

TECHNICAL SERVICES APPLICATION FOR CONTRACT STUDENTS

The U. S. Army Engineer Research & Development Center (ERDC) has a continuing need for technical support services which can be performed by college and university students. Opportunities are available for undergraduate or graduate university students in the fields of computer science, geographic information system technology/remote sensing, information technology, drafting, pre-engineering, all engineering fields, mathematics, chemistry, geophysics, physics, geology, geo-science, biology, all pure-science related fields, and all physical-science related fields. Although majors in these fields are preferable, any student with a recognized college major in an appropriate field of study may apply and receive consideration. These positions may be located at the ERDC in Vicksburg, MS (Geotechnical and Structures Lab, Environmental Lab, Coastal and Hydraulics Lab, Information Technology Lab); at the Geospatial Research Laboratory in Alexandria, VA; at the Cold Regions Research Lab in Hanover, NH, and the Construction Engineering Research Lab in Champaign, IL. This application suffices for all locations.

Technical work at ERDC is available under an arrangement whereby the Government and student enter into a contract for the student's services. Selected students will be issued an order for their services and paid on a monthly basis following receipt of an invoice for hours worked. They will be considered self-employed for tax purposes and, therefore, will be responsible for both income tax and self-employment tax. Taxes will not be withheld from monthly checks to students. To apply, students should submit an offer in response to the following scope of work.

SCOPE OF WORK

Work performed will be to assist in research study and may involve:

- a. Field data collection
- b. Laboratory analysis
- c. Data entry on computers
- d. Analysis of research data
- e. Assisting in report preparation

An offer consists of thoroughly completing the attached application, submission of a copy of an official complete/current transcript (all college/university undergraduate and graduate students) or, if graduating high school senior or first semester undergraduate freshman, an actual copy of ACT/SAT score and current high school GPA (verified by your school), in addition to the requirements listed in paragraphs 5 through 9. Precise starting and ending dates, hours per week, and work period are negotiable. Some limited travel may be required for field studies. Expenses incurred for such travel will be reimbursed at rates applicable to Federal Government employees.

Selection will be determined based upon factors or major, grade point average (ACT or SAT scores and high school GPA if first semester freshman), student classification, and work experience. Technical personnel may telephone students to coordinate work/school schedules. However, only when the student has received a written order or has verbally received an order number is the selection of that student official.

For consideration, send your completed application including all other required documents to:

U. S. Army Engineer Corps of Engineers, Engineer Research and Development Center
ERDC Contracting Office-Contract Student Program (Amanda Andrews)
ERDC-CT
3909 Halls Ferry Road
Vicksburg, MS 39180-6199
E-mail: Contract-Student@usace.army.mil
Telephone: 601-634-5249

E-mailed documents are preferred.

PLEASE NOTE: If appropriate supporting documents are not attached to the application, the student will be considered ineligible.

PERTINENT INFORMATION

1. Formal evaluation will be conducted as the need arises from applications received in ERDC Contracting Office. Once an application is submitted it will be kept on file for one year. It is in the best interest of each student to submit a new application after every school period to keep his/her file current.
2. Eligibility is dependent upon a minimum overall GPA of 3.0 for undergraduate students and 3.2 for graduate students. All credits/hours used to determine appropriate maximum rate **MUST** be applicable to your major and curriculum. Rates are shown on page 4.
3. Sections 287 and 1001 of Title 18 of the United States Code states:
"Whoever... knowingly and willfully falsifies, conceals or covers up by any trick, scheme, or device a material fact, or makes a false, fictitious or fraudulent statements or representations, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined not more than \$10,000.00 or imprisoned not more than five years, or both."
4. **Your classification on your application must be supported by your transcript**, i.e., freshman, sophomore, etc. Since you will be evaluated on the credentials of your application only, and the pay rate for which you are eligible is based on your classification, **DO NOT** mistakenly project your classification beyond that of which your transcript supports.
5. In addition to the transcript, **you must furnish a letter from the University stating you are a student in good standing, and evidence that you are presently enrolled.** This evidence must show the number of semester hours you are presently taking.

