

Request for Quotation

RFQ number: MNXPROB25-0001

Quotes due no later than: August 15th, 2025, at 5:00 p.m. CST

Provide quotes to: Kendra Litt at kendra_litt@mnd.uscourts.gov

Summary

The U.S. Probation and Pretrial Services, District of Minnesota (“USPPS”) is requesting quotes for lodging, conference room rental (with audio-visual package), and food and beverage services for a September 2025 event with an estimated 58 participants, to be held in North Central Minnesota in the Brainerd Lakes Area. The place of performance will be within Minnesota counties Cass or Crow Wing. GSA rates for the specific locale are requested (use [FY 2025 per diem rates for Minnesota | GSA](#))

Please review the full posting, which includes the following:

1. Request for Quotation #MNXPROB25-0001 Quote Sheet
2. Hotel/Lodging Agreement Template
3. Form AO213: Request for Vendor Information and TIN Certification
4. Department of Labor Wage Determination 2015-4955 Revision 20 (pertains to above-listed counties other than Itasca)

Please submit a completed Request for Quotation #MNXPROB25-0001, completed Form AO213, catering menu with pricing, and any venue-specific agreement templates (whether filled in or not) by email to kendra_litt@mnd.uscourts.gov by the date and time specified above.

The *Hotel/Lodging Agreement Template* provides terms and conditions that will be required by the Judiciary and should be submitted with other quote materials. The Judiciary is willing to transfer terms and conditions into a venue-specific agreement format. Late quotes will not be considered unless USPPS determines, at its own discretion, that considering the late quote is in USPPS’s best interest and will not unduly delay the procurement.

USPPS 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.

Sincerely,

Kendra Litt
Contracting Officer,
U.S. District Court
U.S. Probation and Pretrial Services

HOTEL/LODGING AGREEMENT

The following Agreement is between the United States Probation and Pretrial Services, District of Minnesota (“Judiciary”), 300 S. 4th St., Suite 406, Minneapolis, MN 55415, and _____ (“Hotel”), _____, and outlines specific conditions and services to be provided.

JUDICIARY ORGANIZATION: United States Probation and Pretrial Services,
District of Minnesota

BILLING CONTACT: Kendra Litt, Procurement Specialist
(612) 664-5031 or kendra_litt@mnd.uscourts.gov

EVENT CONTACTS: (To be completed by the Judiciary) _____

NAME OF EVENT: 2025 United States Probation and Pretrial Services Employee Retreat

EVENT DATE: September 9 – 11, 2025

ANTICIPATED ATTENDANCE: 58

A. ROOM RESERVATIONS AND RATES

The Judiciary reserves the following block of guest rooms:

CHECK-IN DATE: September 9, 2025

CHECK-OUT DATE: September 11, 2025

NUMBER OF ROOMS (per night): 58

The Hotel will provide a quote and fee information on the final page of the agreement for the above guest rooms for single/double occupancy. The hotel will provide the charge and fee information that includes costs pertaining to occupancy beyond double and the dollar or percentage for resort fees applied per room or occupant. All rooms must have individual locks. The Hotel will provide overnight parking for up to 55 vehicles.

In the event a guest arrives prior to the check-in date or remains past the check-out date, the Hotel will offer an extension of the group rate on a space available basis.

A rooming list will be completed by the Judiciary which will contain each guest's name, arrival/departure time, smoking/non-smoking preference and any special needs. The final list may include a change in the total of rooms needed for 1 or both nights.

The Judiciary is **tax exempt**; therefore, rates **do not include state and local taxes**. Resort fees are not taxes. The tax exemption number for the Judiciary for purchases in Minnesota is 41-6202011. Minnesota Department of Revenue Form ST3 will be provided by the Judiciary upon request by the Hotel.

INDIVIDUAL CANCELLATION, EARLY DEPARTURE

Individual reservations must be canceled at least 72 hours prior to the intended date of arrival to avoid cancellation charges (one night's room charge). The Hotel will provide a cancellation number for each canceled reservation. Guests will have the opportunity to verify and amend their departure at the time of check-in with no penalty or additional charges to the Judiciary.

B. GUEST CHECK-IN/CHECK-OUT PROCEDURE

Rooms will be available for check-in after 3:00 p.m. Check-out time is 1:00 p.m. on 9/11/2025. If rooms are not available when guests arrive, the Hotel will securely store their luggage. The Hotel will also securely store luggage for any guest requiring delayed departure.

C. MEETING/BANQUET ARRANGEMENTS

The Hotel will provide the following: 1 main conference room with a movable podium, to comfortably accommodate up to 55 adults in "rounds" of 6-8 people, and an audio-visual package (e.g., projector, projector screen, laptop plugins, sound system, wireless microphones and virtual connection capability for virtual attendees.). An additional conference room to comfortably accommodate a group dinner the evening of September 10, 2025. The conference rooms and audio-visual package will be needed from 7:00 a.m. on September 10, 2025, through 1:00 p.m. on September 11, 2025. To ensure security concerns of the Judiciary can be addressed, the conference rooms will be in similar proximity to the guest rooms. Conference room rental will be for the 1 full day and 1 half- day for meetings and 1 additional room for a group dinner. Audio-visual package will be needed for 1 full day and 1 half-day. The Hotel will provide the service fee if any and specify if the fee is added to the conference room rental only, audio-visual package only, or both.

