



...The Phoenix represents the capacity for vision. It is the symbol of high virtue, grace and unsurpassed excellence...

Phoenix EHS Consultants, LLC

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SIC: 8999

NAICS: 541620, 541690

FEIN #20-1717183

Florida Minority Business Enterprise – Certified Minority Business Enterprise

Women’s Business Enterprise National Council Women’s Business Enterprise Certificate 2005110786

Certified Small Business Concern

GSA Contract Number: **GS10F0114V** offering SINs **899-2** and **899-3**

Phoenix Mission Statement:

“Phoenix consistently identifies and provides strategic solutions through defensible, scientifically supported and technically unsurpassed Environmental, Health and Safety work products to afford our clients the ability to converge their resource talents towards their business foundation to achieve long term viability in the marketplace.”

Phoenix EHS Consultants, LLC Company Overview

Phoenix EHS Consultants, LLC (Phoenix) is a certified woman-owned small business concern with a team of accomplished senior Environmental, Health and Safety (EH&S) professionals committed to delivering superlative work products while adhering to the highest standards of professional and business ethics and personal integrity. The company consistently provides its clients prompt technically sound professional service through demonstrated organizational use of work force and generally accepted accounting principles. Phoenix is recognized for its ability to provide unassailable work products capable of withstanding scientific and technical review and examination in a judicial forum. The Phoenix team consists of highly specialized individuals, each of whom performs projects in their areas of professional expertise. Every Phoenix team member is a degreed scientist, including Bachelors, Masters and Doctorate degree levels and numerous industry recognized certifications (e.g. Certified Safety













Professional, Certified Hazardous Materials Manager, Certified Professional Environmental Auditor, etc.). Every team member conducts their respective project fieldwork, project management and report preparation to ensure projects meet the client's defined scope of work while upholding a superior level of work product reliability. Phoenix's ability to meet proposed financial budgets within the scheduled project timeframe is demonstrated through its superior project management principles. Phoenix only proposes projects within its areas of expertise.


Each Phoenix member attends completes a wide variety of continuing education courses, professional development courses and attend annual conferences and seminars to ensure its employees are current on industry related information and developments.

The following pages identify environmental and health and safety services offered by Phoenix under GSA awarded SIN numbers 899-2 and 899-3.

Phoenix Health and Safety Services Offered

-  Industrial Hygiene Monitoring Studies
-  Noise Studies
-  Personal Protective Equipment Evaluations
-  Health and Safety Audits
-  Automated Locomotive Horn Sound Level Testing (patent-pending)
-  OSHA Voluntary Protection (VPP) Program Audits
-  Job Hazard Analysis
-  Confined Space Evaluations
-  Expert Witness
-  Database Management and Oversight

Health and Safety Training

-  Health and Safety Audits
-  Hearing Conservation
-  Hazard Communication
-  Slips, Trips and Falls
-  Lead Hazard Awareness
-  Welding and Grinding Safety
-  Bloodborne Pathogens
-  Personal Protective Equipment

Project Name Completed Health and Safety Services and Training Project Description

Industrial Hygiene Monitoring Services	Conducted exposure assessments including noise monitoring, respirable silica, diesel exhaust, airborne lead, welding fumes and hexavalent chromium. Assessments were conducted in anticipation of litigation for clients in a variety of industries.
Health and Safety Audits	Health and safety audits were performed for a Class I railroad. Audits included comprehensive onsite facility review with regard to federal, state and local environmental regulations. Health and safety documentation, practices and procedures were thoroughly evaluated and recommendations were developed for compliance and continuous improvement objectives.
Health and Safety Program Development	Program development included Confined Space, Hazard Communication, Control of Hazardous Energy (Lockout / Tagout), Worker Exposure Monitoring, Biological Monitoring, Radiation Exposure, Heat and Cold Stress and Personal Protective Equipment.
Health and Safety Training	Three hour Lead Awareness training conducted for employees exposed to airborne lead for a federal law enforcement training center. Client specific hazardous awareness training programs were developed for a Class I Railroad included, but were not limited to, Hexavalent Chromium, Asbestos and Welding Fume Hazards.

