


AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT				1. Contract Number		Page of Pages	
						1 9	
2. Amendment/Modification Number A002		3. Effective Date May 3, 2023		4. Requisition No.		5. Solicitation Caption Genetic Testing Services	
6. Issued by: Office of the Attorney General Support Services Division/Procurement Unit 400 6 th Street NW, Suite 2200 Washington, DC 20001				Code CB0JPW		7. Administered by (If other than line 6) Office of the Attorney General Child Support Services Division 400 6 th Street NW, 8 th Floor Washington, DC 20001	
8. Name and Address of Contractor (No., street, city, state and zip code) Code Facility Code				X	9A. Amendment of Solicitation No. DCCB-2023-R-0036		
					9B. Dated (See Item 11) April 5, 2023		
					10A. Modification of Contract/Order No.		
					10B. Dated (See Item 13)		
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers <input checked="" type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offerors must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15 and returning <u>one</u> copy of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or email which includes a reference to the solicitation and amendment number(s). FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or email, provided each letter or electronic communication makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. Accounting and Appropriation Data (If required)							
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACT/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
A. This change order is issued pursuant to (Specify Authority): 27 DCMR, Chapter 36, Contract Modifications The changes set forth in Item 14 are made in the contract/order no. in item 10A.							
B. The above numbered contract/order is modified to reflect the administrative changes (such as changes in paying office, appropriation data etc.) set forth in item 14, pursuant to the authority of 27 DCMR, Chapter 36, Section 3601.2.							
C. This supplemental agreement is entered into pursuant to authority of:							
D. Other (Specify type of modification and authority)							
E. IMPORTANT: Contractor <input type="checkbox"/> is not <input type="checkbox"/> is required to sign this document and return to the issuing office.							
14. Description of Amendment/Modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.) Request for Proposals No. DCCB-2023-R-0036 for Genetic Testing, as amended, is hereby further amended as follows: Due date is extended to 4:00 p.m. on Thursday, May 11, 2023. A. Responses to remaining questions raised by prospective Offerors are provided on the following pages in bold red text. B. As a result of the changes in Sections B, C, E.2, F.3.1, G.1, G.2, G.9.2 and H.9 as set forth in response to questions below, a fully conformed copy of the Request for Proposals incorporating the changes is hereby provided. Offerors shall use the Conformed Copy to submit offers.							
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A remain unchanged and in full force and effect.							
15A. Name and Title of Signer (Type or print)				16A. Name of Contracting Officer Janice Parker Watson			
15B. Name of Contractor		15C. Date Signed		16B. District of Columbia 		16C. Date Signed 5/03/2023	
(Signature of person authorized to sign)				(Signature of Contracting Officer)			

QUESTIONS AND ANSWERS

(Amendment 1 answers in **bold**. Amendment 2 answers in **bold red**.)

1. What is the anticipated award date? **July 1, 2023**
2. When is the anticipated start date? **July 1, 2023**
3. In 2019 indications are that the RFP was awarded based on pricing. Will technical scores or price or a combination of the two be the deciding factor for this opportunity? **Please refer to Section M.3. Technical factors are significantly more important than Price factors.**
4. We see that questions are due 5 days before the due date but there is no indication if this is calendar days or business days. Five days is a short period of time to circulate guidance provided in answers to Offeror question to our SMEs and incorporate their recommendations in our proposal. Will the agency consider extending the due date for a week or two to allow Offerors time to incorporate Q&A guidance in their proposals? **Due date is hereby extended for two weeks to 4:00 p.m. on May 11, 2023.**
5. Will the agency allow the use of trained buccal swab collectors for this project, instead of phlebotomists as the collections will be buccal swabs? **Yes. See revised Section C.1.2.6.**
6. Will the equipment listed in bid section C.3.3.8 such as cabinets, fax machines and so forth also be required for jail and hospital collections? **If OAG elects to have the Contractor perform collections at these optional locations, the Contractor will need to provide all equipment necessary to successfully perform the work. Requirement for and all references to birthing hospital collections are eliminated.**
7. How will equipment provided by the vendor be secured when not in use? The Vendor wants to be assured that the equipment will be secure and available only to the specimen collector. **Contractor is responsible for ensuring its equipment is secured (i.e., use of locked cabinets which it furnishes; collection room locked before leaving).**
8. Will the vendor-provided equipment remain in place on-site from one collection session to the next or will some or all of it need to be removed following each collection session? **Remain onsite and will not need to be removed (but this really is to the Contractor's discretion as this equipment will be provided and owned by the Contractor)**
9. Is there a phone line already in place for each location that will require a fax machine? **Yes, at the collection site located at the Courthouse. If we elect at some point to have the Contractor perform collections at OAG's headquarters, yes. At the collection sites located within the four (4) wards of the District, that will be the Contractor's responsibility.**
10. Please provide current per sample pricing for each testing category or collection scenario for the existing contract. **For both IV-D and Non IV-D Cases the current per specimen price is \$52.**
11. We understand that the sample volumes listed on the price sheet are estimates. The actual number of samples collected at each location for the scenarios listed on the price sheet are extremely important in accurately estimating staffing costs and pricing. Please provide the best estimate of actual annual samples counts for each location for each of the scenarios

listed on the pricing sheet. We find the following footnote on the pricing template for the base year and each option year:

“Estimated quantity for IV-D Cases is a total of 1,000 for all CLINs for 12 months and not 1,000 per CLIN.”