6. If you are a graduating high school senior, you must furnish evidence that you have been accepted for enrollment by a college or university in lieu of the letter from the University mentioned in 5 above.
7. Due to the present classification system used by ERDC, it is required for all freshmen who have attempted less than 12 hours to include their ACT/SAT scores, their current high school transcript (current High School cumulative QPA, verified by your school), along with their college records.
8. If you are graduating from an undergraduate curriculum and are planning to further your education, you must furnish evidence to substantiate this intention.
9. Applicants must also complete the clauses at the end of the application. They do apply to each applicant. Instructions are at the beginning of each clause.
10. Although not required, applicant may submit a brief resume; which includes honors, achievements, and/or other information pertinent to his/her qualifications.
11. Students are required to follow all appropriate out-processing procedures regarding equipment, security issues, communication concerns, and any other area of concern.
12. **All students must register with the System for Award Management (SAM)** before an agreement and order can be issued. The website for registration is <https://www.sam.gov/portal/public/SAM/>. If you need technical assistance setting up your account, the SAM Help Desk Number is 1-866-606-8220. The student will obtain a Unique Entity Identifier Number and Cage Code from the site. Failure to register with the SAM will result in no agreement or order being issued; therefore, there will be no approval to work.

Classification of Contract Students

(Note: Classification of Students is Determined by the Educational Institution)

The pay levels below establish the appropriate pay for contract students for Calendar Year 2024:

1. Contract Student - GS-02: Graduation from senior high school or equivalent.
2. Contract Student - GS-03: Classified by the educational institution as a sophomore. If attending a two-year college, a contract student will not be classified above GS-03.
3. Contract Student - GS-04: Classified by the educational institution as a junior.

****Only contract students who have completed all requirements for a B. S. degree in an engineering field will receive the higher based pay scale for engineering.**

4. Contract Student - GS-05: Classified by the educational institution as a senior. Note: Students who have a B.S. degree in engineering who do not qualify under the superior academic achievement standard are paid at the GS-05 rate. This rate also applies to students with an engineering degree pursuing a different B.S. degree that is classified at the senior level.
5. Contract Student - GS-07: As verified by the educational institution, completion of all requirements for B.S. degree and qualify under the superior academic achievement* standard or completion of 30 semester hours graduate school in the area of study applying toward their degree. Student must provide documentation of his intent to pursue Masters Degree and be enrolled in that program NLT one semester following B.S. graduation.
6. Contract Student - GS-09: As verified by the educational institution, completion of all requirements for master's degree. Student must provide documentation of his intent to pursue Doctoral Degree and be enrolled in that program NLT one semester following master's graduation.

The compensation scale by the hour is as shown in the table following:

<u>GS Level</u>	<u>Non-Engineers</u>	<u>Overtime</u>	<u>Engineer</u>	<u>Overtime</u>
GS-02	\$13.84 HR	\$20.76		
GS-03	\$15.10 HR	\$22.65		
GS-04	\$16.95 HR	\$25.43		
GS-05	\$18.96 HR	\$28.44	\$21.17 **	\$31.76 **
GS-07	\$23.49 HR	\$35.24	\$26.23 **	\$39.34 **
GS-09	\$28.73 HR	\$43.10	\$32.08 **	\$48.12 **

*** SUPERIOR ACADEMIC ACHIEVEMENT**

A student must, as an undergraduate, stand in the upper third of the class; have an overall average of 3.0 on a 4.0 scale, or an average of 3.5 in his/her major field.

**** See note below paragraph 3 above before using this rate.**

11. Total hours completed to date: _____

Type of hours: (check one) Semester Quarter

12. Number of hours currently enrolled: _____

Type of hours: (check one) Semester Quarter

13. Overall Grade Point Average (i.e. 3.45): _____

*****TO BE CONSIDERED, YOU MUST ATTACH AN OFFICIAL COPY OF YOUR COMPLETE TRANSCRIPT(S) REFLECTING YOUR CUMULATIVE AVERAGE.** If you are a first semester freshman (just graduated from high school or completed less than twelve hours), you must provide overall ACT or SAT score and current high school QPA (verified by the school).***

14. Anticipated Graduation Date: _____

15. Indicate per hour rate proposed (see page 4 of information sheets):

Dollar/Hour: _____

16. Do you have immediate family members working at the Engineer Research & Development Center (ERDC)? These family members include: father, mother, husband, wife, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, etc.

(check one) Yes No

If yes, provide their full name, laboratory name (e.g. Environmental Lab.) and relationship:

Name:	Laboratory Name:	Relationship:
_____	_____	_____

17. Have you ever worked at (or for) the Engineer Research & Development Center?

(check one) Yes No

If yes, provide dates, laboratory name and/or supervisor.

