

09 October 2012

36th Contracting Squadron
Unit 14040 Building 17000
APO AP 96543-4040

NAICS Code: 813110 – Religious Organizations

Subject: AAFB Protestant Parish Coordinator

Solicitation Number: N4155713RC009CO

Closing Response Date: 19 October 2012 @ 4:30 PM GST

Points of Contact: SrA Brooks Kimsey (671)366-4214 devin.kimsey@us.af.mil
SSgt Karl Knott (671)366-4946 karl.knott@us.af.mil

Contract Line Items: 0001 –AAFB Protestant Parish Coordinator

Description:

(i) This is a combined synopsis/solicitation for commercial items prepared in accordance with the format in Subpart 12.6, as supplemented with additional information included in this notice. This announcement constitutes the only solicitation; proposals are being requested and a written solicitation will not be issued.

(ii) Solicitation number N4155713RC009CO is issued as a request for quotation (RFQ).

(iii) The solicitation document and incorporated provisions and clauses are those in effect through Federal Acquisition Circular 2005-61.

(iv) This acquisition is reserved exclusively for small business participation. The applicable NAICS code is 813110 (Religious Organizations) and the small business size standard for this NAICS code is \$7.0 Million.

(v)	0001	Protestant Parish Coordinator	780	Hours
	<i>CLIN</i>	<i>(see Performance Work Statement, attached)</i>	<i>Qty.</i>	<i>U/M</i>

(vi) The chapel at Andersen AFB requires the services of one Protestant Parish Coordinator. Please refer to the attached Performance Work Statement for more specific details.

(vii) Period of Performance is 01 October 2012 – 30 September 2013

(viii) The provision at Federal Acquisition Regulation (FAR) [52.212-1](#), Instructions to Offerors -- Commercial, applies to this acquisition. Please refer to the attached Performance Work Statement for more specific details.

(ix) Please refer to the attached Performance Work Statement for details on the source selection process.

(x) Offerors must include a completed copy of the provision at FAR [52.212-3](#), Offeror Representations and Certifications -- Commercial Items, with its offer.

(xi) The clause at FAR [52.212-4](#), Contract Terms and Conditions -- Commercial Items, applies to this acquisition.

(xii) The clause at FAR [52.212-5](#), Contract Terms and Conditions Required To Implement Statutes Or Executive Orders -- Commercial Items, applies to this acquisition. These additional FAR provisions and clauses cited within the clause at 52.212-5 are applicable to this acquisition:

52.204-10, Reporting Executive Compensation and First-Tier Subcontract Awards (Aug 2012)

52.209-6, Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment (Dec 2010)

52.219-6, Notice of Total Small Business Aside (Nov 2011)

52.219-28, Post Award Small Business Program Representation (Apr 2012)

52.222-26, Equal Opportunity (Mar 2007)

52.222-36, Affirmative Action for Workers with Disabilities (Oct 2010)

52.223-18, Encouraging Contractor Policies to Ban Text Messaging while Driving (Aug 2011)

52.232-33, Payment by Electronic Funds Transfer—Central Contractor Registration (Oct. 2003)

(xiii) The following provisions and clauses also apply to this acquisition:

FAR 52.204-99 – System for Award Management Registration, FAR 52.222-41 – Service Contract Act of 1965 (Nov 2007) (*wage determinations attached*), DFARS 252.212-7001 -- Contract Terms and Conditions Required to Implement Statues or Executive Orders- specifically citing DFARS 252.203-7000 -- Requirements Relating to

Compensation of Former DoD Officials, DFARS 252.232-7003 --
Electronic Submission of Payment Requests and Receiving Reports.

(xiv) A Defense Priorities and Allocations System (DPAS) rating has not been assigned to this acquisition.

(xv) Quotes must be emailed to SSgt Karl Knott at karl.knott@us.af.mil. Please mark quotes "for SrA Brooks Kimsey". Quotes are due at 4:30 PM GST on 12 October 2012.