Can we take this to mean that the total annual sample count we might expect to receive for all collection scenarios will be approximately 1000 samples total per year? **Yes. The following demographic information is provided:**

Most of our case participants reside in Wards 7 and 8. Below are the stats:

These numbers do not include new applicants and court orders received on a daily basis.

For FY2018 thru FY2019, 1,035 Children were ordered by the court to participate in genetic testing.

Breakdown by Ward for Children ordered to participate in genetic testing:

Ward 1	9.53%
Ward 2	1.36%
Ward 3	0.0%
Ward 4	1.56%
Ward 5	7.20%
Ward 6	6.03%
Ward 7	25.88%
Ward 8	48.44%

The 1,035 Children equated to 715 Non-Custodial Parents

Breakdown by Ward for NCPs ordered to participate in genetic testing:

Ward 1	7.74%
Ward 2	1.49%
Ward 3	0.0%
Ward 4	1.79%
Ward 5	8.63%
Ward 6	5.36%
Ward 7	25.89%
Ward 8	49.11%

There are approximately 11,552 Children in our caseload that do not have paternity established.

Breakdown by Ward for Children that do not have paternity established:

Ward 1	5.46%
Ward 2	1.63%
Ward 3	0.82%
Ward 4	5.23%
Ward 5	11.50%
Ward 6	9.28%
Ward 7	24.75%
Ward 8	41.33%

The 11,552 Children equated to 8,443 Non-Custodial Parents

Breakdown by Ward for NCPs with children who do not have paternity established:

Ward 1	6.98%
Ward 2	0.93%
Ward 3	0.37%
Ward 4	2.31%
Ward 5	7.34%
Ward 6	5.68%
Ward 7	27.41%
Ward 8	48.99%

12. The Contractor shall be bound by the Wage Determination No. 2015-4281, Revision 25, dated 12/27/2022, issued by the U.S. Department of Labor in accordance with the Service Contract Act, 41 U.S.C. §351 et seq., and incorporated herein as Section J.9. Please verify if section J.9 is part of the solicitation and if so, what is the page number?
The current wage determination dated 12/27/2022 is attached as Attachment J.8.

13. Will it be acceptable for Offerors to list exceptions and topics for possible negotiation after award in their proposal? **Offers that do not comply with requirements will be determined non-responsive and rejected. Please base pricing on what is specified. Topics for possible negotiation prior to award may be listed.**

14. Will agency staff provide sample collection services and if so, please list the locations? **No, agency staff will not collect samples.**

15. Will agency staff require training for buccal swab collection? **No.**

16. Is a certificate of Good Standing sufficient to establish the Offeror's registration for business in the District? **Entities that do business with the District of Columbia must be registered with the Office of Tax and Revenue and the Department of Licensing and Consumer Protection. The Certificate of Good Standing does not suffice. See Section L.15.2.**

17. Can the Agency confirm if the Non-IV-D cases will be a separate entity from IV-D cases? **Yes.** With separate billing and reporting addresses? **Yes.** Will it require separate contracts? **The DC Courts will issue its own separate contracts or orders under Cooperative Agreement authority and the Ordering provisions of the resulting contract. See revised Section G.2.**

18. The Vendor would like to provide an update that AABB has had a name change to Association for the Advancement of Blood and Biotherapies in 2021. **Ok, thank you. Will correct.**

19. Section C.3.1 This section requires all staff to sign confidentiality statements. The vendor's staff sign confidentiality agreements as a condition of employment. The vendor requests that the Vendor's form be an acceptable confidentiality form or that the Authorized signer sign an attestation on behalf of the Vendor. **No, the IV-D Agency receives federal funding to operate, and we are required to have all our staff members and contractors' staff members sign our confidentiality agreements acceptable to the Feds.**

20. Section C.3.2 The vendor can make arrangements to have the specimen shipped or provide collection instructions, but typically the laboratory doesn't retrieve autopsy samples. Can the District change the language within this section to reflect the above? **Yes, we will change the language to make that clear, as it is not our intent to have the Contractor actually perform this collection.**