Dates:	Laboratory Name:	Supervisor:
_____	_____	_____

18. Have you ever worked for a government agency (i.e. National Park Services)?

(check one) Yes No

If yes, provide dates, agency name and position/title:

Dates: _____ Agency Name: _____ Position/Title: _____

19. Previous Work Experience:

Dates	Company	Brief Description

20. Proposed Work Schedule. Determine which of the following best describes your availability for work. Check all that apply. Use the boxes to indicate any conditions concerning the items checked, (i.e. dates of availability). Use a separate sheet of paper if necessary.

Spring Semester	Summer Semester	Fall Semester
Year: _____ Max. Hrs. /Wks: _____	Year: _____ Max. Hrs. /Wks: _____	Year: _____ Max. Hrs. /Wks: _____
___ January <input type="checkbox"/>	___ May <input type="checkbox"/>	___ September <input type="checkbox"/>
___ February <input type="checkbox"/>	___ June <input type="checkbox"/>	___ October <input type="checkbox"/>
___ March <input type="checkbox"/>	___ July <input type="checkbox"/>	___ November <input type="checkbox"/>
___ April <input type="checkbox"/>	___ August <input type="checkbox"/>	___ December <input type="checkbox"/>
___ Weekdays <input type="checkbox"/>	___ Weekdays <input type="checkbox"/>	___ Weekdays <input type="checkbox"/>
___ Weekends <input type="checkbox"/>	___ Weekends <input type="checkbox"/>	___ Weekends <input type="checkbox"/>
___ Part-time <input type="checkbox"/>	___ Part-time <input type="checkbox"/>	___ Part-time <input type="checkbox"/>
___ Full-time <input type="checkbox"/>	___ Full-time <input type="checkbox"/>	___ Full-time <input type="checkbox"/>

21. Your signature and date:

(Signature) (Date)

52.219-1 SMALL BUSINESS PROGRAM REPRESENTATIONS (SEP 2023)

(a) Definitions. As used in this provision--

Economically disadvantaged women-owned small business (EDWOSB) concern means a small business concern that is at least 51 percent directly and unconditionally owned by, and the management and daily business operations of which are controlled by, one or more women who are citizens of the United States and who are economically disadvantaged in accordance with 13 CFR part 127, and the concern is certified by SBA or an approved third-party certifier in accordance with 13 CFR 127.300. It automatically qualifies as a women-owned small business concern eligible under the WOSB Program.

Service-disabled veteran-owned small business concern--

(1) Means a small business concern--

(i) Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and

(ii) The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a service-disabled veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.

(2) Service-disabled veteran means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16).

Small business concern--

(1) Means a concern, including its affiliates, that is independently owned and operated, not dominant in its field of operation, and qualified as a small business under the criteria in 13 CFR part 121 and the size standard in paragraph (b) of this provision.

(2) Affiliates, as used in this definition, means business concerns, one of whom directly or indirectly controls or has the power to control the others, or a third party or parties control or have the power to control the others. In determining whether affiliation exists, consideration is given to all appropriate factors including common ownership, common management, and contractual relationships. SBA determines affiliation based on the factors set forth at 13 CFR 121.103.

Small disadvantaged business concern, consistent with 13 CFR 124.1001, means a small business concern under the size standard applicable to the acquisition, that--

(1) Is at least 51 percent unconditionally and directly owned (as defined at 13 CFR 124.105) by--

(i) One or more socially disadvantaged (as defined at 13 CFR 124.103) and economically disadvantaged (as defined at 13 CFR 124.104) individuals who are citizens of the United States, and

(ii) Each individual claiming economic disadvantage has a net worth not exceeding the threshold at 13 CFR 124.104(c)(2) after taking into account the applicable exclusions set forth at 13 CFR 124.104(c)(2); and

(2) The management and daily business operations of which are controlled (as defined at 13 CFR 124.106) by individuals who meet the criteria in paragraphs (1)(i) and (ii) of this definition.

Veteran-owned small business concern means a small business concern--

(1) Not less than 51 percent of which is owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; and

(2) The management and daily business operations of which are controlled by one or more veterans.

Women-owned small business concern means a small business concern--

(1) That is at least 51 percent owned by one or more women; or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and

(2) Whose management and daily business operations are controlled by one or more women.