(xvi) Please contact SrA Brooks Kimsey at (671) 366-3687 for information regarding this solicitation.

(17) Place of Contract Performance: Andersen AFB Chapel.

(18) Set-aside Status: Total Small Business.

All responsible small business sources may submit a response which, if timely received, must be considered by the agency.

PROTESTANT PARISH COORDINATOR
PERFORMANCE WORK STATEMENT (PWS)

09 October 2012

I. GENERAL

The Protestant Parish Coordinator (hereafter called "The Contractor") will oversee coordination and execution of the day-to-day work of the Protestant Parish program; coordinate and supervise all activities/events; chair committees related to Parish events. The Contractor will maintain regular office hours as coordinated by the Senior Protestant Chaplain; maintain proficiency through attendance at workshops, conferences and other training opportunities; advise the Senior Protestant Chaplain; provide the base chapel an invoice for services rendered.

II. QUALIFICATIONS The Contractor shall include in proposal a list of experience that demonstrates:

Ideally possess a BA or BS degree, or two years experience as a Protestant Parish Coordinator within the past seven (7) years. At a minimum, experience in administration, program coordination, chapel program volunteer work, or customer service work. a good administrator with strong computer skills (or willingness to be trained in computer programs essential to accomplishing duties stated in this Performance Work Statement).

All individuals performing services under this contract must have access to Andersen AFB and may be required to provide necessary materials to obtain access to Andersen AFB such as a favorable GPD background check and proof of US citizenship or valid work permit.

The base chapel provides services to active duty and their dependents based primarily upon volunteer support. It is essential that the contractor performs services with minimal customer complaints.

III. SELECTION CRITERIA

Selection for this position will be based on experience and price. Experience is more important than price.

IV. SPECIFIC RESPONSIBILITIES

1. The Contractor shall assist the Senior Protestant Chaplain, or his/her designee, in coordinating and administering the overall Protestant Program at Andersen Air Force Base.
2. The Contractor shall coordinate, organize and provide support to Parish-wide events (including but not limited) to: unity services, fellowships, special community observances, ministry fairs, and annual events to include Harvest Fest, Advent Family Night, Rota Walk, Sweetheart Banquet, Shrove Tuesday, Lenten Luncheons, Parish Easter Egg Hunt, Protestant Parish Appreciation Dinner as well as other programs deemed appropriate by the Senior Protestant Chaplain.
3. The Contractor shall work closely with the Protestant Religious Education Coordinator on various chapel programs.
4. The Contractor shall recruit volunteers for all Protestant Chapel-sponsored lay organizations.
5. The Contractor shall coordinate with individuals requesting use of chapel facilities for wedding(s), baptism(s), and other events.
6. The Contractor shall prepare bulletins, children's bulletins for all worship services and special services as directed by the Senior Protestant Chaplain.
7. The Contractor shall prepare announcements, articles and publicity regarding Protestant Programs for the chapel webpage (when available), bulletin boards, and other base and local media resources.
8. The Contractor shall maintain monthly and annual Protestant Program calendars.
9. The Contractor shall prepare memoranda, professional correspondence pertinent to Protestant Chapel requirements and issues. As well as certificates and other materials as requested by the Senior Protestant Chaplain.

