



**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY PRICELIST**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage![™], a menu-driven database system. The INTERNET address for GSA Advantage![™] is: <http://www.fss.gsa.gov>.

FEDERAL SUPPLY SCHEDULE 084

**TOTAL SOLUTIONS FOR LAW ENFORCEMENT, SECURITY, FACILITY MANAGEMENT SYSTEMS, FIRE,
RESCUE SPECIAL PURPOSE CLOTHING, MARINE CRAFT AND EMERGENCY/DISASTER RESPONSE**

**GROUP 63 – ALARM AND SIGNAL SYSTEMS/FACILITY MANAGEMENT SYSTEMS,
PROFESSIONAL SECURITY/FACILITY MANAGEMENT SERVICES, GUARD SERVICES**

SIN Categories

Special Item No. 246-52 - Professional Security Services
Special Item No. 246-54 – Guard Services

FSC Class

S206

NAICS Code

561612

CONTRACT INFORMATION

Contract Number: **GS-07F-0622N**
Period Covered by Contract: **06/17/2003 – 06/16/2008**
Pricelist current through Modification #_____, dated _____.

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

ADDRESS OF OFFEROR

**American Security Programs, Inc.
22900 Shaw Road, Suite 101-4
Dulles, VA 20166-9462
PH: 703-834-8900
Fax: 703-834-8947**

Business Size: S/V

Contract Administration: Lynn Oliver



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CUSTOMER INFORMATION

1a. AWARDED SPECIAL ITEM NUMBERS:

246-52 – Professional Security Services
246-54 – Guard Services

1b. N/A

1c. SEE ACCEPTED PRICELIST

2. MAXIMUM ORDER GUIDELINE: 246-52 AND 246-52 - \$200,000 PER SIN/PER ORDER

This maximum order is a dollar amount at which it is suggested that the ordering agency request higher discounts from the contractor before issuing the order. The contractor may: 1) Offer a new lower price, 2) Offer the lowest price available under the contract, or 3) Decline the order within five (5) days. In accordance with the Maximum Order Provisions contained in the Schedule, a delivery order may be placed against the Schedule contract even through it exceeds the maximum order.

3. MINIMUM ORDER LIMITATION: \$100.00

4. GEOGRAPHIC COVERAGE:

50 United States and Washington DC, Puerto Rico and U.S. Territories. See page 1A for Wage Determination currently incorporated.

5. PRODUCTION POINT: N/A

6. BASIC DISCOUNTS: NONE

7. QUANTITY DISCOUNTS: NONE

8. PROMPT PAYMENT TERMS: NET 30

9a. GOVERNMENT PURCHASE CARDS ARE ACCEPTED UP TO THE MICROPURCHASE THRESHOLD:

9a. GOVERNMENT PURCHASE CARDS ARE NOT ACCEPTED ABOVE THE MICROPURCHASE THRESHOLD:

10. FOREIGN ITEMS: N/A

11a. TIME OF DELIVERY: PER SOW

11b. EXPEDITED DELIVERY: 24 HOURS ARO OR PER SOW

11c. OVERNIGHT DELIVERY: CONSULT WITH CONTRACTOR

11d. URGENT REQUIREMENTS: CONSULT WITH CONTRACTOR

12. FOB POINT: N/A

13a. ORDER ADDRESS: SAME AS CONTRACTOR'S ADDRESS

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 (fss.gsa.gov/schedules).

14. PAYMENT ADDRESS: SAME AS CONTRACTOR'S ADDRESS

15. WARRANTY PROVISIONS: N/A

16. EXPORT PACKING CHARGES: N/A

17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE: N/A



- 18. TERMS AND CONDITIONS OF RENTAL: N/A
- 19. TERMS AND CONDITIONS OF INSTALLATION: N/A
- 20. TERMS AND CONDITIONS OF REPAIR PARTS: N/A
- 20a. TERMS AND CONDITIONS FOR ANY OTHER SERVICES: N/A
- 21. LIST OF SERVICE AND DISTRIBUTION POINTS: N/A
- 22. LIST OF PARTICIPATING DEALERS: N/A
- 24a. SPECIAL ATTRIBUTES: N/A
- 24b. SECTION 508: N/A
- 25. DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER: 87-905-9400
- 26. NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE:

Registration valid until January 13, 2004

G-FSS-920 ORDERING PROCEDURES FOR SERVICES (REQUIRING A STATEMENT OF WORK) (MAR 2003)

FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SINs) within a Schedule. GSA has established special ordering procedures for services that require a Statement of Work. These special ordering procedures take precedence over the procedures in FAR 8.404 (b)(2) through (b)(3).

When ordering services over \$100,000, Department of Defense (DOD) ordering offices and non-DOD agencies placing orders on behalf of DOD must follow the policies and procedures in the Defense Federal Acquisition Regulation Supplement (DFARS) 208.404-70 – Additional ordering procedures for services. When DFARS 208.404-70 is applicable and there is a conflict between the ordering procedures contained in this clause and the additional ordering procedures for services in DFARS 208.404-70, the DFARS procedures take precedence.

