

# U.S District Court Eastern District of Texas

## Request for Quotation

RFQ number: 24-0001

Quotes due no later than: Thursday, December 21<sup>st</sup>, 2023, at 5:00 pm CST

Provide quotes to: Leslie Duecker at Leslie\_Duecker@txed.uscourts.gov

**The U.S. District Court, Eastern District of Texas is requesting quotes for temporary help services for the position listed below. This contract must comply with the Service Contract Labor Standards, 41 U.S.C. §§ 6701–6707.**

### POSITION INFORMATION

Position Title: Technical Writer III

#### JOB SUMMARY

Performs highly advanced technical writing work. Work involves coordinating the composition, organization, and editing of compiled information. Works under limited supervision with considerable latitude for the use of initiative and independent judgement. Consults with staff in the development process. Provides training and support to others. Performs other duties as assigned.

#### DETAILED JOB DUTIES

Responsible for writing a technical manual that will detail jury procedures that are unique to the Eastern District of Texas and comply with the Jury Act and policies in the Guide to Judiciary Policy. The completed technical manual will include the following categories and topics:

#### Jury Management System

- Obtaining accurate census data and uploading it into the Jury Management System,
- Managing the Jury Management System functions to refill the master and qualified wheels for a two-step court,
- Coordinating with procurement and vendors to mail out questionnaires and return envelopes,
- Managing an automated telephone hotline system to answer juror questions,
- Maintaining an online response system to collect juror responses,
- Manually entering questionnaire responses,
- Transferring jurors between divisions for those who have moved,
- Qualifying, disqualifying, exempting, permanently recusing, and temporarily excusing jurors,
- Preparing race and gender reports for the master qualified wheel,
- Creating pools for grand and petit jury panels,
- Summoning grand and petit jurors (including death penalty cases),
- Taking attendance for grand and petit jury panels (including death penalty cases),
- Conducting orientation for grand and petit jurors (including death penalty cases),
- Paying grand and petit jurors,

#### Reporting

- Preparing monthly statistical reports on attendance of grand and petit jurors, (including death penalty cases) for the Administrative Office (AO) and U.S. District Court judges,
- Ensuring tax forms are collected for jurors earning more than \$600 per year.

## **SCOPE OF WORK**

The U.S. District Court, Eastern District of Texas is soliciting quotes to obtain temporary help services for the position described above. The position will be limited to a maximum of 120 workdays. The U.S. District Court will provide contact information of qualified individuals for the position to the agency selected for award.

### **Timesheets**

The agency selected shall provide a weekly time sheet template for the individual to submit for approval by the individual's point of contact/approver, designated by the U.S. District Court, that reflects the total hours worked in a seven-day period, to include an itemized list of daily work duties.

### **Invoices**

The agency shall submit itemized invoices for payment directly to the contracting officer. Invoices shall be submitted on a weekly, bi-weekly, or monthly basis. The invoice shall indicate the full name of the temporary personnel, the hourly rate of pay received by the temporary personnel for each hour worked, the agreed-upon hourly rate paid to the agency, including markup percentage and the subsequent total billed hourly rate for each hour. The selected agency shall be responsible for all payroll withholding requirements and shall provide any and all benefits required by law to the temporary personnel. Temporary personnel shall remain the employee of the selected agency and shall not receive federal benefits.

### **Quotes**

Quote should be submitted by using the quote sheet provided herein, email your quote no later than the date and time specified above. Late quotes will not be considered unless the judiciary determines, at its own discretion, that considering the late quote is in the judiciary's best interest and will not unduly delay the procurement.

The U.S. District Court, Eastern District of Texas intends to make an award based on the **lowest priced, technically acceptable** quote. All items should be quoted as a **fixed price**. Payment terms will be considered **Net 30** unless more favorable terms are offered.

The period of performance will be **twelve months from award or until the maximum workdays is met**.

The place of performance will be virtual with a point of contact assigned by the U.S. District Court, Eastern District of Texas.

Sincerely,



Leslie Duecker  
Contracting Officer

**Quote Sheet for RFQ # 24-0001**

**Instructions for Quoter:**

Provide the information requested below:

<b>Company name:</b>	
<b>DUNS number or UEI:</b>	
<b>Discount terms, if other than Net 30:</b>	

**Instructions for Quoter:**

Fill in your Agency's fee per billed hour.

