments on a project-by-project basis. Coordinates and oversees the work of personnel engaged in data preparation, analysis and/or the evaluation of management policies, procedures, legislation, and research. Analyzes major federal programs for implications and develops alternative strategies. Coordinates and/or assists in budget preparation, implementation, analysis, monitoring and evaluation.
Analyst 2	Bachelors	5	Under supervision, carries out assignments associated with projects. Develops outlines and formats for products based upon client needs and specified policies. Evaluates and analyzes data associated with various projects for use in producing required analyses, reports, guidance materials, and training and technology transfer products.

Analyst 1	Bachelors	0	Conducts basic research, provides analytical support, and assists in developing deliverables. Capable of assisting with administration, communication, operations management, and event planning, for both technical and administrative support activities. Ability to solve routine problems and follow routine procedures. Works independently or as part of a team.
Communications Specialist 3	Bachelors	8	Manages projects associated with developing fact sheets, guidance documents, brochures, and other communications materials. Requires strong analytical and research skills. Performs analytical and writing tasks. Capable of working independently or leading teams to solve problems. Capable of providing daily supervision and direction to support teams.
Communications Specialist 2	Bachelors	5	Assists with the development of fact sheets, guidance documents, brochures, and other communications materials with minimal supervision. Possesses strong analytical, communication, and research skills. Performs analytical and writing tasks. Capable of working independently or leading teams to solve problems. Capable of providing daily supervision and direction to support teams.
Communications Specialist 1	Bachelors	0	Assists in the development of fact sheets, guidance documents, brochures, and other communications materials under general supervision. Performs analytical and writing tasks.
Computer Specialist	Bachelors	5	Analyzes and evaluates program processes, procedures, and systems. Performs software selection and design logistics for computer systems. Develops code necessary to produce electronic products. Troubleshoots and fixes hardware and software issues.
Training Specialist 3	Bachelors	8	Manages projects associated with developing, implementing, and conducting training. Possesses strong analytical and research skills. Has expertise to lead the design and development of technical training curricula. Capable of working independently or leading teams to solve problems. Capable of providing daily supervision and direction to support teams.
Training Specialist 2	Bachelors	5	Identifies, develops, implements, and conducts training on specified subject matter under minimal supervision of the task manager. Has knowledge of design and development of technical training curricula. Gathers and prioritizes customer requirements and works closely with other course developers, writers, editors, and technical experts.
Training Specialist 1	Bachelors	0	Under general supervision, assists with development of training materials and instruction on specified subject matter. Follows established procedures and solves routine problems.
Administrative	None	0	Provides administrative support to all staff, including support for reporting, communications, data management, and logistics. Also assists in financial management and reporting. Serves as general office support.
National Expert	Masters	10	Nationally recognized technical, policy, or training expert, who has extensive experience and knowledge in a specific field, has published significant documents that have influenced policy or directed major scientific decisions, or holds membership in or appointments to elite professional organizations and boards, such as the National Academy of Sciences, American Society for Testing and Materials, National Academy of Public Administration, or American National Standards Institute.

**Education and Experience:** The education and experience levels described in the Labor Categories Table state the minimum allowable qualifications required for the contractor staff members to be included within a given labor category. The education requirement must be met with a degree reasonably related to the discipline for which the staff member is proposed. All higher education degrees must be from an accredited college or university. The experience requirement must be met with years of experience reasonably related to the discipline for which the staff member is proposed. Experience must be recent and relevant.

**Substitutions:** Consistent with EMS's hiring practices, experience can be substituted for education and education for experience. Unless otherwise noted in the Labor Categories Descriptions Table, education may be substituted with recent and relevant experience on a one-for-one basis (i.e., 1 year of related experience is equal to 1 year of higher education). Experience may be substituted by two years of graduate level study in an appropriate field on a two-for-one basis (i.e., 2 years of graduate study equals 1 year of experience).

## SPECIAL ITEM NUMBERS (SINS) SERVICES

EMS offers a wide variety of services under this contract, grouped under the following two Special Item Numbers (SINs), SIN 899-1, Environmental Consulting Services, and SIN 899-3, Environmental Training Services.