GSA has determined that the prices for services contained in the contractor's price list applicable to this Schedule are fair and reasonable. However, the ordering office using this contract is responsible for considering the level of effort and mix of labor proposed to perform a specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

(a) When ordering services, ordering offices shall—

(1) Prepare a Request (Request for Quote or other communication tool):

- (i) A statement of work (a performance-based statement of work is preferred) that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.
- (ii) The request should include the statement of work and request the contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering office makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials quote may be requested. The firm-fixed price shall be based on the prices in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any travel costs or other direct charges related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor-hour and time-and-materials orders.

- (iii) The request may ask the contractors, if necessary or appropriate, to submit a project plan for performing the task, and information on the contractor's experience and/or past performance performing similar tasks.
- (iv) The request shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical qualification of responses.

(2) Transmit the Request to Contractors:

Based upon an initial evaluation of catalogs and price lists, the ordering office should identify the contractors that appear to offer the best value (considering the scope of services offered, pricing and other factors such as contractors' locations, as appropriate) and transmit the request as follows:

- (i) The request shall be provided to at least three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold.
- (ii) For proposed orders exceeding the maximum order threshold, the request shall be provided to an appropriate number of additional contractors that offer services that will meet the agency's needs.
- (iii) In addition, the request shall be provided to any contractor who specifically requests a copy of the request for the proposed order.
- (iv) Ordering offices should strive to minimize the contractors' costs associated with responding to requests for quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, when possible.

(3) Evaluate Responses and Select the Contractor to Receive the Order:

After responses have been evaluated against the factors identified in the request, the order should be placed with the schedule contractor that represents the best value. (See FAR 8.404)

- (b) The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPAs) for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering office the opportunity to secure volume discounts. When establishing BPAs, ordering offices shall—
 - (1) Inform contractors in the request (based on the agency's requirement) if a single BPA or multiple BPAs will be established, and indicate the basis that will be used for selecting the contractors to be awarded the BPAs.

- (i) **SINGLE BPA:** Generally, a single BPA should be established when the ordering office can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value should be awarded the BPA. (See FAR 8.404)
 - (ii) **MULTIPLE BPAs:** When the ordering office determines multiple BPAs are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing the BPAs. When establishing multiple BPAs, the procedures in (a)(2) above must be followed. The procedures at (a)(2) do not apply to orders issued under multiple BPAs. Authorized users must transmit the request for quote for an order to all BPA holders and then place the order with the BPA holder that represents the best value.
- (2) **Review BPAs Periodically:** Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value. (See FAR 8.404)
- (c) The ordering office should give preference to small business concerns when two or more contractors can provide the services at the same firm-fixed price or ceiling price.
 - (d) When the ordering office's requirement involves both products as well as executive, administrative and/or professional, services, the ordering office should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the best value. (See FAR 8.404)
 - (e) The ordering office, at a minimum, should document orders by identifying the contractor from which the services were purchased, the services purchased, and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For agency requirements in excess of the micro-purchase threshold, the order file should document the evaluation of Schedule contractors' quotes that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.



**52.222-43 FAIR LABOR STANDARDS ACT AND SERVICE CONTRACT ACT—
PRICE ADJUSTMENT (MULTIPLE YEAR AND OPTION CONTRACTS) (MAY 1989)**

- (a) This clause applies to both contracts subject to area prevailing wage determinations and contracts subject to collective bargaining agreements.
- (b) The Contractor warrants that the prices in this contract do not include any allowance for any contingency to cover increased costs for which adjustment is provided under this clause.
- (c) The wage determination, issued under the Service Contract Act of 1965, as amended, (41 U.S.C. 351, et seq.), by the Administrator, Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, current on the anniversary date of a multiple year contract or the beginning of each renewal option period, shall apply to this contract. If no such determination has been made applicable to this contract, then the Federal minimum wage as established by section 6(a)(1) of the Fair Labor Standards Act of 1938, as amended, (29 U.S.C. 206) current on the anniversary date of a multiple year contract or the beginning of each renewal option period, shall apply to this contract.
- (d) The contract price or contract unit price labor rates will be adjusted to reflect the Contractor's actual increase or decrease in applicable wages and fringe benefits to the extent that the increase is made to comply with or the decrease is voluntarily made by the Contractor as a result of:
- (1) The Department of Labor wage determination applicable on the anniversary date of the multiple year contract, or at the beginning of the renewal option period. For example, the prior year wage determination required a minimum wage rate of \$4.00 per hour. The Contractor chose to pay \$4.10. The new wage determination increases the minimum rate to \$4.50 per hour. Even if the Contractor voluntarily increases the rate to \$4.75 per hour, the allowable price adjustment is \$.40 per hour;
 - (2) An increase or decrease wage determination otherwise applied to the contract by operation of law; or
 - (3) An amendment to the Fair Labor Standards Act of 1938 that is enacted after award of this contract, affects the minimum wage, and becomes applicable to this contract under law.
- (e) Any adjustment will be limited to increases or decreases in wages and fringe benefits as described in paragraph (c) of this clause, and the accompanying increases or decreases in social security and unemployment taxes and workers' compensation insurance, but shall not otherwise include any amount for general and administrative costs, overhead, or profit.
- (f) The Contractor shall notify the Contracting Officer of any increase claimed under this clause within 30 days after receiving a new wage determination unless this notification period is extended in writing by the Contracting Officer. The Contractor shall promptly notify the Contracting Officer of any decrease under this clause, but nothing in the clause shall preclude the Government from asserting a claim within the period permitted by law. The notice shall contain a statement of the amount claimed and any relevant supporting data, including payroll records, that the Contracting Officer may reasonably require. Upon agreement of the parties, the contract price or contract unit price labor rates shall be modified in writing. The Contractor shall continue performance pending agreement on or determination of any such adjustment in its effective date.