21. Section C.3.3.3. The vendor would like to request that the collections sites located at the court be available for Walk-in appointments, but that the vendor be able to schedule the appointments at the other requested collection sites. This could be accomplished by the Caseworker requesting an appointment using the vendor's on-line system. Both IV-D and Non IV-D clients are to be seen only on a walk-in basis at the Courthouse. **We will add language to Sec. C.3.3.4 to this effect. Clients with IV-D Cases will be scheduled by CSSD's staff person to be seen at the sites in the four (4) wards; however, the Contractor will be required to also allow walk-ins for both IV-D and Non IV-D clients at those sites.**

22. Section C.3.3.6 The Vendor would like to suggest an alternative to providing a specimen collector for each birthing hospital. The Vendor has had success with a similar request in that the Vendor provides training and supplies for the hospital staff to perform the specimen collection. Will DC consider this option? **We decided we will not explore the option with the Contractor going into the birthing hospitals at this time and will remove that from the RFP and resulting contract.**

23. Section C.3.3.10 The information regarding the blood transfusion or a bone marrow transplant is not included within the notarized report but is included on the client authorization/chain of custody document. The chain of custody/client authorization are included as part of the results. Is this an acceptable approach as this information is not typically included on the notarized report, but common industry practice to include on Client authorization/chain of custody? **This approach is acceptable. See revised C.3.3.11.**

24. Section C.3.3.13 The Client Authorization/Chain of Custody Form will include a photograph of the parties who are being collected and will identify the identification that was provided by the individuals. We would request that Section C.3.13 be removed as all facilities may not have access to a copier machine and this is not a standard practice in the industry. **It is our practice to get copies of both IDs. If the Contractor is at special events where they are offsite and do not have access to a copier, they can take a picture of the IDs and once back at their location, they can print out a copy.**

25. Section C.3.3.16 This specification requires that specimen collection sites be no further than 15 miles from the subject's principal place of residence and within two (2) business days of the Case Coordinator's request. The Vendor will always schedule the person to the closest collection site, but in some rural areas the collection site may be greater than 15 miles. In addition, the lab will also try to schedule within two (2) days of receipt of schedule, but if there is a delay then we can update our website with the delay, we expect this to be the exception and not the rule, but want to introduce that sometimes there are delays in scheduling.

The language at C.3.3.16 will be changed to read as follows to address the Offerors' concerns:

The Contractor shall schedule specimen collections for test subjects in interstate and international cases within two (2) business days of the Program Specialist request, and notify the Program Specialist of the date, time, and location of such scheduled collections within five (5) business days of the appointment being made. In the event that the Contractor is unable to schedule specimen collections for test subjects in interstate and international cases within two (2) business days of the Program Specialist request due to an unforeseen and unavoidable delay that occurs due to no fault of the Contractor, then the Contractor shall notify the Program Specialist, within five (5) business days, and arrange for the collection to be done as soon as possible. The Contractor shall arrange for a specimen to be collected within no more than a fifteen (15) mile radius from the subject's principal place of residence, or the closest collection site to the subject's principal place of residence or work if there is no collection site within fifteen (15) miles of the subject's primary residence. The Contractor shall ensure that the facility or individual collecting the specimen receives all necessary documentation and collection kits prior to the scheduled appointment and has the experience and level of expertise to

- properly collect and handle the specimen to avoid chain of custody issues.**
26. Section C.3.3.17. While the vendor can accomplish two (2) day notification for collections that are scheduled locally at the Courthouses, we would like to request five (5) business days to report non-appearance for parties scheduled by the Vendor such as out of area collections and interstate collections. **The language will be modified to read as follows:**

If an individual fails to appear for a scheduled appointment for testing, then the Contractor shall notify the CSSD Paternity Unit's Program Specialist who scheduled the appointment of the individual's failure to appear. This notice shall be provided in writing within two (2) business days of the missed appointment in local cases and within five (5) business days of the missed appointment in interstate and international cases.

27. Section C.3.3.18 In the scenario where a specimen is being tested in a matter that other than the one for which it was initially collect, this consent is typically obtained by the Child Support Office or ordered by the Court. We would like to request that this responsibility be taken care of by the District. **Based on our conversation at the pre-proposal meeting, the language will be modified to read as follows (language has been removed regarding reuse of samples):**

The Contractor shall not dispose of any specimen collected, prior to test completion in the matter for which the specimen was collected, without receiving the prior written consent of the Case Coordinator or the CA, provided; however, that should retention of the sample compromise the integrity of the sample, then the Contractor shall be permitted to dispose of it, after notifying the Case Coordinator or CA.