10. The Contractor maintains the Lay Ministry Schedule for the Gospel service.
11. The Contractor shall provide telephone coverage as necessary.
12. The Contractor shall create and maintain an authorized chapel public domain website and an authorized Facebook site as directed by the Senior Protestant Chaplain.
13. The Contractor assists in preparing and submitting Andersen AFB Chapel Facility Requests, for Protestant Chapel programs and activities.
14. The Contractor coordinates all Protestant Chapel program activities with other major Protestants.
15. The Contractor ensures all activity leaders are aware of their responsibilities when using chapel activities.
16. The Contractor attends the following: weekly chapel staff meetings, Senior Protestant staff meetings and team building events as directed and Senior Protestant Chaplain. The contractor will record proceedings and prepare minutes as requested.
17. The Contractor attends the monthly Protestant Advisory Council (PAC) meetings, gives courtesy notification to members, prepares the agenda, assembles the reports, maintains continuity binders and serves as the Recording Secretary. Minutes are to be signed by the President and Senior Protestant Chaplain following approval by the PAC and posted with corrections within ten days of the meeting.
18. The Contractor nominates volunteers in parish programs for annual special recognition ceremonies held by the 36 WG or other local organizations with the approval of the chaplain responsible for that ministry and the Senior Protestant Chaplain.
19. The Contractor maintains a neat and orderly work area.
20. Care of Facility:
 - (a) Follow building manager security program. Open and secure the chapel building and other facilities used for Parish activities as necessary after hours or when Chaplain Assistant is not available.
 - (b) Keys: Contractor shall establish and implement methods of making sure all keys / combinations issued to the contractor by the Government are not lost or misplaced and

are not used by unauthorized persons. The contractor shall not duplicate any keys issued by the Government. The contractor shall immediately report to the Contracting Officer or Chapel NCOIC any occurrences of lost or duplicated keys. In the event keys, other than master keys, are lost or duplicated, the contractor may be required, upon written direction of the contracting officer, to re-key or replace the affected lock or locks without cost to the Government. The Government may, however, at its option, replace the affected lock or locks or perform re-keying and deduct the cost of such from the monthly payment due the Coordinator. In the event a master key is lost or duplicated, the Government shall replace all locks and keys for that system, and the total cost deducted from the monthly payment due the contractor.

- (c) Set-up and tear down of facility (i.e., returning tables and chairs to original location). Ensure books and materials are properly stored and classrooms are free of loose materials and debris after use. Coordinator may recruit volunteers from congregation to perform set-up and tear down tasks.

GOVERNMENT OWNED EQUIPMENT:

1. The chapel shall provide suitable office space and necessary program specific supplies and equipment as arranged through the 36th Wing Chaplain or designated representative.
2. The Contractor shall use the equipment or supplies provided by the Chapel only for contract performance and will exercise reasonable care in caring for the equipment. At the end of the contract, the contractor will return the equipment to the Chapel in substantially the same condition in which it was received, ordinary wear and tear excepted.
3. The Contractor will submit funds request for any special supplies needed to perform services not provided above.
4. The Contractor shall safeguard all Government/Chapel equipment and supplies provided to fulfill this position.
5. The Contractor may use Chapel owned or managed audio/visual equipment located in the chapel.

5. No equipment may be removed from the Chapel without written authorization from the Wing Chaplain or his/her designated representative.

V. SUBSTITUTION

1. The contractor will provide a substitute when not personally performing the contracted service.
2. The contractor must provide a suitable substitute who meets all the qualifications set forth in paragraph two of this PWS.
3. The contractor shall notify the Senior Protestant Chaplain when a substitute will be used and provide the chaplain the substitute's name and phone number no less than 2 hours in advance of the use of a substitute.
4. Payment of the substitute is the responsibility of the contractor.
5. The Contractor shall notify the contracting officer prior to performance in the event that services are to be performed by a bonafide employee of the contractor, in order to prepare a contract modification incorporating the Service Contract Act into this contract.

VI. ESTIMATED WORKLOAD AND MAXIMUM BILLABLE SERVICE UNITS

Maximum annual service units are defined as follows:

Each Service Unit shall consist of 1 hour spent performing the following:

Scheduled Office Duty Hour (one hour) =1 Service Unit

Special Events Activity (one hour) = 1 Service Unit

Training Activity (one training hour) = 1 Service Unit

Estimated workload for the performance period 1 Oct 2012 through 30 September 2013 is 780 Service Units. Service is not to exceed 780 Service Units for the contract period.

