



ISS Action - *The Gold Standard of Security*



The Gold Standard of Security

**General Service Administration
Federal Supply Service**

Authorized Federal Supply Schedule Catalogue of Services

**Multiple Award Schedule
Specialty Item Number
SIN 561612
Guard Services**





Contract Number GS-07F-072GA

Contractor: ISS Action, Inc.
204 East McKenzie
Suite E6
Punta Gorda, FL 33950

Contract Period: February 21, 2022- February 20, 2027

Contract Administrator: Pamela Newman
CEO
pnewman@issaction.com
Tel: (718) 978-3000
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Contractor Information: Business Size: Other than Small
NAICS: 561612
DUNS: 166084541
Top Secret Facility Clearance



Customer Information:

1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)

SIN	DESCRIPTION
561612	Protective Service Occupations Including Security Guards, Alarm Monitors, Baggage Inspectors, Corrections Officers, Court Security Officers, Detection Dog Handlers, Detention Officers, Categories to support Operation On-site of Security Functions, and other support and related categories

*includes Cooperative Purchasing and Recovery Purchasing (RC, STLOC)

1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN: N/A to services

1c. HOURLY RATES: (Services Only): Please see approved rates below.

2. MAXIMUM ORDER*: \$250,000

*Ordering activities may request a price reduction at any time before placing an order, establishing a BPA, or in conjunction with the annual BPA review. However, the ordering activity shall seek a price reduction when the order or BPA exceeds the simplified acquisition threshold. Schedule contractors are not required to pass on to all schedule users a price reduction extended only to an individual ordering activity for a specific order or BPA.

3. MINIMUM ORDER: \$100

4. GEOGRAPHIC COVERAGE: Domestic, 50 states, Washington, DC

5. POINT(S) OF PRODUCTION: N/A

6. DISCOUNT FROM LIST PRICES: GSA Net Prices are shown on the below GSA Pricelist. Negotiated discount/markup has been applied and the IFF has been added.

7. QUANTITY DISCOUNT(S): None – may be offered at the order level.

8. PROMPT PAYMENT TERMS: Net 30 days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9.a Government Purchase Cards must be accepted at or below the micro-purchase threshold.

9.b Government Purchase Cards are not accepted above the micro-purchase threshold.

10. FOREIGN ITEMS: None

11a. TIME OF DELIVERY: per task order

11b. EXPEDITED DELIVERY: per task order



- 11c. **OVERNIGHT AND 2-DAY DELIVERY:** per task order
- 11d. **URGENT REQUIREMENTS:** Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.
- 12. **FOB POINT:** N/A
- 13a. **ORDERING ADDRESS:** ISS Action, Inc.
204 East McKenzie, STE E6
Punta Gorda, FL 33950
- 13b. **ORDERING PROCEDURES:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in FAR 8.405-3
- 14. **PAYMENT ADDRESS:** ISS Action, Inc.
204 East McKenzie, STE E6
Punta Gorda, FL 33950
- 15. **WARRANTY PROVISION:** N/A to services
- 16. **EXPORT PACKING CHARGES:** N/A to Services
- 17. **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:** (any thresholds above the micro-purchase level may be inserted by contractor)
- 18. **TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE):** N/A
- 19. **TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE):** N/A
- 20. **TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE):** N/A
- 20a. **TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE):** N/A
- 21. **LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE):** N/A
- 22. **LIST OF PARTICIPATING DEALERS (IF APPLICABLE):** N/A
- 23. **PREVENTIVE MAINTENANCE (IF APPLICABLE):** N/A
- 24a. **SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants):** N/A
- 24b. **Section 508 Compliance for EIT:** as applicable
- 25. **DUNS NUMBER:** 166084541
- 26. **NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE:** Contractor has an Active Registration in the SAM database.