Health and Safety Services Offered

Industrial Hygiene Monitoring Services

Phoenix provides a full range of industrial hygiene monitoring services for a wide variety of industries. Our team of highly qualified industrial hygienists has extensive experience in conducting both air and noise monitoring surveys. Air and noise monitoring sampling procedures are conducted in accordance with standard industry methodology (e.g. National Institute of Occupational Safety and Health [NIOSH], Occupational Safety and Health Administration [OSHA] and American National Standards Institute [ANSI]). Surveys can be conducted as a result of the introduction of new or updated regulations, reaction to an employee complaint or as an overall evaluation of compliance with applicable health and safety regulations and directives. Consistent with industrial hygiene and safety best management practices, Phoenix will assist the client in determining the appropriate means of reducing identified occupational exposures (e.g. engineering controls, administrative controls, personal protective equipment, etc.). Brief examples of air sampling campaigns performed by Phoenix include, but are not limited to, the following:

- Airborne lead exposure during:
 - weapons fire training and firing range maintenance
 - hot work processes including welding, torch cutting, and foundry type operations
- Hexavalent Chromium, Napthalene
- Welding fumes
- Diesel exhaust
- Respirable silica
- Isocyanates and solvents
- Benzene, Toluene, Ethylbenzene and Xylenes (BTEX)

Personal Protective Equipment Evaluations

Phoenix personnel have a significant level of experience conducting Personal Protective Equipment (PPE) evaluations. A hazard assessment is conducted to determine employee risk associated with a particular piece of equipment or a particular process. If engineering or administrative controls cannot eliminate the hazard, Phoenix will determine appropriate PPE for affected personnel. Phoenix will evaluate currently used protective devices, determine their suitability, and make recommendations to properly control the workplace hazard. The implementation of specific types of PPE, for example respirators and hearing protection, require the development of a written program for the facility. If required, Phoenix will assist in the development and implementation of a written program as required by applicable regulations.

Autonomous Locomotive Horn Testing Device Design and Development

Phoenix has designed, developed, constructed and patented an automated locomotive horn sound level testing device to satisfy requirements as outlined in the Federal Railroad Administration's Rule, Use of Locomotive Horns at Highway-Rail Grade Crossings. According to this Rule, all locomotives must be certified for compliance with 49 CFR Part 222 and 229 by June 24, 2010. The locomotive horn testing device designed and patented by Phoenix allows the client to comply with the referenced Rule with minimal disturbance to normal operations and the use of minimal man power. This unique technology can be applied to a wide variety of other industries for the same or similar compliance requirements.

Phoenix Environmental Management Services Offered

- Multi-Media Environmental Audits
- Environmental Crimes Technical Support
- Audit Program Development
- RCMS® Audit Preparation
- Permit Assistance
- Solid Waste Disposal Act Program Management (solid waste, hazardous waste, universal waste and pollution prevention)
- Expert Witness
- Regulatory Communication
- Environmental Management Systems
- Social Responsibility / Sustainability

Environmental Training

- Environmental Crimes Regulatory, Evidentiary and Investigative Techniques
- Storm Water and Ground Water Pollution Prevention
- Solid, Hazardous and Universal Waste Management
- Miscellaneous Awareness Level Trainings (e.g. Clean Air Act, Transformers, Asbestos)
- Spill Prevention and Control

<u>Project Name</u>	<u>Completed Environmental Services and Training Project Description</u>
Multi-Media Environmental Audits	Attorney-client privileged environmental audits conducted annually for a Class I railroad in 23 states since 2005. Audits included comprehensive onsite facility review with regard to federal, state and local environmental regulations and company best management practices.
Audit Program Development	Developed two comprehensive audit programs for use by a Class I railroad: third party attorney-client work product audits and a lessee audit program.
Environmental Management System Documentation	Developed environmental and health and safety program summaries, key process summaries and standard operating procedures (e.g. Waste Management, Bloodborne Pathogens, etc.) for incorporation into an extensive hybrid Environmental Management System.
Environmental Training	Designed, developed and implemented miscellaneous training programs based on client needs and specifications. Developed trainings included, but were not limited to, Storm Water Management, Transformer Management and Environmental Crimes and Investigations.