VII. BACKGROUND CHECK

This contract will be awarded on a provisional basis until a thorough Criminal History Background Check is performed per Public Law 101-647, Section 231, Crime Control Act of 1990; DoDI 1402.5, Criminal History Background Checks on Individuals in Child Care Services, AFI 31-501 Background checks/Investigations and 36 WG/HC OI 31-3, Background Investigations. The background check will be coordinated by the NCOIC, Wing Chaplain Division and includes an Installation Records Check and a Child Care National Agency Check and Inquires. Unfavorable response on either check will result in immediate termination of position.

VIII. INSPECTION AND ACCEPTANCE OF SERVICES

1. The contractor will not be under the direct supervision of government personnel. However, contractor providing services will be monitored and inspected by a designated Government Representative.
2. Contractor performing services under this work statement is an independent contractor who is responsible for accounting and payment of social security taxes, federal income taxes, state income taxes, unemployment insurance premiums, and tort liability.
3. Service units to be paid under the contract will be based upon actual work performed by the contractor and accepted by the government.

IX. INVOICING

Service units to be paid under the contract will be based upon actual work performed by the contractor and accepted by the government. Service units under this contract shall not exceed 780 for the period of the contract. Invoices shall be submitted electronically via the government's Wide Area Workflow System. Payments shall be made by EFT.

X. PROPOSAL REQUIREMENTS

In response to the Request for Quote the contractor shall submit a Proposed Price Per Service Unit and supporting documents sufficient to demonstrate qualifications (Work History and/or Past Performance Information and/or Resume, etc.).

05110 - Mobile Equipment Servicer	8.59
05130 - Motor Equipment Metal Mechanic	13.06
05160 - Motor Equipment Metal Worker	12.10
05190 - Motor Vehicle Mechanic	13.06
05220 - Motor Vehicle Mechanic Helper	10.12
05250 - Motor Vehicle Upholstery Worker	12.10
05280 - Motor Vehicle Wrecker	12.10
05310 - Painter, Automotive	12.37
05340 - Radiator Repair Specialist	12.10
05370 - Tire Repairer	7.81
05400 - Transmission Repair Specialist	12.10
07000 - Food Preparation And Service Occupations	
07010 - Baker	10.47
07041 - Cook I	9.54
07042 - Cook II	11.78
07070 - Dishwasher	7.25
07130 - Food Service Worker	7.78
07210 - Meat Cutter	11.86
07260 - Waiter/Waitress	7.59
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	14.38
09040 - Furniture Handler	8.85
09080 - Furniture Refinisher	14.38
09090 - Furniture Refinisher Helper	10.66
09110 - Furniture Repairer, Minor	12.51
09130 - Upholsterer	14.38
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	8.23
11060 - Elevator Operator	8.23
11090 - Gardener	10.99
11122 - Housekeeping Aide	8.33
11150 - Janitor	8.23
11210 - Laborer, Grounds Maintenance	9.14
11240 - Maid or Houseman	7.25
11260 - Pruner	8.23
11270 - Tractor Operator	10.33
11330 - Trail Maintenance Worker	9.14
11360 - Window Cleaner	9.14
12000 - Health Occupations	
12010 - Ambulance Driver	15.81
12011 - Breath Alcohol Technician	15.81
12012 - Certified Occupational Therapist Assistant	21.70
12015 - Certified Physical Therapist Assistant	21.70
12020 - Dental Assistant	13.20
12025 - Dental Hygienist	29.85
12030 - EKG Technician	23.96
12035 - Electroneurodiagnostic Technologist	23.96
12040 - Emergency Medical Technician	15.81
12071 - Licensed Practical Nurse I	14.14
12072 - Licensed Practical Nurse II	15.81
12073 - Licensed Practical Nurse III	17.63
12100 - Medical Assistant	11.54
12130 - Medical Laboratory Technician	14.14
12160 - Medical Record Clerk	11.82
12190 - Medical Record Technician	13.59
12195 - Medical Transcriptionist	14.14
12210 - Nuclear Medicine Technologist	34.75
12221 - Nursing Assistant I	10.03
12222 - Nursing Assistant II	11.30
12223 - Nursing Assistant III	12.31
12224 - Nursing Assistant IV	13.84
12235 - Optical Dispenser	15.81
12236 - Optical Technician	14.14