(g) The Contracting Officer or an authorized representative shall have access to and the right to examine any directly pertinent books, documents, papers and records of the Contractor until the expiration of 3 years after final payment under the contract.

PROTECTIVE SERVICES JOB DESCRIPTIONS:

ALARM MONITOR

Operates communication equipment to receive incoming calls for assistance and dispatches personnel and equipment to scene of emergency. Operates telephone console to receive incoming calls for assistance. Questions caller to determine nature of problem and type and number of personnel and equipment needed, following established guidelines. Scans status charts and computer screen to determine units available. Monitors alarm system signals that indicate location of fire or other emergency. Operates two-way radio to dispatch police, fire, medical, and other personnel and equipment and to relay instructions or information to remove units. Types commands on computer keyboard to update files and maintain logs. Tests communications and alarm equipment and backup systems to ensure serviceability. May provide pre-arrival instructions to caller, utilizing knowledge of emergency medical techniques. May activate alarm system to notify fire stations.

CORRECTIONS OFFICER

Maintains order among inmates in prison or local jail. Performs routine duties in accordance with established policies, regulations, and procedures to guard and supervise inmates in cells, at meals, during recreation, and on work assignments. May, if necessary, employ weapons or force to maintain discipline and order. Typical duties include: Taking periodic inmate counts; searching inmates and cells for contraband articles; inspecting locks, windows bars, grills, doors, and grates for tampering; aiding in prevention of escapes and taking part in searches for escaped inmates; and escorting inmates to and from different areas for questioning, medical treatment, work and meals. May act as outside wall guard, usually on rotation.

COURT SECURITY OFFICER

Patrols courthouse to provide security. Escorts defendants to and from courtroom, and stands guard during court proceedings. Check courtroom for security.

Assignments include not only the monitoring of entrances to the court but also attention to the special needs of the court system, particularly in the area of personal protection for the judges, jurors, witnesses, attorneys and other persons involved with the court, including the general public.

Duties require specialized training in methods and techniques of protecting security areas. Is required to demonstrate continuing physical fitness and proficiency with firearms or other special weapons.

DETENTION OFFICER

Performs various duties related to detention, safeguarding, security and escort of violators of immigration laws. Exercises surveillance over detainees, and maintains order and discipline. Attends to sheltering, feeding, and physical well-being of detainees; and counseling of alien detainees on personal matters. Guards detainees at deportation or exclusion hearings. Recognizes potentially hazardous health, safety, security, or discipline problems. Supervises voluntary work details, and encourages participation in organized recreational activities.

GUARD I

Carries out instruction primarily oriented toward insuring that emergencies and security violations are readily discovered and reported to appropriate authority. Intervenes directly only in situations which require minimal action to safeguard property or persons. Duties require minimal training.

GUARD II

Enforces regulations designed to prevent breaches of security. Exercises judgment and use discretion in dealing with whether first response should be to intervene directly (asking for assistance when deemed necessary and time allows), to keep situation under surveillance, or to report situation so that it can be handled by appropriate authority. Duties require specialized training in methods and techniques of protecting security areas. Commonly, the guard is required to demonstrate continuing physical fitness and proficiency with firearms or other special weapons.

SECURITY CLERK

This position requires two years of directly related experience performing administrative support functions for security operations. Must be highly organized and have excellent oral and written communication skills. Must possess experience using word processing and computer based applications for the preparation of identification cards and other access control documentation. Functions as administrative support specialist for an office or program. Performs all administrative support functions required by the activity. Prepares reports and other published material; prepares briefing material; establishes and maintains program files; operates and maintains computerized identification and badging programs and issues passes and badges as required at access control points.



POLICE OFFICER

Enforces laws established for the protection of persons and property, by detaining, arresting, interrogating, and incarcerating suspected violators, and appearing as a witness at trials. Work is performed in uniform or civilian clothes and officer are typically armed.

POLICE OFFICER I

Carries out general and specific assignments from superior officers in accordance with established rules and procedures. Maintains order, enforces laws and ordinances, and protects life and property in an assigned patrol district or beat by performing a combination of duties as: patrolling a specific area on foot or in a vehicle; directing traffic, issuing traffic summonses; investigating accidents; apprehending and arresting suspects; processing prisoners; and protecting scenes of major crimes. May participate with detectives or investigators in conducting surveillance operations.

POLICE OFFICER II

In addition to the basic police duties described at level I, received additional compensation to specialize in one or more activities, such as: canine patrol; special reaction teams; juvenile cases; hostage negotiations; and participating in investigation or other enforcement activities requiring specialized training and skills.

SUPERVISOR

Minimum/General Experience: This position requires a minimum of four years of security force experience, of which at least two years must be in areas of increasing responsibility for providing direction and support to other security personnel. Must have demonstrated capability in managing contract tasks.