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OVERVIEW:

- Over 30 years of exceptional performance
- Eight Prime Federal Contracts and two subcontracts
- Highly-capable Prime Contractor currently working with CBP, DHS, ICE, NASA, DOD, DOT, DOI and CFPB
- Workforce presence (800+ FTEs)
- Award value (\$500M+)

Airline Clients:

Aer Lingus	JFK Synagogue
Air Jamaica	Lufthansa Skychefs
American	Mexicana
Airlines Avianca	Polar Air Cargo
British Airways	Swiss Air
Delta	Swiss World Cargo
Japan Airlines	

Construction Clients:

SKANSKA Construction
 Tishman Construction Corporation
 Turner Construction
 Tutor Perini Corporation

Currently licensed in:

Arizona, California, Connecticut, District of Columbia, Florida, Maryland, New Jersey, New Mexico, New York, North Carolina, Oklahoma, Pennsylvania, Texas, Virginia

KEY INFORMATION:

Certified WOB
 DUNS #: 166084541
 CAGE #: 3FE17
 NAICS #: 561612, 569901
 Facility Clearance: Top Secret
 GSA Schedule # GS-07F-072GA

Quick Facts:

- Founded in 1991
- Licensed in 14 states
- DCAA Approved Accounting process

Awards:

- NASA Exceptional Medal Award for Project Management in 2014
- US DOT Small Business Utilization Safety Award - 2011
- US Treasury Letter of Commendation
- US Treasury - US Border and Protection - Contraband Enforcement Team - Letter of Commendation - 1995
- Awarded STAR VPP Status - 2015 OSHA
- NASA Silver Medal Achievement Award 2016
- SBA Business Person of the Year - New York - 2017

Core Competencies Include:

- Armed security operations
- Unarmed guard services
- Aviation Screening Services
- Personnel Security including all Badge and ID Functions
- Extensive Aviation Security Experience
- Access Monitoring
- Traffic Control
- Locksmith services
- Mobile Patrol
- Access Control
- 24/7 Emergency Dispatch Center

FEDERAL CONTRACTS

US DOT/NYC DOT Brooklyn Bridge Rehabilitation Project - BRC-270C/P
 Total Value of Contract: \$24,329,450
 Total Personnel: 65
 Brooklyn & Manhattan, New York

Path Train - PANYNJ - 4600010452
 Total Value of Contract: \$420,410.60
 Total Personnel: 3 - Armed
 Newark, NJ & NY City

NASA Langley Research Center Protective & Security Services Contract - NNL17AA00C
 Total Value of Contract: \$18,360,094
 Total Personnel: 55 - Armed
 Hampton, Virginia

GSA Schedule Contracts:

USSOCOM ASGSS, US Army Contract - H92236-18-Q-4001
 Total Value of Contract: \$27,978,075
 Total Personnel: 69 - Armed
 Ft Bragg, North Carolina

Immigration and Customs Enforcement Contract, DHS- GS-07F-072GA
 Total Value of Contract: \$40,611,894
 Total Personnel: 62 - Armed
 Manhattan, New York

Southwest Border Ground Transportation Service- Custom Border Patrol, DHS-70B03C19A0000040/70B03C20 F0000047
 Total Value Contract: \$277,100,951
 Total Personnel: 539 - Armed
 Texas, Arizona, California, New Mexico

U.S. Geological Survey, Dept of Interior
 Total Value of Contract: \$20,250,498
 Total Personnel: 34 - Armed
 Reston, VA

Consumer Financial Protection Bureau, Federal Trade Commission - 140G0119F0472
 Total Value of Contract: \$12,203,473
 Total Personnel: 30 - Armed
 Washington, DC



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Introduction to ISS Action, Inc.

ISS Action is a full-service provider of security planning, personnel and services for government agencies, aviation clients, construction sites, commercial properties, and other public and private clients. ISS Action provides highly trained staff with the skills and experience to deter crime, mitigate risk and respond effectively to emergency situations. We support our security professionals with a 24/7 control center operation and close supervision by a management team with a combined 50 years of counter-terrorism, military, and law enforcement experience. ISS Action focuses on maintaining safe operations and effective project management. We have been honored with our acclaimed Project Management skills and awarded with the NASA Exceptional Medal for Project Management in August 2014. We have been lauded specifically for the tremendous safety advancements we have adapted into our standard practices. This commitment was recognized in 2011 when ISS Action received the US Department of Transportation's Small Business Safety Award for our Brooklyn Bridge Rehabilitation Project. Pamela Newman, ISS Action CEO, was named the *SBA Business Person of the Year 2017* from New York. This high honor from the SBA is representative of ISS Action's exceptional work on Federal government contracts with five different Federal Agencies.