12250 - Pharmacy Technician	13.41
12280 - Phlebotomist	13.84
12305 - Radiologic Technologist	22.64
12311 - Registered Nurse I	20.70
12312 - Registered Nurse II	25.32
12313 - Registered Nurse II, Specialist	25.32
12314 - Registered Nurse III	30.64
12315 - Registered Nurse III, Anesthetist	30.64
12316 - Registered Nurse IV	36.72
12317 - Scheduler (Drug and Alcohol Testing)	19.59
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	15.06
13012 - Exhibits Specialist II	18.66
13013 - Exhibits Specialist III	22.83
13041 - Illustrator I	15.06
13042 - Illustrator II	18.66
13043 - Illustrator III	22.83
13047 - Librarian	20.66
13050 - Library Aide/Clerk	12.00
13054 - Library Information Technology Systems Administrator	18.66
13058 - Library Technician	15.06
13061 - Media Specialist I	13.46
13062 - Media Specialist II	15.06
13063 - Media Specialist III	16.80
13071 - Photographer I	12.82
13072 - Photographer II	14.32
13073 - Photographer III	17.75
13074 - Photographer IV	21.73
13075 - Photographer V	26.30
13110 - Video Teleconference Technician	12.91
14000 - Information Technology Occupations	
14041 - Computer Operator I	13.65
14042 - Computer Operator II	15.76
14043 - Computer Operator III	17.56
14044 - Computer Operator IV	19.50
14045 - Computer Operator V	21.81
14071 - Computer Programmer I	(see 1) 15.73
14072 - Computer Programmer II	(see 1) 19.50
14073 - Computer Programmer III	(see 1) 23.84
14074 - Computer Programmer IV	(see 1)
14101 - Computer Systems Analyst I	(see 1) 24.23
14102 - Computer Systems Analyst II	(see 1)
14103 - Computer Systems Analyst III	(see 1)
14150 - Peripheral Equipment Operator	13.65
14160 - Personal Computer Support Technician	19.50
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	24.23
15020 - Aircrew Training Devices Instructor (Rated)	29.32
15030 - Air Crew Training Devices Instructor (Pilot)	33.30
15050 - Computer Based Training Specialist / Instructor	24.23
15060 - Educational Technologist	22.82
15070 - Flight Instructor (Pilot)	33.30
15080 - Graphic Artist	20.47
15090 - Technical Instructor	17.65
15095 - Technical Instructor/Course Developer	21.58
15110 - Test Proctor	13.87
15120 - Tutor	13.87
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	8.08
16030 - Counter Attendant	8.08
16040 - Dry Cleaner	9.34
16070 - Finisher, Flatwork, Machine	8.08