Functional Responsibility: Serves as the Contractor's point of contact and interface with the Government Contracting Officer (CO) or the Contracting Officer's Representative (COR) when more senior Contractor personnel are not present, Responsible for enforcing work standards; scheduling security force personnel; reviewing work discrepancies; supervising Contractor personnel; training of subordinates; preparing, reviewing and submitting required reports and communicating policies, purpose and goals of the organization to subordinates. Shall be responsible for the overall contract performance for specific times (shifts) and/or locations (districts, zones, etc.).

PROJECT MANAGER

Minimum/General Experience: This position requires a minimum of ten years of security or law enforcement related experience, of which at least seven years must be specialized or supervisory in nature. Specialized or supervisory experience includes: project development, management and control of funds and resources, demonstrated capability in managing multi-tasks and supervising one or more subordinate units consisting of a squad or multiple squads of security or law enforcement personnel. General experience includes increasing responsibilities within the security/law enforcement discipline.

Functional Responsibility: Serves as the Contractor's primary point of contact and the Contractor's authorized interface with the Government Contracting Officer (CO) or the Contracting Officer's Representative (COR). Responsible for formulating and enforcing work standards; assigning Contractor schedules; reviewing work discrepancies; supervising Contractor personnel; assisting in all project management task performance; preparing, reviewing and submitting required reports and communicating policies, purpose and goals of the organization to subordinates. Shall be responsible for instituting quality assurance programs to insure the attainment of all project performance objectives.

ASSISTANT PROJECT MANAGER

Minimum/General Experience: This position requires a minimum of seven years of security or law enforcement related experience, of which at least five years must be specialized or supervisory in nature. Specialized or supervisory experience includes: project development, management and control of funds and resources, demonstrated capability in managing multi-tasks and supervising one or more subordinate units consisting of a squad or multiple squads of security or law enforcement personnel. General experience includes increasing responsibilities within the security/law enforcement discipline.

Functional Responsibility: Serves as an assistant to the Project Manager and the Contractor's point of contact and the Contractor's authorized interface with the Government Contracting Officer (CO) or the Contracting Officer's Representative (COR) in the absence of the Project Manager. Responsible for formulating and enforcing work standards; assigning Contractor schedules; reviewing work discrepancies; supervising Contractor personnel; assisting in all project management task performance; preparing, reviewing and submitting required reports and communicating policies, purpose

and goals of the organization to subordinates. Shall be responsible for the overall contract performance in the absence of the Project Manager.



INVESTIGATOR I

Minimum/General Experience: This position requires a minimum of three years experience in law enforcement, security or comparable areas with specific training and certifications in the investigative disciplines.

Summary: Collects information, as directed by senior personnel, regarding civil wrongs; personnel security; accidents; fires; damages or injuries to persons or property; employment discrimination; etc. Prepares appropriate findings of fact and presents reports to appropriate authorities.

Essential Duties and Responsibilities include but are not limited to: Providing investigative support for personnel security matters (Offices of Personnel Security), investigative organizations (such as Offices of IG) or other constituted authority. Conducts inquiries into the background of individuals and submits reports to proper adjudicative authority. Investigates employee misconduct, including management and disciplinary actions. Conducts administrative fact-finding investigations (covering all aspects of non-criminal employee misconduct, including allegations arising under Title 5 USC, applicable Executive Orders, OMB Circulars, Federal Employees Compensation Act, Federal Labor Laws, and applicable Agency specific Standards of Conduct. Must conduct investigations within guidelines set forth in the Quality Standards for Investigations by the President's Counsel on Integrity and Efficiency. Must be familiar with the law, regulations and Supreme Court decisions regarding union and other representation during witness and subject interviews. Must recognize when an investigation develops potential criminal ramifications and institute appropriate procedures. Investigator is aware of and complies with the provisions of the Privacy Act and the Freedom of Information Act as they relate to the disclosure of investigative information and the preservation of notes and other relevant information developed during the course of an investigation. Must have a general knowledge and understanding of basic investigative techniques such as methods for performing video surveillance, legal restrictions, evidence collection, storage, chain of custody, etc.

Education and Qualification Requirements: Must be properly licensed under the laws of the jurisdiction in which the investigation is conducted.



INVESTIGATOR II

Minimum/General Experience: This position requires a minimum of five years experience in law enforcement, security or comparable areas of which two years must be concentrated in the investigative disciplines.

Summary: Collects information regarding civil wrongs; personnel security; accidents; fires; damages or injuries to persons or property; employment discrimination; etc. Prepares appropriate findings of fact and presents reports to appropriate authorities.

Essential Duties and Responsibilities include but are not limited to: Providing investigative support for personnel security matters (Offices of Personnel Security), investigative organizations (such as Offices of IG) or other constituted authority. Conducts inquiries into the background of individuals and submits reports to proper adjudicative authority. Investigates employee misconduct, including management and disciplinary actions. Conducts administrative fact-finding investigations (covering all aspects of non-criminal employee misconduct, including allegations arising under Title 5 USC, applicable Executive Orders, OMB Circulars, Federal Employees Compensation Act, Federal Labor Laws, and applicable Agency specific Standards of Conduct. Must conduct investigations within guidelines set forth in the Quality Standards for Investigations by the President's Counsel on Integrity and Efficiency. Must be familiar with the law, regulations and Supreme Court decisions regarding union and other representation during witness and subject interviews. Must recognize when an investigation develops potential criminal ramifications and institute appropriate procedures. Investigator is aware of and complies with the provisions of the Privacy Act and the Freedom of Information Act as they relate to the disclosure of investigative information and the preservation of notes and other relevant information developed during the course of an investigation. Must have a general knowledge and understanding of basic investigative techniques such as methods for performing video surveillance, legal restrictions, evidence collection, storage, chain of custody, etc.