<b>Item</b>	<b>Description</b>	<b>Hourly Rate Paid to Temp. Personnel</b>	<b>Fee Per Hour charged by Temp. Agency</b>
1	Temp Help Services - Technical Writer III Position	\$46.50	

\_\_\_\_\_  
Vendor's Name

\_\_\_\_\_  
Vendor's Phone Number/Fax Number

\_\_\_\_\_  
Vendor's Street Address

\_\_\_\_\_  
Vendor's City, State, and Zip Code

\_\_\_\_\_  
Signature of Person Authorized to Sign Quote

\_\_\_\_\_  
Vendor Representative's Email Address

\_\_\_\_\_  
Printed or Typed Name of Signor

## SOLICITATION PROVISIONS

### Provision 3-5, Taxpayer Identification and Other Offeror Information (APR 2011)

(a) Definitions. "Taxpayer Identification (TIN)," as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the offeror in reporting income tax and other returns. The TIN may be either a social security number or an employer identification number.

(b) All offerors shall submit the information required in paragraphs (d) and (e) of this provision to comply with debt collection requirements of 31 U.S.C. §§ 7701(c) and 3325(d), reporting requirements of 26 U.S.C. §§ 6041, 6041A, and implementing regulations issued by the IRS. If the resulting contract is subject to the payment reporting requirements, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) The TIN may be used by the government to collect and report on any delinquent amounts arising out of the offeror's relationship with the government (31 U.S.C. § 7701(c)(3)). If the resulting contract is subject to payment recording requirements, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

(d) Taxpayer Identification Number (TIN): \_\_\_\_\_

TIN has been applied for.

TIN is not required, because:

Offeror is a nonresident alien, foreign corporation or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;

Offeror is an agency or instrumentality of a foreign government;

Offeror is an agency or instrumentality of the federal government.

(e) Type of Organization:

sole proprietorship;

partnership;

corporate entity (not tax-exempt);

corporate entity (tax-exempt);

government entity (federal, state or local);

foreign government;

international organization per 26 CFR 1.6049-4;

other

(f) Contractor representations. The offeror represents as part of its offer that it is [ \_\_\_ ], is not [ \_\_\_ ] 51% owned and the management and daily operations are controlled by one or more members of the selected socio-economic group(s) below:

Women Owned Business

Minority Owned Business (if selected then one sub-type is required)

Black American Owned

Hispanic American Owned

Native American Owned (American Indians, Eskimos, Aleuts, or Native Hawaiians)

Asian-Pacific American Owned (persons with origins from Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Japan, China, Taiwan, Laos, Cambodia (Kampuchea), Vietnam, Korea, The Philippines, U.S. Trust Territory of the Pacific Islands (Republic of Palau), Republic of the Marshall Islands, Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, Guam, Samoa, Macao, Hong Kong, Fiji, Tonga, Kiribati, Tuvalu, or Nauru)

- [ ] Subcontinent Asian (Asian-Indian) American Owned (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal)  
 [ ] Individual/concern, other than one of the preceding.

(end)

**Provision B-1, Solicitation Provisions Incorporated by Reference (SEP 2010)**

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this address: <http://www.uscourts.gov/procurement.aspx>.

(end)

The following provisions marked with an 'X' are incorporated by reference:

	2-15	Warranty Information (JAN 2003)
	2-70	Site Visit (JAN 2003)
	2-85A	Evaluation Inclusive of Options (JAN 2003)
	2-85B	Evaluation Inclusive of Options (JAN 2003)
	2-85C	Evaluation of Options Exercised at Time of Contract Award (JAN 2003)
X	3-185	Evaluation of Compensation for Professional Employees (JAN 2003)
	4-155	Alternate Awards (JUN 2014)
	4-165	Price Proposal Instruction – Multi-Year Contract (JUN 2014)

**CONTRACT CLAUSES**

Applicable to both the solicitation and contract

**Clause 7-10, Contractor Representative (JAN 2003)**

(a) The contractor's representative to be contacted for all contract administration matters is as follows (contractor complete the information):

- Name:**
- Address:**
- Telephone:**
- E-mail:**
- Fax:**

(b) The contractor's representative shall act as the central point of contact with the judiciary, shall be responsible for all contract administration issues relative to this contract, and shall have full authority to act for and legally bind the contractor on all such issues.

(end)

**Clause B-5, Clauses Incorporated by Reference (SEP 2010)**

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address: <http://www.uscourts.gov/procurement.aspx>.

(end)

The following clauses marked with an 'X' are incorporated by reference:

X	1-1	Employment by Government (JAN 2003)
X	1-15	Disclosure of Contractor Information to the Public (AUG 2004)
	2-5B	Inspection of Services (APR 2013)
	2-20A	Incorporation of Warranty (JAN 2003)
	2-40B	Delivery of Excess Quantities (JAN 2003)
	2-50	Continuity of Services (JAN 2003)
X	2-55	Privacy or Security of Safeguards (JAN 2003)
X	2-60	Stop-Work Order (JAN 2010)
X	2-80	Judiciary Property (JAN 2003)
	2-90C	Option to Extend Services (APR 2013)
	2-90D	Option to Extend the Term of the Contract (APR 2013)
	2-110	Option to Purchase Equipment (JAN 2003)
X	2-120	Submission of Invoice (OCT 2006)
	2-125	Security for Advance Payment (APR 2013)
	2-130	Energy Efficiency in Energy-Consuming Products (APR 2013)
	2-135	Acquisition of EPEAT®-Registered Personal Computer Products (MAR 2019)
	2-140	Judiciary IT Security Standards (APR 2013)
	3-1	Contractor Use of Mandatory Sources of Products or Services (JUN 2012)
X	3-3	Provisions, Clauses, Terms and Conditions - Small Purchases (JUN 2014)
X	3-5	Taxpayer Identification and Other Offeror Information (APR 2011)
X	3-160	Service Contract Labor Standards
X	3-180	Fair Labor Standards Act and Service Contract Labor Standards-Price Adjustments
	3-200	Service Contract Labor Standards-Place of Performance Unknown
	4-150	Cancellation Under Multi-Year Contracts (JUN 2014)
	5-1	Payments under Personal and Professional Services Contracts (APR 2013)
	5-30	Authorization and Consent (JAN 2003)
	5-30	Alternate I (JAN 2003)
	6-10	Deposit of Assets Requirements (APR 2013)
	6-15	Deposit of Assets Instead of Surety Bonds (JAN 2003)
	6-65	Rights in Data – Special Works (JAN 2010)
	6-75	Rights to Data in an Offer (APR 2013)
	6-80	Rights in Data – Existing Works (JAN 2010)
	6-90	Notice and Assistance Regarding Patent and Copyright Infringement (APR 2010)
	6-110	Deferred Ordering of Technical Data or Computer Software (JUN 2014)
X	7-1	Contract Administration (JAN 2003)
X	7-5	Contracting Officer's Representative (APR 2013)
X	7-15	Observance of Regulations/Standards of Conduct (JAN 2003)
X	7-25	Indemnification (AUG 2004)
X	7-30	Public Use of the Name of the Federal Judiciary (JUN 2014)
X	7-35	Disclosure or Use of Information
X	7-40	Judiciary-Contractor Relationships
	7-45	Travel (APR 2013)
	7-55	Contractor Use of Judiciary Networks (JUN 2014)
	7-95	Contractor Inspection Requirements (JAN 2003)
X	7-115	Availability of Funds (JAN 2003)
X	7-135	Payments (APR 2013)
X	7-200	Judiciary Delay of Work (JAN 2003)
X	7-215	Notification of Ownership Changes (JAN 2003)

## TERMS AND CONDITIONS

The following judiciary terms and conditions are incorporated into this request and will be included in the resulting order.

1. Clause B-5, Clauses Incorporated by Reference (SEP 2010)(DEVIATION)

Upon request, the contracting officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address: <http://www.uscourts.gov/procurement.aspx>.

No.	Title	Date
[ X ] Clause 3-3 2014	Provisions, Clauses, Terms and Conditions - Small purchases	JUN
[ ] Clause 3-175 2012	Fair Labor Standards Act and Service Contract Act –Price Adjustment Multiple Year and Option Contracts	JUN
[ ] Clause 3-300 2013	Registration in the System for Award Management (SAM)	APR
[ ] Clause 3-305 2013	Payment by Electronic Funds Transfer – System for Award Management (SAM) Registration	APR
[ ] Clause 3-310 2013	Payment by Electronic Funds Transfer – Other Than System for Award Management (SAM) Registration (applies only if Clauses 3-300 and 3-305 do not apply)	APR
[ ] Clause 6-20 2011	Insurance – Work on or Within a Judiciary Facility	APR
[ ] Clause 7-55 2014	Contractor Use of Judiciary Networks	JUN
[ ] Clause 7-65 2013	Protection of Judiciary Buildings, Equipment and Vegetation	APR
[ ] Clause 7-115 2003	Availability of Funds	JAN

2. The following full text clauses apply if indicated:

\_\_\_\_ Clause 2-90C, Option to Extend Services (APR 2013)

The judiciary may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The contracting officer may exercise the option by written notice to the contractor no later than calendar days prior to the contract's current expiration date *[insert the period of time within which the contracting officer may exercise the option]*.

(end)

\_\_\_\_\_ Clause 2-90D Option to Extend the Term of the Contract (APR 2013)

(a) The judiciary may extend the term of this contract by written notice to the contractor no later than \_\_\_\_\_ calendar days prior to the contract's current expiration date [*insert the period of time within which the contracting officer may exercise the option*]; provided that the judiciary gives the contractor a preliminary written notice of its intent to extend at least \_\_\_\_\_ calendar days [60 days unless a different number of days is inserted] before the contract expires. The preliminary notice does not commit the judiciary to an extension.