28. Section C.3.6.3 If a second genetic test is granted by a DC Superior Court, the Vendor is asking that the Court order the parties to coordinate and arrange the second test, as this shouldn't fall into the current Vendor's responsibilities. **If the DC Superior Court grants a second genetic test the Legal unit will send the court order to the Program Specialist, and she will schedule the test the same way she scheduled the first test. (PLEASE NOTE THAT THE CUSTOMER MUST PAY FOR THE SECOND GENETIC TEST). The Contractor is responsible for sending samples to a different lab for them to do the analysis and send the results back.**

29. Regarding section C.3.10.3 – This vendor has considerable experience transitioning projects of the kind described in the RFP in and out of our system and we will work with the agency and will assign adequate staff to ensure a smooth and successful transition. Personnel records contain personal and business sensitive information and are strictly private. On-site interviews for projects transitioning in or out of our system have not been required in the past and are not standard business practice in this industry nor is allowing our staff to move to a competitor as part of a contract transition. We respectfully request removal of section C.3.10.3. Alternatively, our employees are primarily in the laboratory in Burlington, NC and any employees in the District are Patient Service Center employees that only do a very small amount of DNA collections and are otherwise indispensable, the Vendor is requested

that we be granted an exception. **We agree to remove this requirement.**

30. In section C.3.1 we find the following (excerpt):

“All contract staff, including subcontractors, shall be required to sign confidentiality statements reflecting their understanding of this requirement, prior to gaining access to any such confidential information.”

All of our employees sign a confidentiality agreement as part of the hiring process. Will this be sufficient? **No, see response to question 19 above.**

31. Regarding section H.3.3 – Ours is a large company with many locations in the US and internationally. Can we limit this posting requirement to locations with just DC employees? **Posting in the District of Columbia will be sufficient.**

32. We find the following in section 6. Inspection of Services subsection b on pages SCP.4-SPC.5 of the Standard Contract Provisions document:

The Contractor shall provide and maintain an inspection system acceptable to the District covering the services under contract. Complete records of all inspection work performed by the Contractor shall be maintained and made available to the District during contract performance as for as long afterwards as the contract requires”.

Please describe what the District expectations are for this “system” and what is the meaning of “all inspection work performed by the Contractor”? **This is standard language. The CA will evaluate Contractor’s quality assurance system to ensure compliance.**

33. Under C.1.2.4 there is a definition for a “Phlebotomist” and that term is referenced throughout for the “one who collects specimens for analysis”. A Phlebotomist is not needed or required in order to perform sample collections for genetic testing services. Can you revise the language and use the following wherever the word phlebotomist is used? *“Trained Sample Collector for collecting buccal swabs or a Phlebotomist if blood samples are required”*. **Yes, we will make this change.**

34. Section C.3.3.3, C.3.3.4, C.3.3.5, C.3.3.6 and C.3.3.7-Please clarify the number of hours weekly to provide availability for sample collection is not negotiable. The table below reflects our understanding of the requirements, which translates into approx. 24 dedicated hours/week + 160 hours of availability at 4 sites+ special projects. The routine weekly hours of availability is extremely high for a contract of this size and will have significant impact to the cost of service. **We expect the Contractor to provide services from 8:00 am to-5:00pm at the sites within the wards and 8:30am-4:30pm at the Courthouse (you will see this change reflected in the amendment). The hours for optional services have yet to be determined and will be based on our need if and when we have a need for the optional service.**

Section	Days	Hours	Location Description	Other	Hours Availability/ Week
C.3.3.3	M,T,W,TH,F	8am-5pm	4 of 8 wards in DC	Walk In or Appt.	160
C.3.3.4	1 Day TBD	8:30am-4:30pm	D.C Superior Court 500 Indiana Ave		8
C.3.3.5	1 or 2(TBD)	TBD	400 6th St NW DC		8 to 16 (TBD)
C.3.3.6	As Needed	As Needed	Birthing Hospitals		As Needed
C.3.3.7			Special Projects		As Needed
Approx. Total = Dedicated 24 Hours + 4 Additional Sites for 160 hours + As Needed					

35. Section C.3.3.3-For parties that are scheduled at the four dedicated sites within the four wards of DC, how will the scheduling be handled? Will your staff schedule directly or will the contractor be scheduling these parties, please clarify the intended workflow for these parties. **CSSD staff will schedule the clients' appointments.**
36. Section C.3.3.3-Of the 4 collection sites within the 8 wards of DC, does it matter which 4 the sites are located in? **C.3.3.3 is revised to specify that one of the four (4) collection sites must be in Wards 1, 5, 7 and 8.**
37. Section C.3.3.14-At the sites not associated w/ Child Support or Courts, how will the process work if parties appear without the required documents? Will there be a designated contact to be available immediately by phone or is it anticipated there could be a wait time? This will be important to relay to the sites in order to set service expectations and determine time needed for staff. **There are designated individuals who the Contractor is to call or email to get a copy of the paperwork prior to collecting a specimen when the person appears without the required paperwork. There are two designated individuals for IV-D Cases who will be able to assist the Contractor with getting this paperwork fairly quickly, so there should not be a long wait time for the Contractor to get this paperwork. The Court has a designated person and if that person is unreachable there is a helpdesk that the Contractor can call to get the document they need for non IV-D Cases.**
38. Section C.3.6.3-If a second test is required and coordinated by the Contractor, how will it be billed to the CSSD or Superior Court? Is an additional test subject to reimbursement? **The Contractor can bill directly for the recollection of samples as part of a second test as long as the retest is not being done due to the Contractor's negligence or wrongdoing in collecting the samples or performing the test the first time.**

"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	Division of Wage Determinations	Wage Determination No.: 2015-4281 Revision No.: 25 Date Of Last Revision: 12/27/2022

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:	Executive Order 14026 generally applies to the contract. The contractor must pay all covered workers at least \$16.20 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract in 2023.
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:	Executive Order 13658 generally applies to the contract. The contractor must pay all covered workers at least \$12.15 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract in 2023.