Education and Qualification Requirements: Must be properly licensed under the laws of the jurisdiction in which the investigation is conducted. Must be a graduate of a properly licensed investigative academy or have advanced hours in investigative functions from a properly certified law enforcement academy.



INVESTIGATOR III

Minimum/General Experience: This position requires a minimum of five years experience in law enforcement, security or comparable areas of which two years must be concentrated in the investigative disciplines.

Summary: Collects information regarding civil wrongs; personnel security; accidents; fires; damages or injuries to persons or property; employment discrimination; etc. Prepares appropriate findings of fact and presents reports to appropriate authorities.

Essential Duties and Responsibilities include but are not limited to: Providing investigative support for personnel security matters (Offices of Personnel Security), investigative organizations (such as Offices of IG) or other constituted authority. Conducts inquiries into the background of individuals and submits reports to proper adjudicative authority. Investigates employee misconduct, including management and disciplinary actions. Conducts administrative fact-finding investigations (covering all aspects of non-criminal employee misconduct, including allegations arising under Title 5 USC, applicable Executive Orders, OMB Circulars, Federal Employees Compensation Act, Federal Labor Laws, and applicable Agency specific Standards of Conduct. Must conduct investigations within guidelines set forth in the Quality Standards for Investigations by the President's Counsel on Integrity and Efficiency. Must be familiar with the law, regulations and Supreme Court decisions regarding union and other representation during witness and subject interviews. Must recognize when an investigation develops potential criminal ramifications and institute appropriate procedures. Investigator is aware of and complies with the provisions of the Privacy Act and the Freedom of Information Act as they relate to the disclosure of investigative information and the preservation of notes and other relevant information developed during the course of an investigation. Must have a general knowledge and understanding of basic investigative techniques such as methods for performing video surveillance, legal restrictions, evidence collection, storage, chain of custody, etc.

Education and Qualification Requirements: Bachelor's Degree in related field of equivalent combination of formal education and experience (e.g., one year of directly related investigative experience can be substituted for one year education in addition to the basic experience requirement). Must be properly licensed under the laws of the jurisdiction in which the investigation is conducted. Must be a graduate of a properly licensed investigative academy or have advanced hours in investigative functions from a properly certified law enforcement academy.



SPECIAL INVESTIGATOR I

Minimum/General Experience: This position requires a minimum of five years specialized experience in a specific investigative discipline such as personnel security investigations, computer forensics, counterintelligence, etc.

Summary: Considered to be extremely skilled and knowledgeable in conducting investigations in specific area of specialty. Also knowledgeable of other investigative requirements to include collecting information regarding civil wrongs; personnel security; accidents; fires; damages or injuries to persons or property; employment discrimination; etc. Prepares appropriate findings of fact and presents reports to appropriate authorities.

Essential Duties and Responsibilities include but are not limited to: Providing investigative support for personnel security matters (Offices of Personnel Security), investigative organizations (such as Offices of IG) or other constituted authority. Conducts inquiries into the background of individuals and submits reports to proper adjudicative authority. Investigates employee misconduct, including management and disciplinary actions. Conducts administrative fact-finding investigations (covering all aspects of non-criminal employee misconduct, including allegations arising under Title 5 USC, applicable Executive Orders, OMB Circulars, Federal Employees Compensation Act, Federal Labor Laws, and applicable Agency specific Standards of Conduct. Must conduct investigations within guidelines set forth in the Quality Standards for Investigations by the President's Counsel on Integrity and Efficiency. Must be familiar with the law, regulations and Supreme Court decisions regarding union and other representation during witness and subject interviews. Must recognize when an investigation develops potential criminal ramifications and institute appropriate procedures. Investigator is aware of and complies with the provisions of the Privacy Act and the Freedom of Information Act as they relate to the disclosure of investigative information and the preservation of notes and other relevant information developed during the course of an investigation. Must have a general knowledge and understanding of basic investigative techniques such as methods for performing video surveillance, legal restrictions, evidence collection, storage, chain of custody, etc.

Education and Qualification Requirements: Bachelor's Degree in related field or equivalent combination of formal education and experience (e.g., one year of directly related investigative experience can be substituted for one year education in addition to the basic experience requirement). Must be properly licensed under the laws of the jurisdiction in which the investigation is conducted. Must be a graduate of a properly licensed investigative academy or have advanced hours in investigative functions from a properly certified law enforcement academy.



SPECIAL INVESTIGATOR II

Minimum/General Experience: This position requires a minimum of seven years specialized experience in a specific investigative discipline such as personnel security investigations, computer forensics, counterintelligence, etc.

Summary: Considered to be extremely skilled and knowledgeable in conducting investigations in specific area of specialty. Also knowledgeable of other investigative requirements to include collecting information regarding civil wrongs; personnel security; accidents; fires; damages or injuries to persons or property; employment discrimination; etc. Prepares appropriate findings of fact and presents reports to appropriate authorities.