16090 - Presser, Hand	8.08
16110 - Presser, Machine, Drycleaning	8.08
16130 - Presser, Machine, Shirts	8.08
16160 - Presser, Machine, Wearing Apparel, Laundry	8.08
16190 - Sewing Machine Operator	9.86
16220 - Tailor	10.33
16250 - Washer, Machine	8.46
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	14.49
19040 - Tool And Die Maker	18.20
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	12.49
21030 - Material Coordinator	18.34
21040 - Material Expediter	18.34
21050 - Material Handling Laborer	10.65
21071 - Order Filler	9.66
21080 - Production Line Worker (Food Processing)	12.49
21110 - Shipping Packer	13.33
21130 - Shipping/Receiving Clerk	13.33
21140 - Store Worker I	13.23
21150 - Stock Clerk	18.58
21210 - Tools And Parts Attendant	12.49
21410 - Warehouse Specialist	12.49
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	20.69
23021 - Aircraft Mechanic I	19.70
23022 - Aircraft Mechanic II	20.69
23023 - Aircraft Mechanic III	21.74
23040 - Aircraft Mechanic Helper	13.70
23050 - Aircraft, Painter	18.50
23060 - Aircraft Servicer	16.09
23080 - Aircraft Worker	17.38
23110 - Appliance Mechanic	14.49
23120 - Bicycle Repairer	9.74
23125 - Cable Splicer	15.43
23130 - Carpenter, Maintenance	13.00
23140 - Carpet Layer	13.55
23160 - Electrician, Maintenance	14.99
23181 - Electronics Technician Maintenance I	14.72
23182 - Electronics Technician Maintenance II	15.05
23183 - Electronics Technician Maintenance III	18.31
23260 - Fabric Worker	12.60
23290 - Fire Alarm System Mechanic	15.43
23310 - Fire Extinguisher Repairer	11.67
23311 - Fuel Distribution System Mechanic	15.43
23312 - Fuel Distribution System Operator	13.01
23370 - General Maintenance Worker	11.95
23380 - Ground Support Equipment Mechanic	19.70
23381 - Ground Support Equipment Servicer	16.09
23382 - Ground Support Equipment Worker	17.38
23391 - Gunsmith I	11.67
23392 - Gunsmith II	13.55
23393 - Gunsmith III	15.43
23410 - Heating, Ventilation And Air-Conditioning Mechanic	15.76
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	16.55
23430 - Heavy Equipment Mechanic	15.15
23440 - Heavy Equipment Operator	13.73
23460 - Instrument Mechanic	15.43
23465 - Laboratory/Shelter Mechanic	14.49
23470 - Laborer	10.65
23510 - Locksmith	14.49

23530 - Machinery Maintenance Mechanic	17.38
23550 - Machinist, Maintenance	15.43
23580 - Maintenance Trades Helper	9.92
23591 - Metrology Technician I	15.43
23592 - Metrology Technician II	16.41
23593 - Metrology Technician III	17.37
23640 - Millwright	15.43
23710 - Office Appliance Repairer	14.38
23760 - Painter, Maintenance	13.55
23790 - Pipefitter, Maintenance	15.32
23810 - Plumber, Maintenance	14.38
23820 - Pneudraulic Systems Mechanic	15.43
23850 - Rigger	15.43
23870 - Scale Mechanic	13.55
23890 - Sheet-Metal Worker, Maintenance	15.21
23910 - Small Engine Mechanic	13.55
23931 - Telecommunications Mechanic I	19.01
23932 - Telecommunications Mechanic II	19.76
23950 - Telephone Lineman	18.24
23960 - Welder, Combination, Maintenance	14.66
23965 - Well Driller	15.43
23970 - Woodcraft Worker	15.43
23980 - Woodworker	11.67
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	10.09
24580 - Child Care Center Clerk	12.58
24610 - Chore Aide	12.43
24620 - Family Readiness And Support Services Coordinator	12.44
24630 - Homemaker	16.12
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	15.43
25040 - Sewage Plant Operator	14.49
25070 - Stationary Engineer	15.43
25190 - Ventilation Equipment Tender	10.73
25210 - Water Treatment Plant Operator	14.49
27000 - Protective Service Occupations	
27004 - Alarm Monitor	10.90
27007 - Baggage Inspector	7.35
27008 - Corrections Officer	12.05
27010 - Court Security Officer	12.05
27030 - Detection Dog Handler	10.90
27040 - Detention Officer	12.05
27070 - Firefighter	12.05
27101 - Guard I	7.37
27102 - Guard II	10.90
27131 - Police Officer I	12.05
27132 - Police Officer II	13.40
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	9.53
28042 - Carnival Equipment Repairer	10.08
28043 - Carnival Equipment Worker	7.78
28210 - Gate Attendant/Gate Tender	13.18
28310 - Lifeguard	11.01
28350 - Park Attendant (Aide)	14.74
28510 - Recreation Aide/Health Facility Attendant	10.76
28515 - Recreation Specialist	18.26
28630 - Sports Official	11.74
28690 - Swimming Pool Operator	17.71
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	15.20
29020 - Hatch Tender	15.20
29030 - Line Handler	15.20