Based on our management team's extensive combat, intelligence, and counter-terrorism experience, and our ability to perform comprehensive analysis of worldwide disasters, ISS Action has the capability to assess potential threats, implement Federal government contracts, develop strategies, and implement detailed plans for preparedness and disaster response.

The company was founded in 1991 to offer robust security services with a specialty in anti-terrorism. ISS Action's ability to plan and execute anti-terrorism programs sets it apart from other security companies. In 1993, ISS Action was awarded the US Customs Service Super Carrier Initiative Program. ISS Action assisted in narcotics interdiction aboard aircraft at Kennedy (JFK) and Newark (EWR) airports in the New York/New Jersey area. From 1993 to 1998, ISS Action worked with the US Customs' Contraband Enforcement Team (CET) and the US Department of Treasury to interdict narcotics at both airports. ISS Action won accolades from US Customs for its narcotics seizures and was honored by the CET with a Letter of Commendation. ISS Action has grown over 25 years to become a multi-million dollar broad-scoped provider of armed and unarmed guard services protecting critical Federal government locations, power plants and other critical infrastructure; security planning; government security services; security services for airport restricted areas; mobile patrols; access control systems; and security for construction sites, commercial properties, and other public and private clients.



Labor Category Description

561612- Protective Services Occupation

Labor Category:

Dispatcher

Supervisor

Minimum/General Experience:

Five (5) years of experience in an industrial security specialty to include such areas as Security Dispatcher/Coordinator, Access Control, Badge and Pass Operations, or other personnel security areas. Presents a positive and courteous image, superior communications skills, and the ability to communicate diplomatically and effectively. Although a security clearance is not required to perform in the labor category, these individuals may possess a clearance up to and including Secret.

Functional Responsibility:

Provides daily supervision and direction of staff that perform monitoring of intrusion detection systems, fire alarm systems and phone and in-person support to patrons that request emergency, computer and telecommunications help. These personnel serve as the first point of contact for providing personnel assistance required to sustain caller while coordinating the dispatch of and assurance that additional resources are in place to assist, and relieve caller of problems. Specialized experience includes: help desk that monitor intrusion and fire alarm, respond to emergency calls for help that uses a multi-server environment to receive, record, dispatch, and track problem calls processed with comprehensive knowledge of PC operating systems, e.g., DOS, Windows, as well as networking and mail standards and supervision of help desk employees.

Minimum Education:

AA/AS degree.

Minimum Certification:

Current State Emergency 911 Certification. CPR and First Aid certified.



Labor Category:

Dispatcher

Minimum/General Experience:

One (1) year of direct experience in emergency dispatch systems and procedures related to response to medical and fire emergencies. Must have a thorough understanding of CPR, First Aid and First Responder procedures. Must have excellent communications skills and able to type at least 40 WPM. Although a security clearance is not required to perform in the labor category, these individuals may possess a clearance up to and including Secret.

Functional Responsibility:

Operates communication equipment to receive incoming calls for assistance. Dispatches personnel and equipment to the scene of an emergency. Questions caller to determine the nature of the problem, type and number of personnel and equipment needed for response following established guidelines. Scans status charts and computer screens to determine available units. Monitors alarm system signals that indicate location of fire and other public safety emergencies. Operates two-way radio to relay instructions to fire, medical, police and other personnel. Maintains an automated, daily activity log recoding unannounced alarm activations, malfunctions, access control system malfunctions, and other incidents relative to the security of the respective site facility.

Minimum Education:

High School Diploma or GED.