(b) If the judiciary exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed \_\_\_\_\_ (*months*) (*years*).

(end)

<p style="text-align: center;">"REGISTER OF WAGE DETERMINATIONS UNDER THE SERVICE CONTRACT ACT</p> <p>By direction of the Secretary of Labor</p>          <p>Daniel W. Simms Director</p>	<p style="text-align: center;">U.S. DEPARTMENT OF LABOR EMPLOYMENT STANDARDS ADMINISTRATION WAGE AND HOUR DIVISION WASHINGTON D.C. 20210</p>          <p>Wage Determination No.: 2015-5257 Revision No.: 21 Date Of Last Revision: 07/12/2023</p>
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Note: Contracts subject to the Service Contract Act are generally required to pay at least the applicable minimum wage rate required under Executive Order 14026 or Executive Order 13658.

<p>If the contract is entered into on or after January 30, 2022, or the contract is renewed or extended (e.g., an option is exercised) on or after January 30, 2022:</p>	<p>Executive Order 14026 generally applies to the contract. The contractor must pay all covered workers at least \$16.20 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract in 2023.</p>
<p>If the contract was awarded on or between January 1, 2015 and January 29, 2022, and the contract is not renewed or extended on or after January 30, 2022:</p>	<p>Executive Order 13658 generally applies to the contract. The contractor must pay all covered workers at least \$12.15 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract in 2023.</p>

The applicable Executive Order minimum wage rate will be adjusted annually. Additional information on contractor requirements and worker protections under the Executive Orders is available at [www.dol.gov/whd/govcontracts](http://www.dol.gov/whd/govcontracts).

State: Texas

Area: Texas County of Smith

\*\*Fringe Benefits Required Follow the Occupational Listing\*\*

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		15.29***
01012 - Accounting Clerk II		17.18
01013 - Accounting Clerk III		19.21
01020 - Administrative Assistant		26.46
01035 - Court Reporter		19.51
01041 - Customer Service Representative I		13.81***
01042 - Customer Service Representative II		15.07***
01043 - Customer Service Representative III		16.93
01051 - Data Entry Operator I		13.71***
01052 - Data Entry Operator II		14.96***
01060 - Dispatcher, Motor Vehicle		21.36
01070 - Document Preparation Clerk		15.54***
01090 - Duplicating Machine Operator		15.54***
01111 - General Clerk I		13.72***
01112 - General Clerk II		14.97***
01113 - General Clerk III		16.82

01120 - Housing Referral Assistant	21.76
01141 - Messenger Courier	13.20***
01191 - Order Clerk I	16.04***
01192 - Order Clerk II	17.50
01261 - Personnel Assistant (Employment) I	17.00
01262 - Personnel Assistant (Employment) II	19.01
01263 - Personnel Assistant (Employment) III	21.19
01270 - Production Control Clerk	21.98
01290 - Rental Clerk	15.55***
01300 - Scheduler, Maintenance	17.45
01311 - Secretary I	17.45
01312 - Secretary II	19.51
01313 - Secretary III	21.76
01320 - Service Order Dispatcher	17.47
01410 - Supply Technician	26.46
01420 - Survey Worker	18.15
01460 - Switchboard Operator/Receptionist	13.89***
01531 - Travel Clerk I	15.62***
01532 - Travel Clerk II	16.79
01533 - Travel Clerk III	18.02
01611 - Word Processor I	15.54***
01612 - Word Processor II	17.45
01613 - Word Processor III	19.51
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	21.58
05010 - Automotive Electrician	23.04
05040 - Automotive Glass Installer	20.93
05070 - Automotive Worker	22.02
05110 - Mobile Equipment Servicer	18.52
05130 - Motor Equipment Metal Mechanic	22.99
05160 - Motor Equipment Metal Worker	20.93
05190 - Motor Vehicle Mechanic	22.99
05220 - Motor Vehicle Mechanic Helper	17.27
05250 - Motor Vehicle Upholstery Worker	19.82
05280 - Motor Vehicle Wrecker	20.93
05310 - Painter, Automotive	24.22
05340 - Radiator Repair Specialist	20.93
05370 - Tire Repairer	14.04***
05400 - Transmission Repair Specialist	22.99
07000 - Food Preparation And Service Occupations	
07010 - Baker	12.83***
07041 - Cook I	12.83***
07042 - Cook II	15.01***
07070 - Dishwasher	10.83***
07130 - Food Service Worker	11.66***
07210 - Meat Cutter	14.42***
07260 - Waiter/Waitress	9.86***
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	19.56
09040 - Furniture Handler	11.86***
09080 - Furniture Refinisher	19.90
09090 - Furniture Refinisher Helper	14.54***
09110 - Furniture Repairer, Minor	17.10
09130 - Upholsterer	19.90
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	13.59***
11060 - Elevator Operator	12.47***
11090 - Gardener	19.97
11122 - Housekeeping Aide	12.47***
11150 - Janitor	12.47***
11210 - Laborer, Grounds Maintenance	14.83***
11240 - Maid or Houseman	11.43***
11260 - Pruner	13.05***
11270 - Tractor Operator	18.25
11330 - Trail Maintenance Worker	14.83***