Women-owned small business (WOSB) concern eligible under the WOSB Program (in accordance with 13 CFR part 127) means a small business concern that is at least 51 percent directly and unconditionally owned by, and the management and daily business operations of which are controlled by, one or more women who are citizens of the United States, and the concern is certified by SBA or an approved third-party certifier in accordance with 13 CFR 127.300.

(b)

(1) The North American Industry Classification System (NAICS) code for this acquisition is 541715.

(2) The small business size standard is 1,000 employees.

(3) The small business size standard for a concern that submits an offer, other than on a construction or service acquisition, but proposes to furnish an end item that it did not itself manufacture, process, or produce (i.e., nonmanufacturer), is 500 employees, or 150 employees for information technology value-added resellers under NAICS code 541519, if the acquisition--

(i) Is set aside for small business and has a value above the simplified acquisition threshold;

(ii) Uses the HUBZone price evaluation preference regardless of dollar value, unless the offeror waives the price evaluation preference; or

(iii) Is an 8(a), HUBZone, service-disabled veteran-owned, economically disadvantaged women-owned, or women-owned small business set-aside or sole-source award regardless of dollar value.

(c) Representations.

(1) The offeror represents as part of its offer that--

(i) It ___ is, ___ is not a small business concern; or

(ii) It ___ is, ___ is not a small business joint venture that complies with the requirements of 13 CFR 121.103(h) and 13 CFR 125.8(a) and (b). [The offeror shall enter the name and unique entity identifier of each party to the joint venture: _____.]

(2) [Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.] The offeror represents that it ___ is, ___ is not, a small disadvantaged business concern as defined in 13 CFR 124.1001.

(3) [Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.] The offeror represents as part of its offer that it ___ is, ___ is not a women-owned small business concern.

(4) Women-owned small business (WOSB) joint venture eligible under the WOSB Program. The offeror represents as part of its offer that it ____ is, ____ is not a joint venture that complies with the requirements of 13 CFR 127.506(a) through (c). [The offeror shall enter the name and unique entity identifier of each party to the joint venture: _____.]

(5) Economically disadvantaged women-owned small business (EDWOSB) joint venture. The offeror represents as part of its offer that it ____ is, ____ is not a joint venture that complies with the requirements of 13 CFR 127.506(a) through (c). [The offeror shall enter the name and unique entity identifier of each party to the joint venture: _____.]

(6) [Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.] The offeror represents as part of its offer that it ____ is, ____ is not a veteran-owned small business concern.

(7) [Complete only if the offeror represented itself as a veteran-owned small business concern in paragraph (c)(6) of this provision.] The offeror represents as part of its offer that--

(i) It ____ is, ____ is not a service-disabled veteran-owned small business concern; or

(ii) It ____ is, ____ is not a service-disabled veteran-owned joint venture that complies with the requirements of 13 CFR 125.18(b)(1) and (2). [The offeror shall enter the name and unique entity identifier of each party to the joint venture: _____.] Each service-disabled veteran-owned small business concern participating in the joint venture shall provide representation of its service-disabled veteran-owned small business concern status.

(8) [Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.] The offeror represents, as part of its offer, that--

(i) It ____ is, ____ is not a HUBZone small business concern listed, on the date of this representation, as having been certified by SBA as a HUBZone small business concern in the Dynamic Small Business Search and SAM, and will attempt to maintain an employment rate of HUBZone residents of 35 percent of its employees during performance of a HUBZone contract (see 13 CFR 126.200(e)(1)); and

(ii) It ____ is, ____ is not a HUBZone joint venture that complies with the requirements of 13 CFR 126.616(a) through (c). [The offeror shall enter the name and unique entity identifier of each party to the joint venture: _____.] Each HUBZone small business concern participating in the HUBZone joint venture shall provide representation of its HUBZone status.

(d) Notice. Under 15 U.S.C. 645(d), any person who misrepresents a firm's status as a business concern that is small, HUBZone small, small disadvantaged, service-disabled veteran-owned small, economically disadvantaged women-owned small, or women-owned small eligible under the WOSB Program in order to obtain a contract to be awarded under the preference programs established pursuant to section 8, 9, 15, 31, and 36 of the Small Business Act or any other provision of Federal law that specifically references section 8(d) for a definition of program eligibility, shall—

(1) Be punished by imposition of fine, imprisonment, or both;

(2) Be subject to administrative remedies, including suspension and debarment; and

(3) Be ineligible for participation in programs conducted under the authority of the Act.

(End of provision)