Minimum Certification:

Current State Emergency 911 Certification. CPR and First Aid certified.

Labor Category:

Supervisor Captain

Minimum/General Experience:

Seven (7) years of experience and four years supervisory experience with a licensed private or public service security or police organization. Possesses a working knowledge of industrial safety, OSHA regulations, and hazardous materials. Able to organize shift schedules, interpret written policies, set priorities, and analyze complex issues. Reflects a personality and



temperament that promotes positive interactions with the public. Meets agency and State firearms qualification requirements semi-annually.

Functional Responsibility:

Manages physical security project planning, development, implementation, and monitoring. Oversees and reviews the application of physical security standards to functional control designs and security programs overseas and/or in the U.S. Serves as the supervisor for Lieutenants and performance reviewer for Sergeants. Prepares work schedules for Lieutenants, Sergeants, armed Security Officers and Dispatchers. Supervises the performance of assigned personnel, reviews shift logs and reports, provides written and oral instructions to security personnel. Reviews preliminary investigations conducted on shift and/or as assigned. Inspects equipment assigned to security personnel to include their physical appearance and uniform. Coordinates security vehicle and assigned equipment preventive maintenance and repairs. Prepares and presents oral presentations as needed. Monitors and supervises respective employee performance. Reviews all Armed Security Officer time sheets for accuracy prior to submission. Serves as the security police subject matter expert and functional supervisor for Security Officers.

Minimum Education:

BS/BA degree in Criminal Justice, Law Enforcement or a related field. AS/AA may be substituted with nine years of experience and five years supervisory experience with a licensed private or public service security or police organization.

Labor Category:

Training Coordinator

Minimum/General Experience:

Five (5) years of experience and three years training experience with a licensed private or public service security or police organization. Possesses training knowledge of industrial safety, OSHA regulations, and hazardous materials. Able to organize training schedules, interpret written



policies, set training priorities, and analyze training weaknesses. Reflects a personality and temperament that promotes positive interactions with the public. Meets agency and State firearms instructor qualification requirements and able to operate a firing range.

Functional Responsibility:

Manages the training program and the development, coordination and conduct of security training and briefings. Performs formal and informal Needs Assessments to determine training requirements. Schedules initial, annual and remedial training resources and students. Supervises maintenance of the training database, schedules, and coordinates security training classes and educational programs in connection with employee development and on-the-job training. Develops or evaluates for purchase commercial-off-the-shelf training modules and instructional materials. Develops and presents briefings on all aspects of the agency's technical and physical security programs to Government and contract personnel.

Minimum Education:

AS/AA degree in Criminal Justice, Law Enforcement or a related field. High School Diploma or GED may be substituted with six years of experience and four years supervisory experience with a licensed private or public service security or police organization.

Minimum Education:

High School Diploma or GED.

Labor Category:

Supervisor Lieutenant

Minimum/General Experience:

Five (5) years of experience and three years supervisory experience with a licensed private or public service security or police organization. Possesses a working knowledge of industrial safety, OSHA regulations, and hazardous materials. Able to organize shift schedules, interpret written policies, set priorities, and analyze complex issues. Reflects a personality and temperament that promotes positive interactions



with the public. Meets agency and State firearms qualification requirements semi-annually.

Functional Responsibility:

Supervises sergeants and security officers for physical security projects. Oversees and reviews the application of physical security standards to functional control designs and security programs overseas and/or in the U.S. Serves as the security police subject matter expert and functional supervisor for Sergeants and armed Security Officers to include security dispatchers. Prepares work schedules for armed Security Officers and Dispatchers. Supervises the performance of assigned personnel, reviews shift logs and reports, provides written and oral instructions to security personnel. Reviews preliminary investigations conducted on shift and/or as assigned. Inspects equipment assigned to security personnel to include their physical appearance and uniform. Coordinates security vehicle maintenance and repairs. Prepares and presents oral presentations as needed. Monitors and supervises respective employee performance. Reviews all armed Security Officer time sheets for accuracy prior to submission.