11360 - Window Cleaner	14.17***
12000 - Health Occupations	
12010 - Ambulance Driver	19.21
12011 - Breath Alcohol Technician	21.20
12012 - Certified Occupational Therapist Assistant	37.61
12015 - Certified Physical Therapist Assistant	36.41
12020 - Dental Assistant	19.08
12025 - Dental Hygienist	37.73
12030 - EKG Technician	32.14
12035 - Electroneurodiagnostic Technologist	32.14
12040 - Emergency Medical Technician	19.21
12071 - Licensed Practical Nurse I	18.96
12072 - Licensed Practical Nurse II	21.20
12073 - Licensed Practical Nurse III	23.64
12100 - Medical Assistant	16.52
12130 - Medical Laboratory Technician	23.71
12160 - Medical Record Clerk	18.21
12190 - Medical Record Technician	20.36
12195 - Medical Transcriptionist	17.87
12210 - Nuclear Medicine Technologist	46.61
12221 - Nursing Assistant I	12.29***
12222 - Nursing Assistant II	13.82***
12223 - Nursing Assistant III	15.08***
12224 - Nursing Assistant IV	16.94
12235 - Optical Dispenser	17.72
12236 - Optical Technician	18.96
12250 - Pharmacy Technician	17.85
12280 - Phlebotomist	15.22***
12305 - Radiologic Technologist	30.87
12311 - Registered Nurse I	25.82
12312 - Registered Nurse II	31.58
12313 - Registered Nurse II, Specialist	31.58
12314 - Registered Nurse III	38.19
12315 - Registered Nurse III, Anesthetist	38.19
12316 - Registered Nurse IV	45.78
12317 - Scheduler (Drug and Alcohol Testing)	26.28
12320 - Substance Abuse Treatment Counselor	24.24
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	20.87
13012 - Exhibits Specialist II	25.86
13013 - Exhibits Specialist III	31.63
13041 - Illustrator I	24.95
13042 - Illustrator II	30.91
13043 - Illustrator III	36.18
13047 - Librarian	31.56
13050 - Library Aide/Clerk	15.76***
13054 - Library Information Technology Systems Administrator	27.42
13058 - Library Technician	19.91
13061 - Media Specialist I	19.78
13062 - Media Specialist II	22.13
13063 - Media Specialist III	24.67
13071 - Photographer I	17.79
13072 - Photographer II	19.89
13073 - Photographer III	24.66
13074 - Photographer IV	30.15
13075 - Photographer V	36.48
13090 - Technical Order Library Clerk	18.71
13110 - Video Teleconference Technician	21.59
14000 - Information Technology Occupations	
14041 - Computer Operator I	18.81
14042 - Computer Operator II	21.04
14043 - Computer Operator III	23.46
14044 - Computer Operator IV	26.21
14045 - Computer Operator V	29.02