Environmental Management Services Offered

Multi – Media Environmental Compliance Audits

Phoenix is known for its ability to conduct the most comprehensive multi-media compliance audits in the industry. All audits are conducted by certified environmental auditors who typically conduct approximately 30 audits annually. Phoenix conducts in-depth multi-media audits based on environmental and health and safety protocols. Audits are designed to assess compliance with applicable federal, state and local environmental, health and safety regulations, laws, best management practices and individual company policies. Audits are designed to identify non-compliance issues or potential liabilities within a company and attempt to determine root causes of identified issues. Audits are intended to:

- Verify compliance with environmental and health and safety regulations and company policies;
- Reduce the occurrence of environmental and/or health and safety incidents and accidents;
- Reduce the release of pollutants into the environment;
- Reduce worker exposure to workplace contaminants or work activities;
- Increase the overall awareness of environmental, health and safety concerns;
- Identify practices required to achieve multi-media environmental and health and safety compliance, including best management practices;
- Evaluate the effectiveness of health and safety and environmental management systems in place.

Environmental Plan Development

Phoenix can provide assistance with the design, development and implementation of comprehensive plans required by various environmental regulations. Examples of plans include, but are not limited to, Storm Water Pollution Prevention Plans and Groundwater Protection Plans. Phoenix conducts a detailed review of the facility requiring a plan to ensure existing conditions at the facility are in compliance with applicable regulations. Phoenix will draft the environmental plan based on requirements as identified in applicable environmental regulations. Plan development includes development of required associated documentation including, but not limited to, inspection templates, training documentation templates and templates for documentation of plan review.

Acquisition and Maintenance of Environmental Permits

Phoenix can provide facilities assistance with obtaining and/or maintaining environmentally related permits. Permit assistance may include a thorough evaluation of a facility for permit application submission, assistance with drafting a permit application, assistance with responding to permit issuing agencies and implementation of documentation which may be required for permit compliance (e.g. plan development, development of inspection protocols, development of documented plan/permit reviews, etc.). Phoenix can assist the client in meeting permit requirements for new or existing environmental permits.



Phoenix Environmental, Health and Safety Training Services

Phoenix provides a broad spectrum of environmental, health and safety compliance training. Phoenix customizes and designs required training based on the specific needs of each client. Training is developed based on the type of training format requested (e.g. computer based, classroom based, etc.), target audience, required training content (e.g. advanced versus awareness level) and required length of training. Training can include compliance with applicable regulations as well as adherence to company policies. Phoenix will provide associated training materials (e.g. study guides, training manuals, handouts, examinations, etc.) for all courses offered. Available training courses cover a large range of both environmental and health and safety topics.

Phoenix personnel have developed a wide variety of computer based training modules for clients. Examples of training modules include, but are not limited to, Transformer Management, Storm Water Management, Asbestos Management, Hazardous Materials Rail Car Placement, Welding and Grinding and Responsible Care®. In addition to the computer based training modules, Phoenix personnel have also written multiple video scripts in preparation for developing training and/or awareness videos (e.g. Hexavalent Chromium Training for individuals potentially exposed to hexavalent chromium during welding activities).

Phoenix has assisted with the development of an Environmental Crimes Unit for a private sector client. The development of the training program for environmental crimes Special Agents to secure a case for prosecution is the impetus of the environmental crimes unit program. Phoenix is capable of providing the environmental crimes investigators with sufficient knowledge to properly conduct an environmental crimes investigation and prepare a defensible case for the prosecution.