Minimum Education:

AS/AA degree in Criminal Justice, Law Enforcement or a related field. High School Diploma or GED may be substituted with six years of experience and four years supervisory experience with a licensed private or public service security or police organization.

Labor Category:

Supervisor Sergeant

Minimum/General Experience:

Three (3) years of experience with a licensed private or public service security or police organization. Able to interpret written policies, set priorities, and analyze problems. Reflects a personality and temperament that promotes positive interactions with the public. Meets agency and State firearms qualification requirements semi-annually.

Functional Responsibility:

Assigns and directs security officers for physical security projects. Oversees and reviews the



application of physical security standards to functional control designs and security programs overseas and/or in the U.S. Prepares daily work schedules for armed security personnel and directs the performance of subordinate personnel in the absence of the Shift Lieutenant. Reviews shift logs and reports, provides written and oral instructions to security personnel, and reports poor and below standards performance. Conducts preliminary investigations as assigned. Coordinates maintenance and repairs of intrusion detection and fire alarm systems. Accounts for all weapons, vehicles, communications equipment, keys and other shift equipment on assigned shift.

Minimum Education:

AS/AA degree in Criminal Justice, Law Enforcement or a related field. High School Diploma or GED may be substituted with five years of experience with a licensed private or public service security or police organization.

Labor Category:

Security Analyst I

Minimum/General Experience:

2 years of experience in disciplines as required by the task order. Specialized experience in development and functional analysis of complex security systems using qualitative and/or quantitative techniques to detect vulnerabilities and recommend enhancements to mitigate threats. Specific experience may include expertise in a full range of security areas such as: national security, terrorism, CBRNE, security force operations, electronic security systems, integrated security systems, and security force communications, physical security, threat, vulnerability and risk analysis, weapons effect mitigation, emergency planning and Continuity of Operations Plans.

Functional Responsibility:

Assists in security assessment and security survey teams to uncover security system vulnerabilities. Prepares reports and delivers presentations. Develops and maintains security response plans and procedures, coordinates support and inter-agency agreements.



Minimum Education: AS/AA in a field of study relevant to the work being performed or 5 years work experience.

Labor Category: **Security Officer II**

Minimum/General Experience: 3-5 years of experience in an industrial security specialty to include such areas as Security Dispatcher/Coordinator, Access Control, Badge and Pass Operations, or other personnel security areas. Must present a positive and courteous image, superior communications skills, and the ability to communicate diplomatically and effectively.

Functional Responsibility: Is responsible for administrative and coordination activities in support of the security services being provided. Responsibilities may include, but are not limited to coordinating with customer personnel to ensure the timely identification, processing, and deployment of cleared guards, surveillance technicians, and other security personnel; all routine aspects of the Badges and Pass process to ensure compliance with agency security; and access control policies and procedures. This individual may also be responsible for supervising and evaluating security staff.

Minimum Education: AA or High School Diploma/GED with at least 5 years of experience in personnel security including 2 years in a supervisory role.

Labor Category: **Security Officer I**

Minimum/General Experience: 2 years of experience in public security. Meets agency and state firearm qualifications for semi-automatic pistols and other types of weapons as required. Passes an annual physical fitness test and eye/ear exam. Presents a positive and courteous image. Reflects a personality and temperament to promote positive interactions with the public.

Functional Responsibility: Responds to intrusion alarms, fires, traffic control, domestic disturbances, crowd control, and other calls for service. Assists fire department,



ambulance and civilian police during emergency situations as directed. Conducts investigations of breaches of security and violations of procedures or policies and completes Incident Reports on all activities as required. Maintains pedestrian/vehicle access control, conducts escorts as directed, and conducts routine patrols and spot checks. Reports to proper authorities as deemed necessary. Issues temporary vehicle permits, and conducts visual inspections of decals, badges, and identification cards.

Minimum Education: High School Diploma/GED.

Labor Category: **Project Manager**

Minimum/General Experience: Proven, credentialed security professional. Extensive knowledge of physical security operations and advanced customer service skills. Current State Security Officer license/registration.