Essential Duties and Responsibilities include but are not limited to: Providing investigative support for personnel security matters (Offices of Personnel Security), investigative organizations (such as Offices of IG) or other constituted authority. Conducts inquiries into the background of individuals and submits reports to proper adjudicative authority. Investigates employee misconduct, including management and disciplinary actions. Conducts administrative fact-finding investigations (covering all aspects of non-criminal employee misconduct, including allegations arising under Title 5 USC, applicable Executive Orders, OMB Circulars, Federal Employees Compensation Act, Federal Labor Laws, and applicable Agency specific Standards of Conduct. Must conduct investigations within guidelines set forth in the Quality Standards for Investigations by the President's Counsel on Integrity and Efficiency. Must be familiar with the law, regulations and Supreme Court decisions regarding union and other representation during witness and subject interviews. Must recognize when an investigation develops potential criminal ramifications and institute appropriate procedures. Investigator is aware of and complies with the provisions of the Privacy Act and the Freedom of Information Act as they relate to the disclosure of investigative information and the preservation of notes and other relevant information developed during the course of an investigation. Must have a general knowledge and understanding of basic investigative techniques such as methods for performing video surveillance, legal restrictions, evidence collection, storage, chain of custody, etc.

Education and Qualification Requirements: Bachelor's Degree in related field or equivalent combination of formal education and experience (e.g., one year of directly related investigative experience can be substituted for one year education in addition to the basic experience requirement). Must be properly licensed under the laws of the jurisdiction in which the investigation is conducted. Must be a graduate of a properly licensed investigative academy or have advanced hours in investigative functions from a properly certified law enforcement academy.



SPECIAL INVESTIGATOR III

Minimum/General Experience: This position requires a minimum of ten years specialized experience in a specific investigative discipline such as personnel security investigations, computer forensics, counterintelligence, etc.

Summary: Considered to be extremely skilled and knowledgeable in conducting investigations in specific area of specialty. Also knowledgeable of other investigative requirements to include collecting information regarding civil wrongs; personnel security; accidents; fires; damages or injuries to persons or property; employment discrimination; etc. Prepares appropriate findings of fact and presents reports to appropriate authorities.

Essential Duties and Responsibilities include but are not limited to: Providing investigative support for personnel security matters (Offices of Personnel Security), investigative organizations (such as Offices of IG) or other constituted authority. Conducts inquiries into the background of individuals and submits reports to proper adjudicative authority. Investigates employee misconduct, including management and disciplinary actions. Conducts administrative fact-finding investigations (covering all aspects of non-criminal employee misconduct, including allegations arising under Title 5 USC, applicable Executive Orders, OMB Circulars, Federal Employees Compensation Act, Federal Labor Laws, and applicable Agency specific Standards of Conduct. Must conduct investigations within guidelines set forth in the Quality Standards for Investigations by the President's Counsel on Integrity and Efficiency. Must be familiar with the law, regulations and Supreme Court decisions regarding union and other representation during witness and subject interviews. Must recognize when an investigation develops potential criminal ramifications and institute appropriate procedures. Investigator is aware of and complies with the provisions of the Privacy Act and the Freedom of Information Act as they relate to the disclosure of investigative information and the preservation of notes and other relevant information developed during the course of an investigation. Must have a general knowledge and understanding of basic investigative techniques such as methods for performing video surveillance, legal restrictions, evidence collection, storage, chain of custody, etc.

Education and Qualification Requirements: Master's Degree in related field or equivalent combination of formal education and experience (e.g., one year of directly related investigative experience can be substituted for one year education in addition to the basic experience requirement). Must be properly licensed under the laws of the jurisdiction in which the investigation is conducted. Must be a graduate of a properly licensed investigative academy or have advanced hours in investigative functions from a properly certified law enforcement academy.

TRAINER I

Minimum/General Experience: This position requires a minimum of three years experience within one or more security or law enforcement disciplines. Requires subject matter expertise and good writing and communication skills.

Summary: Develops and conducts security, public safety and law enforcement related training programs for contractor's employees and client/government personnel.

Essential Duties and Responsibilities include but are not limited to:

Confer with management, supervisors and client agency to determine required training elements. Formulates teaching outline and determines instructional methods such as individual training, group instruction, lectures, demonstrations, conferences, meetings and workshops. Coordinate training schedule to meet demands of Contractor and Client Agencies. Select or develop teaching aids such as training handbooks, demonstration models, multimedia visual aids, computer tutorials, and reference works. Conduct training sessions covering specified areas such as: basic training, weapons training, tactical training, CPR/First Aid, etc. Test trainees to measure progress and to evaluate effectiveness of training. Reports on progress of employees under guidance during training periods. Maintain trainee personnel records.

Language Skills: Ability to read and interpret documents such as technical data, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to develop and proof training materials. Ability to speak effectively in interpersonal situations and before groups of trainees.

Supervisory Responsibilities: Oversee Contractor and Client Agency personnel during the training process.

Education and Qualification Requirements: Must have subject matter experience and be certified by proper authority in area of instruction (e.g. weapons instructors should be certified by the NRA, etc.). Must possess and maintain appropriate instructors certification as required by subject matter and/or discipline.