The Hotel will provide the following food/beverage services during the event to up to 55 adults: Meal service for 2 breakfasts, 2 lunches and 1 dinner; and snack and beverage service on September 10 and 11, 2025. The Hotel will specify if USPPS is allowed to bring their own snacks. The Hotel will accommodate special dietary needs and customize group meal options for

USPPS guests who are Gluten-free, Dairy-free, Vegan, or have food allergies; however, additional charges may apply. The Hotel will notify the Judiciary of any such additional charges at the time menu selections are made. Food and beverage minimums required by the Hotel will be provided to USPPS along with the applicable service fees for all prepared food and beverages.

The Judiciary is **tax exempt**; therefore, rates **do not include state and local taxes**. Pursuant to Sec. 297A.70 Minn. Stat. Subd. 2(b)(4), even prepared food and drinks are not taxable when billed to and paid for by the federal government and its agencies. The Judiciary affirms that it is part of the federal government.

D. SECURITY AND CONFIDENTIALITY

The Judiciary represents and the Hotel accepts that members of the U.S. Marshals Service may be present at the Event and will provide, in their official capacities as certified federal law enforcement officers, security for the Judiciary's attendees and guests. The Hotel will refer to the group only as "USPPS" in any signage created by the Hotel.

If the Hotel receives any outside requests for information about the Event, its attendees or their companions prior to or after the Event, the Hotel will request instruction from the Judiciary Contacts before responding. The Judiciary Contacts may provide guidance directly or refer to other authorized personnel to respond. If the Hotel receives a request for information during the Event, the Hotel will notify the security team present at the Event prior to responding. If there is not a security team present at the Event, the Hotel will notify the Judiciary Event Contacts. The Judiciary agrees to cooperate with the Hotel and any relevant governmental authority to ensure compliance with all applicable laws, including health and safety codes.

E. INDEMNIFICATION

Notwithstanding any other term or provision of this Agreement, the liability of the Government with respect to any claim for personal injury, death, property loss or damage pursuant to this Agreement, will be limited by and subject to the procedures and terms of the Federal Tort Claims Act and the Anti-deficiency Act and all other applicable Federal Laws and regulations.

F. IMPOSSIBILITY

This contract will terminate without liability to either party if substantial performance of either party's obligations is prevented by an unforeseeable cause reasonably beyond the party's control. Such cases include, but are not limited to, acts of God; acts, regulations, or orders of governmental authorities; fire, flood or explosion, war, disaster, civil disorder, curtailment of transportation facilities, or other emergency making it illegal, or otherwise impossible to provide the facilities or the services or to hold the meeting; any delay in necessary and essential

construction or renovation of the hotel; strike, lockout, or work stoppage or other restraint of labor, either partial or general, from whatever cause.

G. PAYMENT

The Hotel will invoice the Judiciary for all room charges, meeting spaces, food and beverage, and audio-visual charges. The Hotel will reference the purchase order number on the face of its invoice. The Judiciary will pay a required non-refundable deposit upon the signing of this agreement. The deposit amount will be provided by the Hotel and applied to the final event invoice. A government-issued purchasing card may be used by the Judiciary, at its discretion. Obligations to and rights of the Judiciary are governed exclusively by federal law.

H. OTHER

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**U.S. Probation and Pretrial Services, District of Minnesota (“USPPS”)
RFQ MNXPROB25-0001Quote Sheet**

| Item | Rate | Qty | Quote Total |
|--|------|---|-------------|
| Lodging | | 58 Rooms for 2 nights | |
| Conference Rooms | | 1 for 1 ½ days for meetings 1 for 1 Group Dinner | |
| AV Projector, projector screen, laptop plugins, sound system, wireless microphones and virtual connection capability for virtual attendees. | | 1 ½ days for meetings | |
| Meals | | 2 Breakfasts 2 Lunches 1 Dinner | |
| Snacks and Refreshments | | 1 ½ days for meetings | |

| Other Cost & Fee Information | |
|--|--|
| Resort Fee | |
| Occupancy Charges (Beyond Double) | |
| Service Fee | |
| 1pm Check Out Fee | |
| Deposit | |

The undersigned expressly agree and warrant that they are authorized to sign and enter into this agreement on behalf of the party for which they sign.

Approved By:

[Redacted Signature]

(Printed name and signature)
Judiciary Contracting Officer

[Redacted Date]

Date

[Redacted Signature]

(Printed name and signature)
Hotel Representative

[Redacted Date]

Date

REQUEST FOR PAYEE INFORMATION AND TIN CERTIFICATION

Refer to the instructions page for further information on completing this form. Vendors providing goods and services must use the AO 213 form.

*Note: Typed forms and forms that include a populated Type of Payee may result in more efficient and precise processing. **For handwritten forms, please see the General Instructions for the list of options for the Type of Payee, Refund recipient only. Is the refund over \$200?, and Part 4 - U.S. Tax Classification, and Part 6 - Account Type drop down menus.*

****Type of Payee**

Refund recipient only. Is the refund over \$200?