Phoenix personnel have served as continuing education instructors for the University of North Florida, the University of Florida Training, Research and Education for Environmental Occupations (TREEO) Center and various private and public sector clients. Areas of classroom delivered coursework include a variety of asbestos certification (e.g. Asbestos Supervisor, Asbestos Worker, etc.), environmental auditing, hazardous waste management and environmental crimes. Phoenix personnel also maintain adjunct faculty status at the local community college.



Phoenix Environmental, Health and Safety Advisory Services

Regulatory Compliance

Phoenix can provide extensive environmental advisory services pertaining to the review and interpretation of new and existing environmental, health and safety regulations. Phoenix personnel can develop and implement strategies to meet applicable regulations. Compliance strategies may include the development of required environmental and/or health and safety plans, permit applications or review of facility processes. Phoenix also possesses the capability to design and construct monitoring equipment to meet and even exceed regulatory standards. Monitoring equipment is designed using the most current and advanced technology with the objective of creating wholly autonomous monitoring systems.

Environmental Management System Design and Implementation

Phoenix personnel have a broad range of experience in the development of Environmental Management System related documentation. Environmental management system development typically involves the documentation of policies and procedures enacted in order to achieve compliance with applicable environmental and health and safety regulations. Phoenix reviews existing processes and procedures to determine compliance with environmental, health and safety regulations and company policies. These procedures are documented in a systematic approach to support continued and future compliance. In addition, Phoenix identifies gaps and develops processes and procedures for the correction of identified gaps to support continual program and process improvement.

Audit Program Implementation

Phoenix personnel can provide services to design and implement audit programs. Audit programs can include internal audits, third party Attorney-Client Work Product audits and lessee and vendor audits. Audits can serve as an important diagnostic tool in evaluating a facility's overall environmental, health and safety management system. Audit protocols promote consistency among regulated entities and ensure audits are conducted in a concise and comprehensive manner. Phoenix will develop an audit program based on the client's specific needs. An internal audit program consists of development of audit protocols used internally to verify environmental, health and safety compliance. Internal audits are conducted by a facility employee with sufficient knowledge to conduct a thorough investigation utilizing a predetermined set of criteria. Phoenix can also develop an audit program for use by a third party. Third party audits are conducted to assist a facility in obtaining an unbiased, outside perspective of their environmental, health and safety compliance. Lessee audit programs are designed for those clients who lease buildings, land, or other structures to a third party. The lessee audits are used to verify environmental, health and safety compliance and minimize potential risks to the client. Vendor audits assist with the determination of a vendor's financial, insurance, safety and environmental management status. Phoenix will also assist the client in development of a system to identify and track corrective actions resulting from audit findings. Identifying potential environmental, health and safety liabilities can reduce unnecessary expenditures and increase the perception of environmental, health and safety stewardship.



Natural Resources Services

Phoenix is committed to providing technical expertise targeted at protecting our natural environment. Phoenix provides services to our clients to address a variety of complicated environmental issues, identify potential environmental impacts and provide recommendations to mitigate potentially negative environmental impacts. Natural resources services offered include, but are not limited to:

- Regulatory Compliance
- Wetland Delineations
- Threatened and Endangered Species Services
- Terrestrial Biological Surveys
- Aquatic Surveys
- Pathway Risk Assessments

Expert Witness Services

Highly qualified Phoenix personnel with extensive environmental, health and safety backgrounds are available to serve as witnesses for environmental and health and safety legal proceedings. Phoenix can provide assistance through all phases of legal proceedings, from case evaluation to the presentation of expert testimony. Phoenix is qualified to provide the support and technical expertise necessary to support even the most complex environmental, health and safety legal proceedings.