TRAINER II

Minimum/General Experience: This position requires a minimum of five years experience within one or more security or law enforcement disciplines. Requires subject matter expertise and good writing and communication skills.

Summary: Develops and conducts security, public safety and law enforcement related training programs for contractor's employees and client/government personnel.

Essential Duties and Responsibilities include but are not limited to: Confer with Contractor management, supervisors and Client Agency to determine required training elements. Formulates teaching outline and determines instructional methods such as individual training, group instruction, lectures, demonstrations, conferences, meetings and workshops. Coordinate training schedule to meet demands of Contractor and Client Agency. Select or develop teaching aids such as training handbooks, demonstration models, multimedia visual aids, computer tutorials, and reference works. Conduct training sessions covering specified areas such as: basic training, weapons training, tactical training, CPR/First Aid, etc. Test trainees to measure progress and to evaluate effectiveness of training. Reports on progress of employees under guidance during training periods. Maintain trainee personnel records. Develop strong relationship with all departments of Client Agency to develop course materials and receive feedback on quality of instruction.

Language Skills: Ability to read and interpret documents such as technical data, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to develop and proof training materials. Ability to speak effectively in interpersonal situations and before groups of trainees.

Supervisory Responsibilities: Oversee Contractor and Client Agency personnel during the training process. May supervise, monitor, and critique other trainers.

Education and Qualification Requirements: Must have subject matter experience and be certified by proper authority in area of instruction (e.g. weapons instructors should be certified by the NRA, etc.). Must possess and maintain appropriate instructors certification as required by subject matter and/or discipline. A Bachelor's Degree or equivalent combination of formal education and experience (e.g., one year of directly related experience can be substituted for one year of education in addition to the basic experience requirement)

TRAINER III

Minimum/General Experience: This position requires a minimum of seven years experience within one or more security or law enforcement disciplines. Requires subject matter expertise and good writing and communication skills.

Summary: Develops and conducts security, public safety and law enforcement related training programs for contractor's employees and client/government personnel.

Essential Duties and Responsibilities include but are not limited to: Confer with Contractor management, supervisors and Client Agency to determine required training elements. Formulates teaching outline and determines instructional methods such as individual training, group instruction, lectures, demonstrations, conferences, meetings and workshops. Coordinate training schedule to meet demands of Contractor and Client Agency. Select or develop teaching aids such as training handbooks, demonstration models, multimedia visual aids, computer tutorials, and reference works. Conduct training sessions covering specified areas such as: basic training, weapons training, tactical training, CPR/First Aid, etc. Test trainees to measure progress and to evaluate effectiveness of training. Reports on progress of employees under guidance during training periods. Maintain trainee personnel records. Develop strong relationship with all departments of Client Agency to develop course materials and receive feedback on quality of instruction.

Language Skills: Ability to read and interpret documents such as technical data, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to develop and proof training materials. Ability to speak effectively in interpersonal situations and before groups of trainees.

Supervisory Responsibilities: Oversee Contractor and Client Agency personnel during the training process. May supervise, monitor, and critique other trainers.

Education and Qualification Requirements: Must have subject matter experience and be certified by proper authority in area of instruction (e.g. weapons instructors should be certified by the NRA, etc.). Must possess and maintain appropriate instructors certification as required by subject matter and/or discipline. A Master's Degree or equivalent combination of formal education and experience (e.g., one year of directly related experience can be substituted for one year of education in addition to the basic experience requirement).

MASTER TRAINER

Minimum/General Experience: This position requires a minimum of ten years experience within one or more security or law enforcement disciplines. Requires subject matter expertise and good writing and communication skills.

Summary: Develops and conducts security, public safety and law enforcement related training programs for contractor's employees and client/government personnel.

Essential Duties and Responsibilities include but are not limited to: Confer with Contractor management, supervisors and Client Agency to determine required training elements. Formulates teaching outline and determines instructional methods such as individual training, group instruction, lectures, demonstrations, conferences, meetings and workshops. Coordinate training schedule to meet demands of Contractor and Client Agency. Select or develop teaching aids such as training handbooks, demonstration models, multimedia visual aids, computer tutorials, and reference works. Conduct training sessions covering specified areas such as: basic training, weapons training, tactical training, CPR/First Aid, etc. Test trainees to measure progress and to evaluate effectiveness of training. Reports on progress of employees under guidance during training periods. Maintain trainee personnel records. Develop strong relationship with all departments of Client Agency to develop course materials and receive feedback on quality of instruction.

Language Skills: Ability to read and interpret documents such as technical data, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to develop and proof training materials. Ability to speak effectively in interpersonal situations and before groups of trainees.

Supervisory Responsibilities: Oversee Contractor and Client Agency personnel during the training process. May supervise, monitor, and critique other trainers.

Education and Qualification Requirements: Must have subject matter experience and be certified by proper authority in area of instruction (e.g. weapons instructors should be certified by the NRA, etc.). Must possess and maintain appropriate instructors certification as required by subject matter and/or discipline. A Master's Degree or equivalent combination of formal education and experience (e.g., one year of directly related experience can be substituted for one year of education in addition to the basic experience requirement).