Part 1 Payee Information

Line 1. Payee Name:

Line 2. Additional payee information: *(if applicable)*

Part 2 Business Name *(if different from above)*

Part 3 Enter *only one* TIN in the appropriate box. The TIN provided must match the name given in Part 1, Line 1.

EIN: - or SSN: - -

Part 4 **Select the appropriate U.S. tax classification for person or entity listed in Part 1, Line 1.

Part 5 Mailing Address *(where payments, orders, and IRS 1099 forms, as applicable, will be sent)*

Street Address:

City: State: Zip code:

Point of Contact *(if different from above)*:

Name: Phone #:

Email:

Part 6 Electronic Funds Transfer (EFT) Information

Owner(s) name appearing on bank account:

Bank Name:

Select an Account Type: Routing # (9 digits):

Account number *(do not include check number)*

Part 7 Additional Payees' Signatures

(if applicable for EFT payments)

By signing as a joint payee, you are authorizing the Judiciary to make a payment on your behalf to the bank account entered in Part 6.

Joint Payee(s) Signature(s): _____

Part 8 Certification of Account Holder

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number; and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the IRS that I am subject to backup withholding as a result of a failure to report all interest and dividends, or IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined in the instructions).

The IRS does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

Payee Signature: _____ Date: _____

Sensitive information must be securely maintained and only visible to designated staff.

General Instructions

Purpose of the AO 213P: The Judiciary utilizes the AO 213P to collect information necessary to facilitate payment. For many payments, the Judiciary is required to file an information return (e.g., 1099-MISC; 1099-NEC; 1099-INT) with the IRS and, therefore, must obtain payees' correct names and associated TINs to do so. If a TIN is not provided, a payee may be subject to backup withholding – situations where the Judiciary must withhold a certain percentage to ensure the IRS receives any tax due on the payment.

Payments disbursed by the Treasury on the Judiciary's behalf must collect payee TINs to comply with the Treasury's TIN Policy.

Payee TINs, obtained through this form, may be used by the government to collect and report on any delinquent amounts arising out of the payee's relationship with the government.

****Type of Payee:** Select the option from the Payee Type drop down menu that most accurately reflects current business operations or type of individual requesting payment from the Judiciary.

The following are the available choices for this drop down menu:

- Business Entity
- Other
- Refund Recipient
- Unclaimed Fund Claimant
- Unclaimed Funds Trustee

****Refund recipient only. Is the refund over \$200?**

- Yes
- No

Part 1, Line 1

Do not leave this line blank. Enter only one name for you or your entity. The name should match the name on your or your entity's U.S. tax return.

| Name or Entity | Instructions |
|---|--|
| Individual | Enter the name shown on your U.S. tax return. If you have changed your last name without informing the Social Security Administration of the name change, enter your first name, the last name as shown on your social security card, and your new last name. For Individual Taxpayer Identification Number (ITIN) applicants, enter your name as it <u>was entered</u> on your IRS Form W-7 application, line 1a. |
| Sole proprietor or Single member LLC | Enter the name shown on IRS 1040/1040A/1040EZ. You may enter your business name or "doing business as" (DBA) name in Part 2, as applicable. |
| Partnership, LLCs, or Corporations (except Single-member LLCs) | Enter entity name as shown on the entity's U.S. tax return in Part 1. You may enter your business name or "doing business as" (DBA) name in Part 2, as applicable. |
| Other entities (e.g., trusts, non-profit entities, government agencies) | Enter entity name in Part 1 as shown on required U.S. tax documents which matches the entity shown on the charter or legal document creating the entity, as applicable. |

Part 1, Line 2

If this form is being completed so that a payment may be issued payable to more than one person or entity, enter in Part 1, Line 1, the name of the person or entity whose TIN you entered in Part 3. Additional names (e.g., "and" or "or") or additional information for U.S. Treasury check payments (e.g., "care of") must be entered in Part 1, Line 2.

| If payments is to be made by... | Then, enter the following... |
|---|---|
| EFT to Payee 1 AND Payee 2, co-owners of a joint account | Payee 1's name in Part 1, Line 1; Payee 2's name in Part 1, Line 2; Payee 1's TIN in Part 3. |
| A Treasury check made payable to Payee 1, Payee 2, AND Payee 3 | Payee 1's name in Part 1, Line 1; Payee 2's name AND Payee 3's name in Part 1, Line 2; Payee 1's TIN in Part 3. |
| A Treasury check made payable to Payee 1, Payee 2 OR Payee 3 | Payee 1's name in Part 1, Line 1; Payee 2's name OR Payee 3's name in Part 1, Line 2; Payee 1's TIN in Part 3. |
| A Treasury check made payable to Payee 1, CARE OF (c/o) Power of Attorney | Payee 1's name in Part 1, Line 1; C/O Power of Attorney name in Part 1, Line 2; Payee 1's TIN in Part 3. |

Part 2

If you have a business or DBA name, you may enter it in Part 2.

Part 3

Enter your or your entity's TIN in the appropriate box. The TIN must be the TIN associated with person or entity listed in Part 1, Line 1. If you are not a resident alien and do not have - and are not eligible to get - an SSN, your TIN is your ITIN. Enter it in the social security number box. If you are a sole proprietor and have an EIN, you may enter either your SSN or EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Part 4

****U.S Tax Classification:** Select the appropriate box in Part 4 for the U.S. tax classification of the person or the entity's whose name is entered in Part 1.