14071 - Computer Programmer I	(see 1)	
14072 - Computer Programmer II	(see 1)	
14073 - Computer Programmer III	(see 1)	
14074 - Computer Programmer IV	(see 1)	
14101 - Computer Systems Analyst I	(see 1)	
14102 - Computer Systems Analyst II	(see 1)	
14103 - Computer Systems Analyst III	(see 1)	
14150 - Peripheral Equipment Operator		18.81
14160 - Personal Computer Support Technician		26.21
14170 - System Support Specialist		28.88
15000 - Instructional Occupations		
15010 - Aircrew Training Devices Instructor (Non-Rated)		35.04
15020 - Aircrew Training Devices Instructor (Rated)		41.90
15030 - Air Crew Training Devices Instructor (Pilot)		46.09
15050 - Computer Based Training Specialist / Instructor		35.04
15060 - Educational Technologist		30.46
15070 - Flight Instructor (Pilot)		46.09
15080 - Graphic Artist		22.70
15085 - Maintenance Test Pilot, Fixed, Jet/Prop		42.59
15086 - Maintenance Test Pilot, Rotary Wing		42.59
15088 - Non-Maintenance Test/Co-Pilot		42.59
15090 - Technical Instructor		22.61
15095 - Technical Instructor/Course Developer		27.44
15110 - Test Proctor		18.16
15120 - Tutor		18.16
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations		
16010 - Assembler		11.23***
16030 - Counter Attendant		11.23***
16040 - Dry Cleaner		14.31***
16070 - Finisher, Flatwork, Machine		11.23***
16090 - Presser, Hand		11.23***
16110 - Presser, Machine, Drycleaning		11.23***
16130 - Presser, Machine, Shirts		11.23***
16160 - Presser, Machine, Wearing Apparel, Laundry		11.23***
16190 - Sewing Machine Operator		15.22***
16220 - Tailor		16.31
16250 - Washer, Machine		12.32***
19000 - Machine Tool Operation And Repair Occupations		
19010 - Machine-Tool Operator (Tool Room)		23.06
19040 - Tool And Die Maker		27.91
21000 - Materials Handling And Packing Occupations		
21020 - Forklift Operator		17.26
21030 - Material Coordinator		21.98
21040 - Material Expediter		21.98
21050 - Material Handling Laborer		18.17
21071 - Order Filler		14.83***
21080 - Production Line Worker (Food Processing)		17.26
21110 - Shipping Packer		16.86
21130 - Shipping/Receiving Clerk		16.86
21140 - Store Worker I		12.94***
21150 - Stock Clerk		19.05
21210 - Tools And Parts Attendant		17.26
21410 - Warehouse Specialist		17.26
23000 - Mechanics And Maintenance And Repair Occupations		
23010 - Aerospace Structural Welder		36.43
23019 - Aircraft Logs and Records Technician		28.84
23021 - Aircraft Mechanic I		34.78
23022 - Aircraft Mechanic II		36.43
23023 - Aircraft Mechanic III		38.14
23040 - Aircraft Mechanic Helper		24.18
23050 - Aircraft, Painter		32.97
23060 - Aircraft Servicer		28.84
23070 - Aircraft Survival Flight Equipment Technician		32.97
23080 - Aircraft Worker		30.94
23091 - Aircrew Life Support Equipment (ALSE) Mechanic		30.94

I	
23092 - Aircrew Life Support Equipment (ALSE) Mechanic	34.78
II	
23110 - Appliance Mechanic	21.89
23120 - Bicycle Repairer	18.31
23125 - Cable Splicer	26.09
23130 - Carpenter, Maintenance	18.99
23140 - Carpet Layer	21.42
23160 - Electrician, Maintenance	24.03
23181 - Electronics Technician Maintenance I	28.40
23182 - Electronics Technician Maintenance II	29.93
23183 - Electronics Technician Maintenance III	32.27
23260 - Fabric Worker	19.96
23290 - Fire Alarm System Mechanic	23.46
23310 - Fire Extinguisher Repairer	18.31
23311 - Fuel Distribution System Mechanic	24.15
23312 - Fuel Distribution System Operator	18.37
23370 - General Maintenance Worker	17.70
23380 - Ground Support Equipment Mechanic	34.78
23381 - Ground Support Equipment Servicer	28.84
23382 - Ground Support Equipment Worker	30.94
23391 - Gunsmith I	18.31
23392 - Gunsmith II	21.42
23393 - Gunsmith III	24.07
23410 - Heating, Ventilation And Air-Conditioning Mechanic	23.08
23411 - Heating, Ventilation And Air Contidioning Mechanic (Research Facility)	24.18
23430 - Heavy Equipment Mechanic	25.36
23440 - Heavy Equipment Operator	20.65
23460 - Instrument Mechanic	24.07
23465 - Laboratory/Shelter Mechanic	22.82
23470 - Laborer	18.17
23510 - Locksmith	22.82
23530 - Machinery Maintenance Mechanic	27.66
23550 - Machinist, Maintenance	22.42
23580 - Maintenance Trades Helper	14.55***
23591 - Metrology Technician I	24.07
23592 - Metrology Technician II	25.22
23593 - Metrology Technician III	26.39
23640 - Millwright	24.07
23710 - Office Appliance Repairer	18.45
23760 - Painter, Maintenance	17.50
23790 - Pipefitter, Maintenance	24.90
23810 - Plumber, Maintenance	23.61
23820 - Pneudraulic Systems Mechanic	24.07
23850 - Rigger	24.07
23870 - Scale Mechanic	21.42
23890 - Sheet-Metal Worker, Maintenance	22.12
23910 - Small Engine Mechanic	21.42
23931 - Telecommunications Mechanic I	26.26
23932 - Telecommunications Mechanic II	27.51
23950 - Telephone Lineman	31.33
23960 - Welder, Combination, Maintenance	22.42
23965 - Well Driller	24.07
23970 - Woodcraft Worker	24.07
23980 - Woodworker	18.31
24000 - Personal Needs Occupations	
24550 - Case Manager	17.14
24570 - Child Care Attendant	11.05***
24580 - Child Care Center Clerk	13.77***
24610 - Chore Aide	11.05***
24620 - Family Readiness And Support Services Coordinator	17.14
24630 - Homemaker	17.53