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

States: District of Columbia, Maryland, Virginia

Area: District of Columbia Statewide
Maryland Counties of Calvert, Charles, Prince George's
Virginia Counties of Alexandria, Arlington, Fairfax, Falls Church, Fauquier, Loudoun, Manassas, Manassas Park, Prince William, Stafford

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

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		19.39
01012 - Accounting Clerk II		21.79
01013 - Accounting Clerk III		24.36
01020 - Administrative Assistant		37.47
01035 - Court Reporter		28.71
01041 - Customer Service Representative I		16.73
01042 - Customer Service Representative II		18.25
01043 - Customer Service Representative III		20.48
01051 - Data Entry Operator I		16.64
01052 - Data Entry Operator II		18.16
01060 - Dispatcher, Motor Vehicle		23.00
01070 - Document Preparation Clerk		18.23
01090 - Duplicating Machine Operator		18.23

01111 - General Clerk I	17.51
01112 - General Clerk II	19.12
01113 - General Clerk III	21.47
01120 - Housing Referral Assistant	25.33
01141 - Messenger Courier	19.79
01191 - Order Clerk I	16.71
01192 - Order Clerk II	18.23
01261 - Personnel Assistant (Employment) I	19.76
01262 - Personnel Assistant (Employment) II	22.10
01263 - Personnel Assistant (Employment) III	24.63
01270 - Production Control Clerk	26.81
01290 - Rental Clerk	18.17
01300 - Scheduler, Maintenance	20.31
01311 - Secretary I	20.31
01312 - Secretary II	22.72
01313 - Secretary III	25.33
01320 - Service Order Dispatcher	20.56
01410 - Supply Technician	37.47
01420 - Survey Worker	21.30
01460 - Switchboard Operator/Receptionist	17.45
01531 - Travel Clerk I	19.03
01532 - Travel Clerk II	20.71
01533 - Travel Clerk III	22.45
01611 - Word Processor I	18.62
01612 - Word Processor II	20.92
01613 - Word Processor III	23.39
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	28.60
05010 - Automotive Electrician	26.35
05040 - Automotive Glass Installer	24.82
05070 - Automotive Worker	24.82
05110 - Mobile Equipment Servicer	21.35
05130 - Motor Equipment Metal Mechanic	27.74
05160 - Motor Equipment Metal Worker	24.82
05190 - Motor Vehicle Mechanic	27.74
05220 - Motor Vehicle Mechanic Helper	19.53
05250 - Motor Vehicle Upholstery Worker	23.17
05280 - Motor Vehicle Wrecker	24.82
05310 - Painter, Automotive	26.35
05340 - Radiator Repair Specialist	24.82
05370 - Tire Repairer	15.88***
05400 - Transmission Repair Specialist	27.74
07000 - Food Preparation And Service Occupations	
07010 - Baker	17.31
07041 - Cook I	17.78
07042 - Cook II	20.67
07070 - Dishwasher	14.59***
07130 - Food Service Worker	14.77***
07210 - Meat Cutter	20.41
07260 - Waiter/Waitress	14.12***
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	23.06
09040 - Furniture Handler	14.06***
09080 - Furniture Refinisher	22.12
09090 - Furniture Refinisher Helper	16.39
09110 - Furniture Repairer, Minor	19.45
09130 - Upholsterer	19.86
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	14.32***
11060 - Elevator Operator	15.64***
11090 - Gardener	23.36
11122 - Housekeeping Aide	15.64***
11150 - Janitor	15.64***
11210 - Laborer, Grounds Maintenance	17.44
11240 - Maid or Houseman	14.58***