The following are the available choices for this drop down menu:

- Individual
- C Corporation
- S Corporation
- Single member LLC
- Government Entity (fed, state, local)
- LLC - C Corp
- LLC - S Corp
- LLC - Partnership
- Partnership
- Trust/Estate
- Non-Profit Organization
- Attorney or Law Firm (including LLCs and corporations)

Part 5

Enter your address (number, street, and apartment or suite number). This is where your paper Treasury check and any information returns (e.g., 1099-MISC; 1099-NEC; 1099-INT), if applicable, will be mailed. A point-of-contact (POC), email, and phone number may be entered, if desired. A POC must be entered should the POC differ from the entity or individual in Part 1, Line 1.

Part 6

The Routing Number must be nine digits. If you are unsure of your banking information, consult your financial institution.

****Account Type:** You must identify your account as either checking or savings to ensure our payment is accepted by your financial institution.

The following are the available choices for this drop down menu:

- Checking
- Savings

Part 7

For EFT payments, joint payees signing this form are authorizing one payment be made to the bank account entered in Part 6. Any associated tax reporting after receipt of the payment is the responsibility of the recipient of funds.

Part 8

For a payment issued to more than one person or entity, only the person whose TIN is shown in Part 3 should sign. As a signer, you must cross out item 2 if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return.

For item 3, you are considered a U.S. person, for federal tax purposes, if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in, or under the laws of, the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in 26 CFR 301.7701-7).

For a joint account EFT payment or a joint payment by a Treasury check, only the person whose TIN is shown in Part 3 should sign.

| | | |
|--|--|--|
| "REGISTER OF WAGE DETERMINATIONS UNDER THE SERVICE CONTRACT ACT By direction of the Secretary of Labor | | U.S. DEPARTMENT OF LABOR EMPLOYMENT STANDARDS ADMINISTRATION WAGE AND HOUR DIVISION WASHINGTON D.C. 20210 |
| Daniel W. Simms Director | | Wage Determination No.: 2015-4959 Revision No.: 18 Date Of Last Revision: 07/01/2022 |
| Division of Wage Determinations | | |

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.

| | |
|---|---|
| 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: | With certain exceptions Executive Order 14026 applies to the contract. The contractor must pay all covered workers at least \$15.00 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 2022. |
| 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: | With certain exceptions Executive Order 13658 applies to the contract. The contractor must pay all covered workers at least \$11.25 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 2022. |

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 <https://www.dol.gov/agencies/whd/government-contracts>.

State: Minnesota

Area: Minnesota Counties of Aitkin Cook Itasca Kanabec Koochiching Lake Pine

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

| OCCUPATION CODE - TITLE | FOOTNOTE | RATE |
|---|----------|----------|
| 01000 - Administrative Support And Clerical Occupations | | |
| 01011 - Accounting Clerk I | | 15.20 |
| 01012 - Accounting Clerk II | | 17.06 |
| 01013 - Accounting Clerk III | | 19.08 |
| 01020 - Administrative Assistant | | 29.34 |
| 01035 - Court Reporter | | 19.15 |
| 01041 - Customer Service Representative I | | 14.08*** |
| 01042 - Customer Service Representative II | | 15.57 |
| 01043 - Customer Service Representative III | | 17.28 |
| 01051 - Data Entry Operator I | | 13.57*** |
| 01052 - Data Entry Operator II | | 14.81*** |
| 01060 - Dispatcher Motor Vehicle | | 20.91 |
| 01070 - Document Preparation Clerk | | 16.26 |
| 01090 - Duplicating Machine Operator | | 16.26 |
| 01111 - General Clerk I | | 14.46*** |
| 01112 - General Clerk II | | 15.77 |
| 01113 - General Clerk III | | 17.70 |
| 01120 - Housing Referral Assistant | | 21.35 |
| 01141 - Messenger Courier | | 12.44*** |
| 01191 - Order Clerk I | | 14.05*** |
| 01192 - Order Clerk II | | 15.25 |
| 01261 - Personnel Assistant (Employment) I | | 17.12 |
| 01262 - Personnel Assistant (Employment) II | | 19.15 |
| 01263 - Personnel Assistant (Employment) III | | 21.35 |
| 01270 - Production Control Clerk | | 29.57 |
| 01290 - Rental Clerk | | 12.33*** |
| 01300 - Scheduler Maintenance | | 17.12 |
| 01311 - Secretary I | | 17.12 |
| 01312 - Secretary II | | 19.15 |
| 01313 - Secretary III | | 21.35 |
| 01320 - Service Order Dispatcher | | 17.61 |
| 01410 - Supply Technician | | 29.34 |
| 01420 - Survey Worker | | 17.60 |
| 01460 - Switchboard Operator/Receptionist | | 16.76 |
| 01531 - Travel Clerk I | | 15.68 |
| 01532 - Travel Clerk II | | 16.84 |
| 01533 - Travel Clerk III | | 18.10 |
| 01611 - Word Processor I | | 15.25 |