Functional Responsibility: On call 24/7 to respond quickly to client requests or concerns. Develops and manages high-impact physical security programs. Range of duties include ensuring smooth account start up/transitions; monitoring contract compliance; performing management audits of field operations; designing and delivering customized training solutions; scheduling personnel; managing billing, payroll, and expense aspects of customer accounts. The Project Manager ensures compliance with federal, state, and local laws/regulations; compliance with customer policies, procedures, and post orders; and with ISS Action policies and procedures, effectively maintaining tight management of security outcomes at client facilities.

Minimum Education: Requires a minimum of Associate's Degree, Bachelor's Degree preferred.



Labor Category:

Fire Safety Director

Minimum/General Experience:

To qualify you must be at least 18 years old, and you must understand to a reasonable extent the English language. You must have 5 years of applicable experience in fire prevention, building service equipment, or a combination of both, or 3 years of experience under the discretion of the FDNY.

Functional Responsibility:

Planning, developing, implementing and monitoring a fire safety plan that addresses specific fire and life safety systems. To do this properly, the director must know current fire safety code for properties, buildings and other structures. A fire safety director is also in charge of training and supervising personnel needed to carry out the overall mission and each element of a fire safety plan.

Minimum Education:

High school Diploma or GED and required certification.

Labor Category:

Fire Safety Guard

Minimum/General Experience:

To ensure that all buildings, outdoor events, shelters, and occupants are safe in the prevention or in the actual event of fire. Their job can either be of temporary status or permanent status, depending on the situation and they can work several jobs at one time, depending on employment status. Fire Guards must hold a Certificate of Fitness through the FDNY. If a fire alarm is triggered, whether automatic or manual, they must report it to the Fire Safety Director (if present) or call the fire station themselves to verify the alarm was detected by the local FDNY. The Fire Guard reports to either a Fire Safety Director or the building owner or public event manager.

Functional Responsibility:

The primary purpose of a Fire Guard is to be present when fire alarm systems go down, or are dismantled due renovations or in the event of new



construction until a fire safety system is installed. They are also employed for outdoor public events where no sprinkler system is in effect. They are responsible for walking the premises of up to 50,000 feet once an hour to ensure all fire safety equipment is working, is installed properly, to look for signs of smoke or fire, and to ensure that hazardous waste materials are properly stored at all times.

Minimum Education:

High School Diploma or GED

Labor Category:

Baggage Inspector

Minimum/General Experience:

Protect building systems by screening for explosives at checkpoints, inspecting rail cars, patrolling subways with law enforcement partners, and working to make all modes of transportation and buildings safe.

Functional Responsibility:

They are responsible for passenger safety and detection of potential trouble at security checkpoints. Most checkpoint stations have at least two or three employees working on one staff, with one person monitoring the x-ray equipment used to scan the items, another to make sure the walkthroughs are going smoothly, and a third person to utilize hand-held metal detectors to scan personnel and civilians and to physically inspect the baggage, if necessary.

Minimum Education:

High School Diploma or GED

Labor Category:

Corrections Officer

Minimum/General Experience:

Correctional officers are often required to stand for long periods of time, and work both outdoors and indoors. The need for constant vigilance and able to withstand stressful situations. Also, there is the



possibility of being injured in a confrontation, or being exposed to contagious diseases.

Functional Responsibility:

Maintain security within the institution and oversee the health and safety of staff and prisoners. Physically patrol and visually inspect units, yards, buildings, prisoners, prisoner property and clothing, etc, to ensure the welfare, safety and security.

Minimum Education:

High school Diploma or GED

Labor Category:

Court Security Officer

Minimum/General Experience:

Related experience, such as a police, military or security position.

Functional Responsibility:

Court security officers are responsible for all security aspects of a courthouse, including ensuring that the judges and judicial staff, court employees and general public visiting the courthouse are safe. They are, essentially, police officers who protect the people in a court.