25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	22.92
25040 - Sewage Plant Operator	20.13
25070 - Stationary Engineer	22.92
25190 - Ventilation Equipment Tender	15.57***
25210 - Water Treatment Plant Operator	20.13
27000 - Protective Service Occupations	
27004 - Alarm Monitor	19.77
27007 - Baggage Inspector	15.41***
27008 - Corrections Officer	23.20
27010 - Court Security Officer	25.85
27030 - Detection Dog Handler	17.23
27040 - Detention Officer	23.20
27070 - Firefighter	25.16
27101 - Guard I	15.41***
27102 - Guard II	17.23
27131 - Police Officer I	28.35
27132 - Police Officer II	31.51
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	14.96***
28042 - Carnival Equipment Repairer	16.37
28043 - Carnival Worker	10.70***
28210 - Gate Attendant/Gate Tender	17.16
28310 - Lifeguard	13.54***
28350 - Park Attendant (Aide)	19.20
28510 - Recreation Aide/Health Facility Attendant	14.00***
28515 - Recreation Specialist	22.86
28630 - Sports Official	15.28***
28690 - Swimming Pool Operator	21.99
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	23.44
29020 - Hatch Tender	23.44
29030 - Line Handler	23.44
29041 - Stevedore I	21.86
29042 - Stevedore II	24.97
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	43.06
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	29.69
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	32.70
30021 - Archeological Technician I	20.07
30022 - Archeological Technician II	22.40
30023 - Archeological Technician III	27.75
30030 - Cartographic Technician	27.75
30040 - Civil Engineering Technician	23.51
30051 - Cryogenic Technician I	27.88
30052 - Cryogenic Technician II	30.80
30061 - Drafter/CAD Operator I	20.07
30062 - Drafter/CAD Operator II	22.40
30063 - Drafter/CAD Operator III	24.97
30064 - Drafter/CAD Operator IV	30.73
30081 - Engineering Technician I	17.56
30082 - Engineering Technician II	19.70
30083 - Engineering Technician III	22.03
30084 - Engineering Technician IV	27.30
30085 - Engineering Technician V	33.40
30086 - Engineering Technician VI	40.41
30090 - Environmental Technician	25.17
30095 - Evidence Control Specialist	25.17
30210 - Laboratory Technician	22.65
30221 - Latent Fingerprint Technician I	27.88
30222 - Latent Fingerprint Technician II	30.80
30240 - Mathematical Technician	27.75
30361 - Paralegal/Legal Assistant I	19.49
30362 - Paralegal/Legal Assistant II	24.15
30363 - Paralegal/Legal Assistant III	29.54

30364 - Paralegal/Legal Assistant IV	35.75
30375 - Petroleum Supply Specialist	30.80
30390 - Photo-Optics Technician	27.75
30395 - Radiation Control Technician	30.80
30461 - Technical Writer I	25.17
30462 - Technical Writer II	30.80
30463 - Technical Writer III	37.25
30491 - Unexploded Ordnance (UXO) Technician I	27.37
30492 - Unexploded Ordnance (UXO) Technician II	33.11
30493 - Unexploded Ordnance (UXO) Technician III	39.69
30494 - Unexploded (UXO) Safety Escort	27.37
30495 - Unexploded (UXO) Sweep Personnel	27.37
30501 - Weather Forecaster I	27.88
30502 - Weather Forecaster II	33.91
30620 - Weather Observer, Combined Upper Air Or Surface Programs	(see 2) 24.97
30621 - Weather Observer, Senior	(see 2) 25.23
31000 - Transportation/Mobile Equipment Operation Occupations	
31010 - Airplane Pilot	33.11
31020 - Bus Aide	13.87***
31030 - Bus Driver	20.36
31043 - Driver Courier	17.61
31260 - Parking and Lot Attendant	11.85***
31290 - Shuttle Bus Driver	18.09
31310 - Taxi Driver	12.77***
31361 - Truckdriver, Light	19.27
31362 - Truckdriver, Medium	21.00
31363 - Truckdriver, Heavy	21.97
31364 - Truckdriver, Tractor-Trailer	21.97
99000 - Miscellaneous Occupations	
99020 - Cabin Safety Specialist	16.14***
99030 - Cashier	11.05***
99050 - Desk Clerk	11.19***
99095 - Embalmer	27.37
99130 - Flight Follower	27.37
99251 - Laboratory Animal Caretaker I	12.21***
99252 - Laboratory Animal Caretaker II	13.37***
99260 - Marketing Analyst	30.68
99310 - Mortician	27.37
99410 - Pest Controller	18.98
99510 - Photofinishing Worker	14.89***
99710 - Recycling Laborer	17.47
99711 - Recycling Specialist	21.49
99730 - Refuse Collector	15.46***
99810 - Sales Clerk	13.65***
99820 - School Crossing Guard	15.04***
99830 - Survey Party Chief	23.31
99831 - Surveying Aide	13.96***
99832 - Surveying Technician	17.89
99840 - Vending Machine Attendant	21.03
99841 - Vending Machine Repairer	26.92
99842 - Vending Machine Repairer Helper	21.03