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|--|----------|
| 01612 - Word Processor II | 17.12 |
| 01613 - Word Processor III | 19.15 |
| 05000 - Automotive Service Occupations | |
| 05005 - Automobile Body Repairer Fiberglass | 24.25 |
| 05010 - Automotive Electrician | 21.63 |
| 05040 - Automotive Glass Installer | 20.77 |
| 05070 - Automotive Worker | 20.77 |
| 05110 - Mobile Equipment Servicer | 18.87 |
| 05130 - Motor Equipment Metal Mechanic | 22.38 |
| 05160 - Motor Equipment Metal Worker | 20.77 |
| 05190 - Motor Vehicle Mechanic | 22.38 |
| 05220 - Motor Vehicle Mechanic Helper | 17.86 |
| 05250 - Motor Vehicle Upholstery Worker | 19.85 |
| 05280 - Motor Vehicle Wrecker | 20.77 |
| 05310 - Painter Automotive | 21.63 |
| 05340 - Radiator Repair Specialist | 20.77 |
| 05370 - Tire Repairer | 18.87 |
| 05400 - Transmission Repair Specialist | 22.38 |
| 07000 - Food Preparation And Service Occupations | |
| 07010 - Baker | 14.27*** |
| 07041 - Cook I | 16.57 |
| 07042 - Cook II | 18.24 |
| 07070 - Dishwasher | 11.61*** |
| 07130 - Food Service Worker | 14.34*** |
| 07210 - Meat Cutter | 22.96 |
| 07260 - Waiter/Waitress | 11.61*** |
| 09000 - Furniture Maintenance And Repair Occupations | |
| 09010 - Electrostatic Spray Painter | 24.89 |
| 09040 - Furniture Handler | 18.27 |
| 09080 - Furniture Refinisher | 24.89 |
| 09090 - Furniture Refinisher Helper | 21.38 |
| 09110 - Furniture Repairer Minor | 23.10 |
| 09130 - Upholsterer | 24.89 |
| 11000 - General Services And Support Occupations | |
| 11030 - Cleaner Vehicles | 14.24*** |
| 11060 - Elevator Operator | 14.24*** |
| 11090 - Gardener | 18.01 |
| 11122 - Housekeeping Aide | 14.41*** |
| 11150 - Janitor | 14.41*** |
| 11210 - Laborer Grounds Maintenance | 15.16 |
| 11240 - Maid or Houseman | 14.99*** |
| 11260 - Pruner | 14.18*** |
| 11270 - Tractor Operator | 17.04 |
| 11330 - Trail Maintenance Worker | 15.16 |
| 11360 - Window Cleaner | 15.41 |
| 12000 - Health Occupations | |
| 12010 - Ambulance Driver | 18.56 |
| 12011 - Breath Alcohol Technician | 20.11 |
| 12012 - Certified Occupational Therapist Assistant | 27.59 |
| 12015 - Certified Physical Therapist Assistant | 27.59 |
| 12020 - Dental Assistant | 22.81 |
| 12025 - Dental Hygienist | 37.21 |
| 12030 - EKG Technician | 30.48 |
| 12035 - Electroneurodiagnostic Technologist | 30.48 |
| 12040 - Emergency Medical Technician | 18.56 |
| 12071 - Licensed Practical Nurse I | 17.98 |
| 12072 - Licensed Practical Nurse II | 20.11 |
| 12073 - Licensed Practical Nurse III | 22.42 |
| 12100 - Medical Assistant | 20.46 |
| 12130 - Medical Laboratory Technician | 28.97 |
| 12160 - Medical Record Clerk | 20.49 |
| 12190 - Medical Record Technician | 22.92 |
| 12195 - Medical Transcriptionist | 17.98 |
| 12210 - Nuclear Medicine Technologist | 44.21 |
| 12221 - Nursing Assistant I | 12.53*** |
| 12222 - Nursing Assistant II | 14.08*** |
| 12223 - Nursing Assistant III | 15.36 |
| 12224 - Nursing Assistant IV | 17.24 |
| 12235 - Optical Dispenser | 19.11 |
| 12236 - Optical Technician | 17.98 |
| 12250 - Pharmacy Technician | 18.48 |
| 12280 - Phlebotomist | 17.98 |
| 12305 - Radiologic Technologist | 30.02 |
| 12311 - Registered Nurse I | 25.14 |
| 12312 - Registered Nurse II | 30.72 |
| 12313 - Registered Nurse II Specialist | 30.72 |
| 12314 - Registered Nurse III | 37.16 |
| 12315 - Registered Nurse III Anesthetist | 37.16 |
| 12316 - Registered Nurse IV | 44.55 |
| 12317 - Scheduler (Drug and Alcohol Testing) | 24.92 |
| 12320 - Substance Abuse Treatment Counselor | 27.75 |
| 13000 - Information And Arts Occupations | |
| 13011 - Exhibits Specialist I | 19.50 |
| 13012 - Exhibits Specialist II | 24.17 |
| 13013 - Exhibits Specialist III | 29.56 |
| 13041 - Illustrator I | 19.50 |
| 13042 - Illustrator II | 24.17 |