29041 - Stevedore I	14.22
29042 - Stevedore II	16.25
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	35.77
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	24.66
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	27.16
30021 - Archeological Technician I	17.49
30022 - Archeological Technician II	19.56
30023 - Archeological Technician III	24.21
30030 - Cartographic Technician	23.18
30040 - Civil Engineering Technician	21.93
30061 - Drafter/CAD Operator I	17.49
30062 - Drafter/CAD Operator II	19.56
30063 - Drafter/CAD Operator III	20.74
30064 - Drafter/CAD Operator IV	24.21
30081 - Engineering Technician I	14.62
30082 - Engineering Technician II	16.41
30083 - Engineering Technician III	18.36
30084 - Engineering Technician IV	22.34
30085 - Engineering Technician V	27.83
30086 - Engineering Technician VI	33.66
30090 - Environmental Technician	21.10
30210 - Laboratory Technician	20.74
30240 - Mathematical Technician	23.34
30361 - Paralegal/Legal Assistant I	19.06
30362 - Paralegal/Legal Assistant II	21.53
30363 - Paralegal/Legal Assistant III	26.35
30364 - Paralegal/Legal Assistant IV	30.80
30390 - Photo-Optics Technician	21.93
30461 - Technical Writer I	22.17
30462 - Technical Writer II	27.10
30463 - Technical Writer III	32.79
30491 - Unexploded Ordnance (UXO) Technician I	22.74
30492 - Unexploded Ordnance (UXO) Technician II	27.51
30493 - Unexploded Ordnance (UXO) Technician III	32.97
30494 - Unexploded (UXO) Safety Escort	22.74
30495 - Unexploded (UXO) Sweep Personnel	22.74
30620 - Weather Observer, Combined Upper Air Or (see 2)	20.74
Surface Programs	
30621 - Weather Observer, Senior (see 2)	23.00
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	8.15
31030 - Bus Driver	9.69
31043 - Driver Courier	8.97
31260 - Parking and Lot Attendant	7.25
31290 - Shuttle Bus Driver	9.99
31310 - Taxi Driver	8.21
31361 - Truckdriver, Light	8.97
31362 - Truckdriver, Medium	11.61
31363 - Truckdriver, Heavy	12.48
31364 - Truckdriver, Tractor-Trailer	12.48
99000 - Miscellaneous Occupations	
99030 - Cashier	7.46
99050 - Desk Clerk	9.70
99095 - Embalmer	22.74
99251 - Laboratory Animal Caretaker I	16.24
99252 - Laboratory Animal Caretaker II	17.04
99310 - Mortician	22.74
99410 - Pest Controller	13.28
99510 - Photofinishing Worker	11.95
99710 - Recycling Laborer	10.76
99711 - Recycling Specialist	16.27
99730 - Refuse Collector	10.24

99810 - Sales Clerk	8.95
99820 - School Crossing Guard	15.03
99830 - Survey Party Chief	20.30
99831 - Surveying Aide	11.54
99832 - Surveying Technician	15.00
99840 - Vending Machine Attendant	20.19
99841 - Vending Machine Repairer	23.57
99842 - Vending Machine Repairer Helper	20.19

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$3.71 per hour or \$148.40 per week or \$643.07 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; and 4 weeks after 3 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year, New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) COMPUTER EMPLOYEES: Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

(1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;

(2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;

(3) The design, documentation, testing, creation or modification of computer

programs related to machine operating systems; or

(4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am.

If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives.

Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**** UNIFORM ALLOWANCE ****

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A

links to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C) (vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.