### SIN 899-1: Environmental Consulting Services

*EMS's services under this SIN, include, but are not limited to the following:*

- **Environmental Technical and Scientific Research:** We gather, analyze, customize, and synthesize environmental technical data and information to meet the specified needs of our clients on a variety of topics, such as remediation technologies and hazardous contaminants.
- **Policy, Guidance, and Regulatory Support:** We perform the research and analyses to help clients develop technical and nontechnical regulations and guidance to implement program policies, strategies, and plans for diverse constituencies.
- **Environmental Information and Technology Transfer:** EMS identifies and designs the optimal methods and systems for synthesizing and distributing information to ensure applicability to users' interests, including translating technical information into accessible, easy-to-read materials for the public. Possible dissemination methods include websites, such as [CLU-IN.org](http://CLU-IN.org) which EMS manages and operates; documents/publications; webinars and web-based training; and community of practice forums.
- **Program Planning and Evaluation:** We help clients develop, organize, implement and evaluate long-range programs that respond to specific research needs, legislation, and organizational or operational requirements and schedules, and we identify key technical issues to be addressed in these programs. We also help identify research, training, and operational results and improvement based on organizational goals.
- **Community Outreach:** We develop tools and strategies to help organizations identify communities or groups affected by their environmental operations or policies, and facilitate working relationships with stakeholders based on shared objectives and open communication.
- **Environmental Grants Management and Tracking:** EMS has developed a proprietary records management system that can be used to compile, store, sort, and track thousands of data points for a wide variety of environmental grant competitions. From assisting with the development of grant guidelines and RFPs to receiving, processing, and tracking proposals, EMS is capable of managing and facilitating all aspects of the grant selection process.
- **Communications Products:** We prepare communications strategies to help clients identify key audiences, craft clear messages, and develop appropriate mechanisms to communicate technical and non-technical environmental information to targeted audiences. After performing such analyses, we design and produce a variety of products, including reports, fact sheets, videos, and websites.
- **Website Design and Hosting:** Our IT and graphics teams can create attractive, functional, and informative websites focusing on a wide range of topics. EMS has developed and maintains dozens of websites that are designed to share technical information and educate the public about federal and state environmental programs and initiatives. In addition, we regularly communicate information to key audiences via email newsletters, RSS feeds, downloadable podcasts, and social media platforms. We also can translate web content and publications into Spanish.

- **Graphic Design:** EMS offers graphics support for the development of full-color publications, website design, posters, exhibits, story maps, interactive presentations, and other materials. Our graphic designers create original artwork and designs that can be incorporated into any communications product.
- **Meeting and Event Planning:** EMS has successfully managed hundreds of federal and state government meetings ranging in size from 10 or fewer participants to more than 500. We support initial planning efforts, including facility/hotel procurement, through post event follow-up activities.

### SIN 899-3: Environmental Training Services

*EMS's services under this SIN, include, but are not limited to the following:*

- **Training Needs Assessment:** We assess the organizational need for performance-based professional training. Based on client needs, we develop protocols and processes for identifying and assessing training needs for unique situations or for an entire program. This may be a simple assessment that involves interviewing staff or managers to determine specific training needs and the best approach to address those needs. Or, it may involve the development and implementation of a web-based or paper survey to collect information from numerous training stakeholders.
- **Environmental Training Design, Development and Delivery:** EMS has years of experience designing, developing, and implementing customized learning opportunities. We have developed and delivered a variety of technical training for use in classroom settings and webinars. This support includes course design and agenda development, preparation of student and instructor materials, and the evaluation of individual training courses. Over the years, EMS has supported or managed over 1,200 webinars, reaching more than 190,000 participants throughout the country and across the globe. Our IT professionals offer creative and cost-effective methods for connecting with audiences using the most advanced software platforms and hardware.
- **Training Administration and Management:** We help clients implement and administer training programs through an online training registration/administration website. EMS developed and uses this platform to manage and track registration for individual courses or an entire training program. Through this platform, EMS provides support for course and event registration, management of event logistics, distribution of information, and retention of training records.
- **Training Logistics Support:** EMS can provide a range of logistical support for the planning and delivery of training, including identifying and procuring training locations/facilities and room blocks for training participants, identifying and inviting potential participants, providing comprehensive logistical support, (e.g., providing onsite logistical support, staffing registration desks and providing facilitators or instructors for a variety of courses), and assisting with post-training activities, such as compiling and summarizing student evaluations, and preparing proceedings of training programs.