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|---|----------|
| 13043 - Illustrator III | 29.56 |
| 13047 - Librarian | 26.75 |
| 13050 - Library Aide/Clerk | 15.68 |
| 13054 - Library Information Technology Systems Administrator | 24.15 |
| 13058 - Library Technician | 17.82 |
| 13061 - Media Specialist I | 17.48 |
| 13062 - Media Specialist II | 19.56 |
| 13063 - Media Specialist III | 21.80 |
| 13071 - Photographer I | 16.50 |
| 13072 - Photographer II | 19.56 |
| 13073 - Photographer III | 24.22 |
| 13074 - Photographer IV | 29.64 |
| 13075 - Photographer V | 35.86 |
| 13090 - Technical Order Library Clerk | 19.92 |
| 13110 - Video Teleconference Technician | 17.48 |
| 14000 - Information Technology Occupations | |
| 14041 - Computer Operator I | 19.14 |
| 14042 - Computer Operator II | 21.41 |
| 14043 - Computer Operator III | 23.87 |
| 14044 - Computer Operator IV | 26.53 |
| 14045 - Computer Operator V | 29.38 |
| 14071 - Computer Programmer I (see 1) | 19.66 |
| 14072 - Computer Programmer II (see 1) | 24.35 |
| 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 | 19.14 |
| 14160 - Personal Computer Support Technician | 26.53 |
| 14170 - System Support Specialist | 29.38 |
| 15000 - Instructional Occupations | |
| 15010 - Aircrew Training Devices Instructor (Non-Rated) | 28.96 |
| 15020 - Aircrew Training Devices Instructor (Rated) | 35.04 |
| 15030 - Air Crew Training Devices Instructor (Pilot) | 40.44 |
| 15050 - Computer Based Training Specialist / Instructor | 28.96 |
| 15060 - Educational Technologist | 34.80 |
| 15070 - Flight Instructor (Pilot) | 40.44 |
| 15080 - Graphic Artist | 25.91 |
| 15085 - Maintenance Test Pilot Fixed Jet/Prop | 40.44 |
| 15086 - Maintenance Test Pilot Rotary Wing | 40.44 |
| 15088 - Non-Maintenance Test/Co-Pilot | 40.44 |
| 15090 - Technical Instructor | 21.71 |
| 15095 - Technical Instructor/Course Developer | 26.57 |
| 15110 - Test Proctor | 17.52 |
| 15120 - Tutor | 17.52 |
| 16000 - Laundry Dry-Cleaning Pressing And Related Occupations | |
| 16010 - Assembler | 13.81*** |
| 16030 - Counter Attendant | 13.81*** |
| 16040 - Dry Cleaner | 15.81 |
| 16070 - Finisher Flatwork Machine | 13.81*** |
| 16090 - Presser Hand | 13.81*** |
| 16110 - Presser Machine Drycleaning | 13.81*** |
| 16130 - Presser Machine Shirts | 13.81*** |
| 16160 - Presser Machine Wearing Apparel Laundry | 13.81*** |
| 16190 - Sewing Machine Operator | 16.74 |
| 16220 - Tailor | 17.69 |
| 16250 - Washer Machine | 14.47*** |
| 19000 - Machine Tool Operation And Repair Occupations | |
| 19010 - Machine-Tool Operator (Tool Room) | 28.04 |
| 19040 - Tool And Die Maker | 31.93 |
| 21000 - Materials Handling And Packing Occupations | |
| 21020 - Forklift Operator | 20.05 |
| 21030 - Material Coordinator | 29.57 |
| 21040 - Material Expediter | 29.57 |
| 21050 - Material Handling Laborer | 15.31 |
| 21071 - Order Filler | 13.78*** |
| 21080 - Production Line Worker (Food Processing) | 20.05 |
| 21110 - Shipping Packer | 17.59 |
| 21130 - Shipping/Receiving Clerk | 17.22 |
| 21140 - Store Worker I | 18.25 |
| 21150 - Stock Clerk | 22.15 |
| 21210 - Tools And Parts Attendant | 20.05 |
| 21410 - Warehouse Specialist | 20.05 |
| 23000 - Mechanics And Maintenance And Repair Occupations | |
| 23010 - Aerospace Structural Welder | 29.83 |
| 23019 - Aircraft Logs and Records Technician | 25.72 |
| 23021 - Aircraft Mechanic I | 28.91 |
| 23022 - Aircraft Mechanic II | 29.83 |
| 23023 - Aircraft Mechanic III | 30.84 |
| 23040 - Aircraft Mechanic Helper | 23.14 |
| 23050 - Aircraft Painter | 28.04 |
| 23060 - Aircraft Servicer | 25.72 |
| 23070 - Aircraft Survival Flight Equipment Technician | 28.04 |
| 23080 - Aircraft Worker | 26.92 |
| 23091 - Aircrew Life Support Equipment (ALSE) Mechanic | 26.92 |