11260 - Pruner	16.35
11270 - Tractor Operator	21.37
11330 - Trail Maintenance Worker	17.44
11360 - Window Cleaner	16.64
12000 - Health Occupations	
12010 - Ambulance Driver	23.71
12011 - Breath Alcohol Technician	25.31
12012 - Certified Occupational Therapist Assistant	35.59
12015 - Certified Physical Therapist Assistant	30.02
12020 - Dental Assistant	23.78
12025 - Dental Hygienist	50.57
12030 - EKG Technician	37.13
12035 - Electroneurodiagnostic Technologist	37.13
12040 - Emergency Medical Technician	23.71
12071 - Licensed Practical Nurse I	22.63
12072 - Licensed Practical Nurse II	25.31
12073 - Licensed Practical Nurse III	28.22
12100 - Medical Assistant	18.95
12130 - Medical Laboratory Technician	28.82
12160 - Medical Record Clerk	22.95
12190 - Medical Record Technician	27.06
12195 - Medical Transcriptionist	20.72
12210 - Nuclear Medicine Technologist	43.13
12221 - Nursing Assistant I	13.87***
12222 - Nursing Assistant II	15.59***
12223 - Nursing Assistant III	17.01
12224 - Nursing Assistant IV	19.11
12235 - Optical Dispenser	25.02
12236 - Optical Technician	21.36
12250 - Pharmacy Technician	18.40
12280 - Phlebotomist	21.37
12305 - Radiologic Technologist	37.13
12311 - Registered Nurse I	30.40
12312 - Registered Nurse II	36.78
12313 - Registered Nurse II, Specialist	36.78
12314 - Registered Nurse III	44.14
12315 - Registered Nurse III, Anesthetist	44.14
12316 - Registered Nurse IV	52.91
12317 - Scheduler (Drug and Alcohol Testing)	31.36
12320 - Substance Abuse Treatment Counselor	28.68
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	24.30
13012 - Exhibits Specialist II	30.10
13013 - Exhibits Specialist III	36.82
13041 - Illustrator I	22.26
13042 - Illustrator II	27.57
13043 - Illustrator III	33.73
13047 - Librarian	42.46
13050 - Library Aide/Clerk	17.98
13054 - Library Information Technology Systems Administrator	38.33
13058 - Library Technician	23.37
13061 - Media Specialist I	27.67
13062 - Media Specialist II	30.94
13063 - Media Specialist III	34.50
13071 - Photographer I	20.30
13072 - Photographer II	22.87
13073 - Photographer III	28.64
13074 - Photographer IV	34.67
13075 - Photographer V	41.62
13090 - Technical Order Library Clerk	22.57
13110 - Video Teleconference Technician	30.04
14000 - Information Technology Occupations	
14041 - Computer Operator I	22.89
14042 - Computer Operator II	25.63

14043 - Computer Operator III	28.56
14044 - Computer Operator IV	31.72
14045 - Computer Operator V	35.16
14071 - Computer Programmer I (see 1)	26.99
14072 - Computer Programmer II (see 1)	
14073 - Computer Programmer III (see 1)	
14074 - Computer Programmer IV (see 1)	
14101 - Computer Systems Analyst I (see 1)	
14102 - Computer Systems Analyst II (see 1)	
14103 - Computer Systems Analyst III (see 1)	
14150 - Peripheral Equipment Operator	22.89
14160 - Personal Computer Support Technician	31.72
14170 - System Support Specialist	38.69
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	36.47
15020 - Aircrew Training Devices Instructor (Rated)	44.06
15030 - Air Crew Training Devices Instructor (Pilot)	52.81
15050 - Computer Based Training Specialist / Instructor	36.47
15060 - Educational Technologist	46.20
15070 - Flight Instructor (Pilot)	52.81
15080 - Graphic Artist	36.01
15085 - Maintenance Test Pilot, Fixed, Jet/Prop	51.76
15086 - Maintenance Test Pilot, Rotary Wing	51.76
15088 - Non-Maintenance Test/Co-Pilot	51.76
15090 - Technical Instructor	31.61
15095 - Technical Instructor/Course Developer	38.67
15110 - Test Proctor	25.52
15120 - Tutor	25.52
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	17.13
16030 - Counter Attendant	17.13
16040 - Dry Cleaner	19.57
16070 - Finisher, Flatwork, Machine	17.13
16090 - Presser, Hand	17.13
16110 - Presser, Machine, Drycleaning	17.13
16130 - Presser, Machine, Shirts	17.13
16160 - Presser, Machine, Wearing Apparel, Laundry	17.13
16190 - Sewing Machine Operator	20.38
16220 - Tailor	21.20
16250 - Washer, Machine	17.94
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	29.55
19040 - Tool And Die Maker	35.89
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	22.18
21030 - Material Coordinator	26.81
21040 - Material Expediter	26.81
21050 - Material Handling Laborer	15.98***
21071 - Order Filler	16.60
21080 - Production Line Worker (Food Processing)	22.18
21110 - Shipping Packer	18.17
21130 - Shipping/Receiving Clerk	18.17
21140 - Store Worker I	16.31
21150 - Stock Clerk	20.29
21210 - Tools And Parts Attendant	22.18
21410 - Warehouse Specialist	22.18
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	40.71
23019 - Aircraft Logs and Records Technician	32.27
23021 - Aircraft Mechanic I	38.65
23022 - Aircraft Mechanic II	40.71
23023 - Aircraft Mechanic III	42.69
23040 - Aircraft Mechanic Helper	27.20
23050 - Aircraft, Painter	36.70
23060 - Aircraft Servicer	32.27