CONSULTANT I

Minimum/General Experience: This position requires a minimum of five years of specialized experience within one or more security disciplines (e.g.; technical, physical, information, personnel, operational, counterintelligence, antiterrorism, counterterrorism, counterdrug, computer security, surveillance, counter surveillance or surveillance detection, infrastructure protection, force protection and security force management, technology protection, or industrial security programs). Requires subject matter expertise and hands-on experience in one or more security disciplines and experience establishing and implementing complex government or industrial security programs. Requires good writing and communication skills.

Functional Responsibility: Perform and or manage security services in one or more of the specialized security areas, applying management principles and proven problem solving techniques and producing finished documentation; e.g., reports, special studies, policy and procedure development, security designs, training programs and assessments. Provides analytical, research and technical support to projects, producing solutions and documentation..

Minimum Education: A Bachelor's Degree or equivalent combination of formal education, experience

(nine years directly related experience) plus professional training and certifications per area(s) of discipline.

CONSULTANT II

Minimum/General Experience: This position requires a minimum of ten years of specialized experience within one or more security disciplines (e.g.; technical security systems design and integration, physical, information, personnel, operational, counterintelligence, antiterrorism, counterterrorism, counterdrug, computer security, surveillance, counter surveillance or surveillance detection, infrastructure protection, force protection and security force management, technology protection, or industrial security programs). Requires subject matter expertise and hands-on experience in one or more security disciplines and experience establishing and implementing complex government or industrial security programs. Requires good writing and communication skills.

Functional Responsibility: Perform and or manage security services in one or more of the specialized security areas, applying management principles and proven problem solving techniques and producing finished documentation; e.g., reports, special studies, policy and procedure development, security designs, training programs and assessments. Provides analytical, research and technical support to projects, producing solutions and documentation. Develop and monitor project tasks and schedules. Manages projects and supervises other security consultants or specialists.

Minimum Education: A Bachelor's Degree or equivalent combination of formal education and experience (one year of directly related experience for each year of education plus minimum experience requirements). Professional training and certifications required per specific discipline(s).



CONSULTANT III

Minimum/General Experience: This position requires a minimum of fifteen years of specialized experience within one or more security disciplines (e.g.; technical, physical, information, personnel, operational, counterintelligence, antiterrorism, counterterrorism, counterdrug, computer security, surveillance, counter surveillance or surveillance detection, infrastructure protection, force protection and security force management, technology protection, or industrial security programs). Requires subject matter expertise and hands-on experience in one or more security disciplines and experience establishing and implementing complex government or industrial security programs. Requires good writing and communication skills.

Functional Responsibility: Perform and or manage security services in one or more of the specialized security areas, applying management principles and proven problem solving techniques and producing finished documentation; e.g., reports, special studies, policy and procedure development, security designs, training programs and assessments. Provides analytical, research and technical support to projects, producing solutions and documentation. Develops and monitors project tasks and schedules. Manages projects and supervises other security specialists and consultants.

Minimum Education: A Bachelor's Degree or equivalent combination of formal education and experience (twenty years directly related experience). Professional training and certifications required per specific discipline(s).



CONSULTANT IV

Minimum/General Experience: This position requires a minimum of twenty years of specialized experience within one or more security disciplines (e.g.; technical, physical, information, personnel, operational, counterintelligence, antiterrorism, counterterrorism, counterdrug, computer security, surveillance, counter surveillance or surveillance detection, infrastructure protection, force protection and security force management, technology protection, or industrial security programs). Requires subject matter expertise and hands-on experience in one or more security disciplines and experience establishing and implementing complex government or industrial security programs. Requires good writing and communication skills.

Functional Responsibility: Perform and or manage security services in one or more of the specialized security areas, applying management principles and proven problem solving techniques and producing finished documentation; e.g., reports, special studies, policy and procedure development, security designs, training programs and assessments. Provides analytical, research and technical support to projects, producing solutions and documentation. Develops and monitors project tasks and schedules. Manages projects and supervises other security specialists and consultants.

Minimum Education: A Master's Degree or equivalent combination of formal education and experience (twenty –two years directly related experience). Professional training and certifications required per specific discipline(s).



PRINCIPAL CONSULTANT

Minimum/General Experience: This position requires a minimum of twenty years of specialized experience within one or more security disciplines (e.g.; technical, physical, information, personnel, operational, counterintelligence, antiterrorism, counter terrorism, counter drug, computer security, surveillance, counter surveillance or surveillance detection, infrastructure protection, force protection and security force management, technology protection, or industrial security programs). Requires subject matter expertise and hands-on experience in one or more security disciplines and experience establishing and implementing complex government or industrial security programs. Requires good writing and communication skills.

Functional Responsibility: Perform and or manage security services in one or more of the specialized security areas, applying management principles and proven problem solving techniques and producing finished documentation; e.g., reports, special studies, policy and procedure development, security designs, training programs and assessments.

In conjunction with the provision of professional services, duties may include analysis of complex problems, definition of functional requirements, resource allocation, operations research, modeling and process analysis and design. Provides high level management support, supervision, research and technical support to projects and programs. Develops and monitors project tasks and schedules. Manages work of task or project teams.

Minimum Education: A Doctoral Degree or equivalent combination of formal education and experience (twenty –five years directly related experience). Professional training and certifications required per specific discipline(s).



PRICE LIST:

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