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| I | |
| 23092 - Aircrew Life Support Equipment (ALSE) Mechanic | 28.91 |
| II | |
| 23110 - Appliance Mechanic | 28.04 |
| 23120 - Bicycle Repairer | 24.23 |
| 23125 - Cable Splicer | 46.46 |
| 23130 - Carpenter Maintenance | 27.44 |
| 23140 - Carpet Layer | 26.92 |
| 23160 - Electrician Maintenance | 34.00 |
| 23181 - Electronics Technician Maintenance I | 26.92 |
| 23182 - Electronics Technician Maintenance II | 28.04 |
| 23183 - Electronics Technician Maintenance III | 28.91 |
| 23260 - Fabric Worker | 25.72 |
| 23290 - Fire Alarm System Mechanic | 28.91 |
| 23310 - Fire Extinguisher Repairer | 24.45 |
| 23311 - Fuel Distribution System Mechanic | 28.91 |
| 23312 - Fuel Distribution System Operator | 24.45 |
| 23370 - General Maintenance Worker | 22.64 |
| 23380 - Ground Support Equipment Mechanic | 28.91 |
| 23381 - Ground Support Equipment Servicer | 25.72 |
| 23382 - Ground Support Equipment Worker | 26.92 |
| 23391 - Gunsmith I | 24.45 |
| 23392 - Gunsmith II | 26.92 |
| 23393 - Gunsmith III | 28.91 |
| 23410 - Heating Ventilation And Air-Conditioning Mechanic | 29.38 |
| 23411 - Heating Ventilation And Air Contidioning Mechanic (Research Facility) | 30.32 |
| 23430 - Heavy Equipment Mechanic | 25.52 |
| 23440 - Heavy Equipment Operator | 28.86 |
| 23460 - Instrument Mechanic | 28.91 |
| 23465 - Laboratory/Shelter Mechanic | 28.04 |
| 23470 - Laborer | 15.31 |
| 23510 - Locksmith | 28.04 |
| 23530 - Machinery Maintenance Mechanic | 29.40 |
| 23550 - Machinist Maintenance | 24.08 |
| 23580 - Maintenance Trades Helper | 22.93 |
| 23591 - Metrology Technician I | 28.91 |
| 23592 - Metrology Technician II | 29.83 |
| 23593 - Metrology Technician III | 30.84 |
| 23640 - Millwright | 34.69 |
| 23710 - Office Appliance Repairer | 28.04 |
| 23760 - Painter Maintenance | 28.04 |
| 23790 - Pipefitter Maintenance | 34.97 |
| 23810 - Plumber Maintenance | 33.01 |
| 23820 - Pneudraulic Systems Mechanic | 28.91 |
| 23850 - Rigger | 28.91 |
| 23870 - Scale Mechanic | 26.92 |
| 23890 - Sheet-Metal Worker Maintenance | 28.91 |
| 23910 - Small Engine Mechanic | 26.67 |
| 23931 - Telecommunications Mechanic I | 28.91 |
| 23932 - Telecommunications Mechanic II | 29.83 |
| 23950 - Telephone Lineman | 23.44 |
| 23960 - Welder Combination Maintenance | 23.35 |
| 23965 - Well Driller | 28.74 |
| 23970 - Woodcraft Worker | 28.91 |
| 23980 - Woodworker | 24.45 |
| 24000 - Personal Needs Occupations | |
| 24550 - Case Manager | 18.51 |
| 24570 - Child Care Attendant | 11.89*** |
| 24580 - Child Care Center Clerk | 14.82*** |
| 24610 - Chore Aide | 13.87*** |
| 24620 - Family Readiness And Support Services Coordinator | 18.51 |
| 24630 - Homemaker | 18.86 |
| 25000 - Plant And System Operations Occupations | |
| 25010 - Boiler Tender | 29.55 |
| 25040 - Sewage Plant Operator | 27.92 |
| 25070 - Stationary Engineer | 29.55 |
| 25190 - Ventilation Equipment Tender | 23.58 |
| 25210 - Water Treatment Plant Operator | 27.92 |
| 27000 - Protective Service Occupations | |
| 27004 - Alarm Monitor | 21.28 |
| 27007 - Baggage Inspector | 14.55*** |
| 27008 - Corrections Officer | 25.41 |
| 27010 - Court Security Officer | 24.93 |
| 27030 - Detection Dog Handler | 16.28 |
| 27040 - Detention Officer | 25.41 |
| 27070 - Firefighter | 21.66 |
| 27101 - Guard I | 14.55*** |
| 27102 - Guard II | 16.28 |
| 27131 - Police Officer I | 27.91 |
| 27132 - Police Officer II | 31.02 |
| 28000 - Recreation Occupations | |
| 28041 - Carnival Equipment Operator | 13.89*** |
| 28042 - Carnival Equipment Repairer | 14.68*** |
| 28043 - Carnival Worker | 11.52*** |