\*\*\*Workers in this classification may be entitled to a higher minimum wage under Executive Order 14026 (\$16.20 per hour) or 13658 (\$12.15 per hour). Please see the Note at the top of the wage determination for more information. Please also note that the minimum wage requirements of Executive Order 14026 and 13658 are not currently being enforced as to contracts or contract-like instruments entered into with the federal government in connection with seasonal recreational services or seasonal recreational equipment rental for the general public on federal lands.

Note: Executive Order (EO) 13706, Establishing Paid Sick Leave for Federal Contractors, applies to all contracts subject to the Service Contract Act for which the contract is awarded (and any solicitation was issued) on or after January 1, 2017. If this contract is covered by the EO, the contractor must provide employees with 1 hour of paid sick leave for every 30 hours they work, up to 56 hours of paid sick leave each year. Employees must be permitted to use paid sick leave for their own illness, injury or other health-related needs, including preventive care; to assist a family member (or person who is like family to the employee) who is ill, injured, or has other health-related needs, including preventive care; or for reasons resulting from, or to assist a family member (or person who is like family to the employee) who is the victim of, domestic violence, sexual assault, or stalking. Additional information on contractor requirements and worker protections under the EO is available at [www.dol.gov/whd/govcontracts](http://www.dol.gov/whd/govcontracts).

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$4.98 per hour, up to 40 hours per week, or \$199.20 per week or \$863.20 per month

HEALTH & WELFARE EO 13706: \$4.57 per hour, up to 40 hours per week, or \$182.80 per week, or \$792.13 per month\*

\*This rate is to be used only when compensating employees for performance on an SCA-covered contract also covered by EO 13706, Establishing Paid Sick Leave for Federal Contractors. A contractor may not receive credit toward its SCA obligations for any paid sick leave provided pursuant to EO 13706.

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor, 3 weeks after 5 years, and 4 weeks after 15 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 eleven paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Juneteenth National Independence 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 4.174)

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

1) COMPUTER EMPLOYEES: This wage determination does not apply to any individual employed in a bona fide executive, administrative, or professional capacity, as defined in 29 C.F.R. Part 541. (See 41 C.F.R. 6701(3)). Because most Computer Systems Analysts and Computer Programmers who are paid at least \$27.63 per hour (or at least \$684 per week if paid on a salary or fee basis) likely qualify as exempt computer professionals under 29 U.S.C. 213(a)(1) and 29 U.S.C. 213(a)(17), this wage determination may not include wage rates for all occupations within those job families. In such instances, a conformance will be necessary if there are nonexempt employees in these job families working on the contract.

Job titles vary widely and change quickly in the computer industry, and are not determinative of whether an employee is an exempt computer professional. To be exempt, computer employees who satisfy the compensation requirements must also have a primary duty that 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).

Any computer employee who meets the applicable compensation requirements and the above duties test qualifies as an exempt computer professional under both section 13(a)(1) and section 13(a)(17) of the Fair Labor Standards Act. (Field Assistance Bulletin No. 2006-3 (Dec. 14, 2006)). Accordingly, this wage determination will not apply to any exempt computer employee regardless of which of these two exemptions is utilized.

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 re-grading 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.

**\*\* SERVICE CONTRACT ACT DIRECTORY OF OCCUPATIONS \*\***

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition (Revision 1), dated September 2015, unless otherwise indicated.

**\*\* 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 (See 29 CFR 4.6(b)(2)(i)). Such conforming procedures shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees (See 29 CFR 4.6(b)(2)(ii)). The Wage and Hour Division shall make a final determination of conformed classification, wage rate, and/or fringe benefits which shall be paid to all employees performing in the classification from the first day of work on which contract work is performed by them in the classification. Failure to pay such unlisted employees the compensation agreed upon by the interested parties and/or fully determined by the Wage and Hour Division retroactive to the date such class of employees commenced contract work shall be a violation of the Act and this contract. (See 29 CFR 4.6(b)(2)(v)). 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 the 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 U.S. Department of Labor, Wage and Hour Division, for review (See 29 CFR 4.6(b)(2)(ii)).
- 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 Division's decision to the contractor.

6) Each affected employee shall be furnished by the contractor with a written copy of such determination or it shall be posted as a part of the wage determination (See 29 CFR 4.6(b)(2)(iii)).

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"" should be used to compare job definitions to ensure 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 (See 29 CFR 4.152(c)(1))."