23070 - Aircraft Survival Flight Equipment Technician	36.70
23080 - Aircraft Worker	34.57
23091 - Aircrew Life Support Equipment (ALSE) Mechanic I	34.57
23092 - Aircrew Life Support Equipment (ALSE) Mechanic II	38.65
23110 - Appliance Mechanic	22.74
23120 - Bicycle Repairer	17.40
23125 - Cable Splicer	36.39
23130 - Carpenter, Maintenance	27.29
23140 - Carpet Layer	22.54
23160 - Electrician, Maintenance	29.95
23181 - Electronics Technician Maintenance I	32.91
23182 - Electronics Technician Maintenance II	34.94
23183 - Electronics Technician Maintenance III	36.78
23260 - Fabric Worker	25.98
23290 - Fire Alarm System Mechanic	29.84
23310 - Fire Extinguisher Repairer	23.94
23311 - Fuel Distribution System Mechanic	37.07
23312 - Fuel Distribution System Operator	28.53
23370 - General Maintenance Worker	23.48
23380 - Ground Support Equipment Mechanic	38.65
23381 - Ground Support Equipment Servicer	32.27
23382 - Ground Support Equipment Worker	34.57
23391 - Gunsmith I	23.94
23392 - Gunsmith II	27.83
23393 - Gunsmith III	31.11
23410 - Heating, Ventilation And Air-Conditioning Mechanic	30.17
23411 - Heating, Ventilation And Air Contidioning Mechanic (Research Facility)	31.78
23430 - Heavy Equipment Mechanic	29.18
23440 - Heavy Equipment Operator	26.20
23460 - Instrument Mechanic	33.14
23465 - Laboratory/Shelter Mechanic	29.55
23470 - Laborer	16.48
23510 - Locksmith	32.72
23530 - Machinery Maintenance Mechanic	30.29
23550 - Machinist, Maintenance	30.16
23580 - Maintenance Trades Helper	18.27
23591 - Metrology Technician I	33.14
23592 - Metrology Technician II	34.91
23593 - Metrology Technician III	36.61
23640 - Millwright	29.89
23710 - Office Appliance Repairer	22.96
23760 - Painter, Maintenance	22.38
23790 - Pipefitter, Maintenance	30.60
23810 - Plumber, Maintenance	29.07
23820 - Pneudraulic Systems Mechanic	31.11
23850 - Rigger	31.05
23870 - Scale Mechanic	27.83
23890 - Sheet-Metal Worker, Maintenance	29.04
23910 - Small Engine Mechanic	22.69
23931 - Telecommunications Mechanic I	37.06
23932 - Telecommunications Mechanic II	39.03
23950 - Telephone Lineman	37.13
23960 - Welder, Combination, Maintenance	27.58
23965 - Well Driller	27.13
23970 - Woodcraft Worker	31.11
23980 - Woodworker	23.94
24000 - Personal Needs Occupations	
24550 - Case Manager	20.75
24570 - Child Care Attendant	15.17***
24580 - Child Care Center Clerk	18.91
24610 - Chore Aide	14.42***

24620 - Family Readiness And Support Services Coordinator	20.75
24630 - Homemaker	20.75
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	37.98
25040 - Sewage Plant Operator	28.29
25070 - Stationary Engineer	37.98
25190 - Ventilation Equipment Tender	26.74
25210 - Water Treatment Plant Operator	28.29
27000 - Protective Service Occupations	
27004 - Alarm Monitor	23.83
27007 - Baggage Inspector	19.39
27008 - Corrections Officer	29.35
27010 - Court Security Officer	30.66
27030 - Detection Dog Handler	21.69
27040 - Detention Officer	29.35
27070 - Firefighter	31.96
27101 - Guard I	19.39
27102 - Guard II	21.69
27131 - Police Officer I	33.25
27132 - Police Officer II	36.96
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	16.91
28042 - Carnival Equipment Repairer	18.48
28043 - Carnival Worker	12.94***
28210 - Gate Attendant/Gate Tender	18.07
28310 - Lifeguard	12.75***
28350 - Park Attendant (Aide)	20.22
28510 - Recreation Aide/Health Facility Attendant	14.76***
28515 - Recreation Specialist	25.05
28630 - Sports Official	16.10***
28690 - Swimming Pool Operator	21.48
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	34.82
29020 - Hatch Tender	34.82
29030 - Line Handler	34.82
29041 - Stevedore I	32.51
29042 - Stevedore II	36.97
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	46.70
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	32.20
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	35.47
30021 - Archeological Technician I	20.86
30022 - Archeological Technician II	23.34
30023 - Archeological Technician III	28.90
30030 - Cartographic Technician	28.90
30040 - Civil Engineering Technician	32.88
30051 - Cryogenic Technician I	32.01
30052 - Cryogenic Technician II	35.36
30061 - Drafter/CAD Operator I	20.86
30062 - Drafter/CAD Operator II	23.34
30063 - Drafter/CAD Operator III	26.01
30064 - Drafter/CAD Operator IV	32.01
30081 - Engineering Technician I	22.92
30082 - Engineering Technician II	25.72
30083 - Engineering Technician III	28.79
30084 - Engineering Technician IV	35.64
30085 - Engineering Technician V	43.61
30086 - Engineering Technician VI	52.76
30090 - Environmental Technician	28.90
30095 - Evidence Control Specialist	28.90
30210 - Laboratory Technician	28.21
30221 - Latent Fingerprint Technician I	37.63
30222 - Latent Fingerprint Technician II	41.56
30240 - Mathematical Technician	35.01