Minimum Education:

A high school diploma or bachelor's degree is required, and experience in law enforcement may be preferred, as well as background checks and physical exams.

Labor Category:

Detention Officer/Transportation Officer

Minimum/General Experience:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires stooping, kneeling, reaching, standing, walking, pulling, fingering, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word,



and conveying detailed or important instructions to others accurately, loudly, or quickly. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

Functional Responsibility:

Processing inmates; maintaining jail security; serving meals; transporting inmates. Receives and processes inmates into custody of institution; searches prisoners; takes charge of personal property Prepares routine records on inmates; performs general clerical duties.

Minimum Education:

High School Diploma or GED

Labor Category:

Security Specialist I

Minimum/General Experience:

Three (3) years or more as a security specialist;
Working knowledge of DNI Intelligence Community Directives (ICD) and Director, Central Intelligence Directives (DCID) and Executive Orders 13526;
Must be proficient with Microsoft Office applications;
Attention to detail, strong follow-through skills, and ability to maintain confidentiality;
Must possess excellent written and oral communications skills; Must have excellent organizational skills, and the ability to work independently and as a member of the team; and
Ability to work in a fast-paced environment to meet deadlines and handle pressure situations is a must.

Functional Responsibility:

This security function concerns the assisting experienced specialists in conducting onsite physical or information security inspections or assistance visits, and assisting in the evaluation of findings and development of recommendations for changes. Reviewing requests for information security guidance or assistance, identifying the nature of security related issues involved, and



researching guidelines to identify the general security policies and procedures that apply to their solutions. Collecting information, interviewing workers, observing physical conditions and related activities concerned with violations and compromises. General knowledge in creating and issuing Intelligence Community Badges, conducting security education and training, escorting in a Sensitive Compartmented Information Facility, and processing incoming and outgoing clearances.

Mandatory Requirement:

Applicants selected for this position may be subject to a Government Security Investigation and must meet eligibility for access to classified information, Top Secret/SCI clearance level.

Labor Category:

Senior Security Specialist I

Minimum/General Experience:

Must have 3-5 years' experience in related discipline; Must have good working knowledge of JADE, Scattered Castles, and Joint Personnel Adjudicative System (JPAS) databases; Must have a working knowledge of applicable security policy manuals, Intelligence Community Directives and manuals, Electronic Questionnaire for Investigation Processing (E-QIP) software, and other pertinent documents; Must have a working knowledge with conducting security checks utilizing the Treasury Enforcement Communications System (TECS), National Crime Information Center Database, and CIS Database; Candidate must be capable of multi-tasking and working in a high-tempo environment; Must possess excellent oral and written communications skills; Must have exceptional interpersonal skills and ability to communicate effectively with all levels of staff, and visitors; and Excellent customer relations skills required. Ability to collaborate with a team of nonsupervisory personnel on matters relating to personnel security program objectives, priorities and deadlines preferred.



Functional Responsibility:

Personnel Security specialist is responsible for applying agency or organizational regulations regarding the type of personal security check required (i.e., national agency check, special background investigation, etc.) and requesting an investigation from the appropriate organization. In carrying out personnel security work, the specialist performs such tasks as evaluating the sensitivity determination for each position, as described by management based on need-to-know principles. Personnel security specialists review, evaluate, and adjudicate reports of investigations, personnel files, and other records to determine whether to grant, deny, revoke, suspend, or restrict security clearances consistent with national security and/or suitability issues. They determine the adequacy and completeness of the investigation and of other means by which data were collected; evaluate the authenticity, veracity, and pertinence of the data to the case at hand; and request additional investigations or develop other information if needed. Security specialists recommend or decide whether security clearances should be granted, suspended, revoked, or denied. Personnel security specialists provide authoritative information and assistance to organization officials by advising on personnel security policies and related matters and on the impact of personnel security requirements on organizational missions. Specialists also advise management on matters about reinvestigation requirements, personnel assurance programs (i.e., ongoing checks on employee reliability), and related matters concerning the maintenance of current clearances and monitoring the reliability of the work force.