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| 28210 - Gate Attendant/Gate Tender | 17.17 |
| 28310 - Lifeguard | 15.29 |
| 28350 - Park Attendant (Aide) | 19.20 |
| 28510 - Recreation Aide/Health Facility Attendant | 14.01*** |
| 28515 - Recreation Specialist | 23.79 |
| 28630 - Sports Official | 15.29 |
| 28690 - Swimming Pool Operator | 16.16 |
| 29000 - Stevedoring/Longshoremen Occupational Services | |
| 29010 - Blocker And Bracer | 26.92 |
| 29020 - Hatch Tender | 26.92 |
| 29030 - Line Handler | 26.92 |
| 29041 - Stevedore I | 25.72 |
| 29042 - Stevedore II | 28.04 |
| 30000 - Technical Occupations | |
| 30010 - Air Traffic Control Specialist Center (HFO) (see 2) | 41.26 |
| 30011 - Air Traffic Control Specialist Station (HFO) (see 2) | 28.46 |
| 30012 - Air Traffic Control Specialist Terminal (HFO) (see 2) | 31.33 |
| 30021 - Archeological Technician I | 18.10 |
| 30022 - Archeological Technician II | 20.24 |
| 30023 - Archeological Technician III | 25.08 |
| 30030 - Cartographic Technician | 25.08 |
| 30040 - Civil Engineering Technician | 25.25 |
| 30051 - Cryogenic Technician I | 27.77 |
| 30052 - Cryogenic Technician II | 30.67 |
| 30061 - Drafter/CAD Operator I | 18.10 |
| 30062 - Drafter/CAD Operator II | 20.24 |
| 30063 - Drafter/CAD Operator III | 22.56 |
| 30064 - Drafter/CAD Operator IV | 27.77 |
| 30081 - Engineering Technician I | 16.11 |
| 30082 - Engineering Technician II | 18.10 |
| 30083 - Engineering Technician III | 20.24 |
| 30084 - Engineering Technician IV | 25.08 |
| 30085 - Engineering Technician V | 30.67 |
| 30086 - Engineering Technician VI | 37.12 |
| 30090 - Environmental Technician | 25.08 |
| 30095 - Evidence Control Specialist | 25.08 |
| 30210 - Laboratory Technician | 22.56 |
| 30221 - Latent Fingerprint Technician I | 27.77 |
| 30222 - Latent Fingerprint Technician II | 30.67 |
| 30240 - Mathematical Technician | 25.08 |
| 30361 - Paralegal/Legal Assistant I | 19.71 |
| 30362 - Paralegal/Legal Assistant II | 24.42 |
| 30363 - Paralegal/Legal Assistant III | 29.87 |
| 30364 - Paralegal/Legal Assistant IV | 36.15 |
| 30375 - Petroleum Supply Specialist | 30.67 |
| 30390 - Photo-Optics Technician | 25.08 |
| 30395 - Radiation Control Technician | 30.67 |
| 30461 - Technical Writer I | 25.08 |
| 30462 - Technical Writer II | 30.67 |
| 30463 - Technical Writer III | 37.12 |
| 30491 - Unexploded Ordnance (UXO) Technician I | 26.22 |
| 30492 - Unexploded Ordnance (UXO) Technician II | 31.73 |
| 30493 - Unexploded Ordnance (UXO) Technician III | 38.03 |
| 30494 - Unexploded (UXO) Safety Escort | 26.22 |
| 30495 - Unexploded (UXO) Sweep Personnel | 26.22 |
| 30501 - Weather Forecaster I | 27.77 |
| 30502 - Weather Forecaster II | 33.79 |
| 30620 - Weather Observer Combined Upper Air Or (see 2) | 22.56 |
| Surface Programs | |
| 30621 - Weather Observer Senior (see 2) | 25.08 |
| 31000 - Transportation/Mobile Equipment Operation Occupations | |
| 31010 - Airplane Pilot | 31.73 |
| 31020 - Bus Aide | 16.43 |
| 31030 - Bus Driver | 20.54 |
| 31043 - Driver Courier | 16.83 |
| 31260 - Parking and Lot Attendant | 15.32 |
| 31290 - Shuttle Bus Driver | 17.70 |
| 31310 - Taxi Driver | 17.70 |
| 31361 - Truckdriver Light | 17.79 |
| 31362 - Truckdriver Medium | 18.71 |
| 31363 - Truckdriver Heavy | 23.59 |
| 31364 - Truckdriver Tractor-Trailer | 23.59 |
| 99000 - Miscellaneous Occupations | |
| 99020 - Cabin Safety Specialist | 15.47 |
| 99030 - Cashier | 11.67*** |
| 99050 - Desk Clerk | 12.96*** |
| 99095 - Embalmer | 31.81 |
| 99130 - Flight Follower | 26.22 |
| 99251 - Laboratory Animal Caretaker I | 19.16 |
| 99252 - Laboratory Animal Caretaker II | 20.24 |
| 99260 - Marketing Analyst | 25.87 |
| 99310 - Mortician | 31.81 |
| 99410 - Pest Controller | 26.10 |
| 99510 - Photofinishing Worker | 13.78*** |
| 99710 - Recycling Laborer | 24.06 |
| 99711 - Recycling Specialist | 27.05 |
| 99730 - Refuse Collector | 22.50 |

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| 99810 - Sales Clerk | 13.66*** |
| 99820 - School Crossing Guard | 19.53 |
| 99830 - Survey Party Chief | 22.95 |
| 99831 - Surveying Aide | 15.42 |
| 99832 - Surveying Technician | 20.16 |
| 99840 - Vending Machine Attendant | 23.48 |
| 99841 - Vending Machine Repairer | 27.31 |
| 99842 - Vending Machine Repairer Helper | 23.48 |

***Workers in this classification may be entitled to a higher minimum wage under Executive Order 14026 (\$15.00 per hour) or 13658 (\$11.25 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.

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$4.80 per hour up to 40 hours per week or \$192.00 per week or \$832.00 per month

HEALTH & WELFARE EO 13706: \$4.41 per hour up to 40 hours per week or \$176.40 per week or \$764.40 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 twelve paid holidays per year: New Year's Day Martin Luther King Jr's Birthday Washington's Birthday Good Friday 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))."