30361 - Paralegal/Legal Assistant I	23.32
30362 - Paralegal/Legal Assistant II	28.90
30363 - Paralegal/Legal Assistant III	35.35
30364 - Paralegal/Legal Assistant IV	42.76
30375 - Petroleum Supply Specialist	35.36
30390 - Photo-Optics Technician	28.90
30395 - Radiation Control Technician	35.36
30461 - Technical Writer I	28.83
30462 - Technical Writer II	35.27
30463 - Technical Writer III	42.68
30491 - Unexploded Ordnance (UXO) Technician I	29.68
30492 - Unexploded Ordnance (UXO) Technician II	35.91
30493 - Unexploded Ordnance (UXO) Technician III	43.04
30494 - Unexploded (UXO) Safety Escort	29.68
30495 - Unexploded (UXO) Sweep Personnel	29.68
30501 - Weather Forecaster I	32.01
30502 - Weather Forecaster II	38.93
30620 - Weather Observer, Combined Upper Air Or	(see 2) 26.01
Surface Programs	
30621 - Weather Observer, Senior	(see 2) 28.90
31000 - Transportation/Mobile Equipment Operation Occupations	
31010 - Airplane Pilot	35.91
31020 - Bus Aide	16.18***
31030 - Bus Driver	23.52
31043 - Driver Courier	20.34
31260 - Parking and Lot Attendant	15.09***
31290 - Shuttle Bus Driver	19.93
31310 - Taxi Driver	17.71
31361 - Truckdriver, Light	22.24
31362 - Truckdriver, Medium	24.14
31363 - Truckdriver, Heavy	23.78
31364 - Truckdriver, Tractor-Trailer	23.78
99000 - Miscellaneous Occupations	
99020 - Cabin Safety Specialist	17.51
99030 - Cashier	13.79***
99050 - Desk Clerk	14.61***
99095 - Embalmer	34.10
99130 - Flight Follower	29.68
99251 - Laboratory Animal Caretaker I	16.35
99252 - Laboratory Animal Caretaker II	17.88
99260 - Marketing Analyst	37.55
99310 - Mortician	34.10
99410 - Pest Controller	21.91
99510 - Photofinishing Worker	18.65
99710 - Recycling Laborer	22.98
99711 - Recycling Specialist	28.16
99730 - Refuse Collector	20.81
99810 - Sales Clerk	14.24***
99820 - School Crossing Guard	18.02
99830 - Survey Party Chief	31.00
99831 - Surveying Aide	19.26
99832 - Surveying Technician	29.45
99840 - Vending Machine Attendant	17.03
99841 - Vending Machine Repairer	21.64
99842 - Vending Machine Repairer Helper	17.03

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

with the federal government in connection with seasonal recreational services or seasonal recreational equipment rental for the general public on federal lands.

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

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 eleven paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Juneteenth National Independence Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

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

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

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

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

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

(3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or

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

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

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

**** HAZARDOUS PAY DIFFERENTIAL ****

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

All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving re-grading and cleaning of artillery ranges.

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

**** UNIFORM ALLOWANCE ****

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

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to

this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

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

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

**** REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE, Standard Form 1444 (SF-1444) ****

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination (See 29 CFR 4.6(b)(2)(i)). Such conforming procedures shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees (See 29 CFR 4.6(b)(2)(ii)). The Wage and Hour Division shall make a final determination of conformed classification, wage rate, and/or fringe benefits which shall be paid to all employees performing in the classification from the first day of work on which contract work is performed by them in the classification. Failure to pay such unlisted employees the compensation agreed upon by the interested parties and/or fully determined by the Wage and Hour Division retroactive to the date such class of employees commenced contract work shall be a violation of the Act and this contract. (See 29 CFR 4.6(b)(2)(v)). When multiple wage determinations are included in a contract, a separate SF-1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

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

5) The contracting officer transmits the Wage and Hour Division's decision to the contractor.

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

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

When preparing a conformance request, the ""Service Contract Act Directory of Occupations"" should be used to compare job definitions to ensure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination (See 29 CFR 4.152(c)(1))."