Mandatory Requirement:

Applicants selected for this position may be subject to a Government Security Investigation and must meet eligibility for access to classified information, Top Secret/SCI clearance level.



Labor Category:

Senior Security Specialist II

Minimum/General Experience:

Undergraduate degree in security related discipline is preferred; Five (5) to Seven (7) years security related experience to include three (3) years or more as a security officer; Working knowledge of DNI Intelligence Community Directives (ICD) and Director, Central Intelligence Directives (DCID) and Executive Orders 13526; Must be proficient with Microsoft Office applications; Attention to detail, strong follow-through skills, and ability to maintain confidentiality; Must possess excellent written and oral communications skills; Must have excellent organizational skills, and the ability to work independently and as a member of the team; and Ability to work in a fast-paced environment to meet deadlines and handle pressure situations is a must.

Functional Responsibility:

This security function concerns primarily the classification, declassification, and protection of classified national defense and other sensitive information originated or controlled by Federal agencies. It is concerned with identifying information requiring protection and designating the level of protection required. Such information (documents, materials, devices, industrial processes, systems, etc.) is commonly contained within Federal facilities and systems. Duties include developing, implementing, and monitoring policies, instructions, procedures, control systems, and methods for such functions and activities as: delegation and exercise of classification and declassification authority; development of classification guides, document marking, safeguarding, and use; personnel access controls; need to know criteria; physical storage and control; security education; and transmitting, transferring, reproducing, downgrading, and destroying information. Specialists also perform oversight reviews to monitor program implementation and practices in those areas by lower echelons and other supported organizations. Performance of this work commonly requires



coordination with scientific, technical, and other subject-matter specialists to assess risk of loss, value of loss, and the classification level appropriate to information sensitivity. Support the security training and education program and serve as the Assistant Operational Security (OPSEC) coordinator.

Mandatory Requirement:

Applicants selected for this position may be subject to a Government Security Investigation and must meet eligibility for access to classified information, Top Secret/SCI clearance level.

Labor Category:

Administrative Assistant

Minimum/General Experience:

Must be proficient with Microsoft Office applications; Attention to detail, strong follow-through skills, and ability to maintain confidentiality; Must possess excellent written and oral communications skills; Must have excellent organizational skills, and the ability to work independently and as a member of the team; and Ability to work in a fast-paced environment to meet deadlines and handle pressure situations is a must.

Functional Responsibility:

perform clerical duties, monitoring and recording, expenditures, planning events like board meetings and luncheons, scheduling appointments and preparing presentation materials, researching vendor prices or inquiring about participants' availability, documentation, storing, organizing and managing files, and assistants may need to type, edit and proofread documents. Assistants may need to take dictation or record the minutes of meetings.

Minimum Education:

High School Diploma/GED



CPL and UOI Effective July 1, 2019

Nationwide	WD 2015-5637 REV 12	Project Manager	Hr	\$118.56
		**Administrative Assistant	Hr	\$102.77
		Dispatcher Supervisor	Hr	\$98.13
		**Dispatcher	Hr	\$94.58
		Supervisor Captain	Hr	\$113.61
		Training Coordinator	Hr	\$93.83
		Supervisor Lieutenant	Hr	\$93.25
		Supervisor Sergeant	Hr	\$90.20
		**Security Officer Guard II	Hr	\$72.80
		**Security Guard I	Hr	\$50.51
		**Baggage Inspector	Hr	\$52.78
		**Corrections Officer	Hr	\$87.11
		**Court Security Officer	Hr	\$87.11
		**Detention Officer/Transportation Officer	Hr	\$87.11
		Security Specialist I	Hr	\$96.79
		Senior Security Specialist I	Hr	\$105.94
		Senior Security Specialist II	Hr	\$113.28
		Security Analyst I	Hr	\$93.71
		Fire Safety Director	Hr	\$107.02
		Fire Safety Guard	Hr	\$80.30

Pamela Newman

09/27/2019

Pamela Newman, CEO

Date

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated () SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).**