GENERAL SERVICES ADMINISTRATION

Federal Acquisition Service *Authorized Federal Supply Schedule Price List*

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

Schedule for - Environmental Services

Federal Supply Group: 899 Class: F999*

Contract Number:

For more information on ordering from Federal Supply Schedules

click on the FSS Schedules button at <http://www.fss.gsa.gov>

Contract Period: March 23, 2009 through March 22, 2014

Contractor: Phoenix EHS Consultants, LLC
2927 Branwood Road
Jacksonville, FL 32277 3730

Business Size: Small, Woman Owned Business

Telephone: (904) 472-9608
Extension:
FAX Number: (904) 744-0672
Web Site: www.phoenixenvironmental.com/usa
E-mail: lisamck@bellsouth.net
Contract Administration: Lisa McKenna

CUSTOMER INFORMATION:

- 1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers: 899-2, 899-2 RC, 899-3 and 899-3 RC
- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.
- 1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item.
2. **Maximum Order:** \$5,000,000.00

(CUSTOMER INFORMATION: Continued)

3. **Minimum Order:** \$100.00
4. **Geographic Coverage (delivery Area):** Domestic only
5. **Point(s) of production (city, county, and state or foreign country):** Same as company address
6. **Discount from list prices or statement of net price:** Government net prices (discounts already deducted).
7. **Quantity discounts:** 1% on orders over \$1.0 million
8. **Prompt payment terms:** Net 30 days
- 9a. **Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Yes
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** will accept over \$2,500
10. **Foreign items (list items by country of origin):** None
- 11a. **Time of Delivery (Contractor insert number of days):** Specified on the Task Order
- 11b. **Expedited Delivery.** The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor
- 11c. **Overnight and 2-day delivery.** The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor
- 11d. **Urgent Requirements.** The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: Contact Contractor
12. **F.O.B Points(s):** Destination
- 13a. **Ordering Address(es):** Same as Contractor
- 13b. **Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).
14. **Payment address(es):** Same as company address
15. **Warranty provision.:** Contractor’s standard commercial warranty.
16. **Export Packing Charges (if applicable):** N/A
17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor

(CUSTOMER INFORMATION: Continued)

18. Terms and conditions of rental, maintenance, and repair (if applicable): N/A
19. Terms and conditions of installation (if applicable): N/A
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A
- 20a. Terms and conditions for any other services (if applicable): N/A
21. List of service and distribution points (if applicable): N/A
22. List of participating dealers (if applicable): N/A
23. Preventive maintenance (if applicable): N/A
- 24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: N/A
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contactor's website or other location.) The EIT standards can be found at: www.Section508.gov/.
25. Data Universal Numbering System (DUNS) number: 19-9721916
26. Notification regarding registration in Central Contractor Registration (CCR) database: Registered

Awarded Hourly Prices:

#	Labor Category	Year 1	Year 2	Year 3	Year 4	Year 5
1	Support Services	\$39.00	\$40.46	\$41.97	\$43.54	\$45.17
2	Environmental / Industrial Hygiene Trainer	\$83.00	\$86.10	\$89.32	\$92.67	\$96.13
3	Project Scientist / Industrial Hygienist	\$90.00	\$93.37	\$96.86	\$100.48	\$104.24
4	Environmental Auditor, Lead	\$95.00	\$98.55	\$102.24	\$106.06	\$110.03

Quantity discount of 1% on orders over \$1.0 million.

Service Contract Act (SCA):

SCA Eligible Contract Labor Category	SCA Equivalent Code Title	WD Number(s)
Support Services (accounting/administrative)	01020 - Administrative Assistant	2005-2115

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

Labor Category Descriptions:

LABOR CATEGORY DESCRIPTIONS				
LABOR CATEGORY	DUTIES AND RESPONSIBILITIES	EDUCATION	CERTIFICATIONS	EXPERIENCE
Environmental Auditor, Lead	Provides overall leadership for client program, project management, contract management and business operations. Performs management of personnel in advising, assisting and senior review of work products. Conducts project studies / audits, special programs, training programs, as defined by the client. Responsible for overall quality control of work products. Possess expert project management and complex problem solving skills. Responsible for the firm's business strategies, operations and business development initiatives.	MS and/or PhD	REM, CHMM, CEA, CPEA, CESM	20 years, minimum
Project Scientist/ Industrial Hygienist	Plans and performs projects requiring expertise, exercise of professional judgment and evaluation of data, techniques and procedures. Develops sampling strategies as necessary to meet the client scope of work. Proficient problem solving skill set. Performs specialized management work of a complex nature, advising, assisting other Phoenix team members. Addresses unique problems and issues, develops procedures and methodologies and applies best practices in the EH&S field. Possess proven level of project management talent and expert level of technical skill, client management and problem solving skills.	BS, minimum	Examples include: REM, OHST, CEA, CSP	5 years, minimum
Environmental / Industrial Hygiene Trainer	Provide customized training to clients as required. Trainer will develop training tailored to requirements as identified by the client. Training will cover miscellaneous topics in environmental, health and safety. Trainers will conduct training in their areas of expertise. Trainers will be competent in conducting classroom based training, developing training programs and general client project management.	BS, minimum	Examples include: CSP, OHST, REM, CEA, CHMM	5 years, minimum
Support Services (accounting/ administrative)	Possesses proficient administrative and accounting knowledge for opening, maintaining and closing projects, to include, but not limited to: invoicing, credits, project budget review, general administrative business items, etc.)	BS, minimum	None required	10 years, minimum



Labor Categories for SIN numbers 899-2 and 899-3

#	SIN Numbers	Labor Category	Rate Year 1
1	899-2 / 899-3	Support Services	\$39.00
2	899-2 / 899-3	Environmental / Industrial Hygiene Trainer	\$83.00
3	899-2 / 899-3	Project Scientist / Industrial Hygienist	\$90.00
4	899-2 / 899-3	Environmental Auditor, Lead	\$95.00

Phoenix EHS Consultants, LLC FPR Letter - ATTACHMENT 3

LABOR CATEGORY DESCRIPTIONS				
LABOR CATEGORY	DUTIES AND RESPONSIBILITES	EDUCATION	CERTIFICATIONS	EXPERIENCE
Environmental Auditor, Lead	Provides overall leadership for client program, project management, contract management and business operations. Performs management of personnel in advising, assisting and senior review of work products. Conducts project studies / audits, special programs, training programs, as defined by the client. Responsible for overall quality control of work products. Possess expert project management and complex problem solving skills. Responsible for the firm's business strategies, operations and business development initiatives.	MS and/or PhD	REM, CHMM, CEA, CPEA, CESM	20 years, minimum
Project Scientist/ Industrial Hygienist	Plans and performs projects requiring expertise, exercise of professional judgment and evaluation of data, techniques and procedures. Develops sampling strategies as necessary to meet the client scope of work. Proficient problem solving skill set. Performs specialized management work of a complex nature, advising, assisting other Phoenix team members. Addresses unique problems and issues, develops procedures and methodologies and applies best practices in the EH&S field. Possess proven level of project management talent and expert level of technical skill, client management and problem solving skills.	BS, minimum	Examples include: REM, OHST, CEA, CSP	5 years, minimum
Environmental / Industrial Hygiene Trainer	Provide customized training to clients as required. Trainer will develop training tailored to requirements as identified by the client. Training will cover miscellaneous topics in environmental, health and safety. Trainers will conduct training in their areas of expertise. Trainers will be competent in conducting classroom based training, developing training programs and general client project management.	BS, minimum	Examples include: CSP, OHST, REM, CEA, CHMM	5 years, minimum
Support Services (accounting/ administrative)	Possesses proficient administrative and accounting knowledge for opening, maintaining and closing projects, to include, but not limited to: invoicing, credits, project budget review, general administrative business items, etc.)	BS, minimum	None required	10 years, minimum