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 Waterways Experiment Station in Vicksburg, MS (Geotechnical and Structures Lab, Environmental Lab, Coastal and Hydraulics Lab, Information Technology Lab); at the Topographic Engineering Center 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.

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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 in CRREL, Hanover, NH, send your completed application including all other required documents to:

Cold Regions Research Laboratory
ERDC Contracting Office
ATTN: James Farnsworth, ERDC-CRREL-NH
72 Lyme Rd.
Hanover, NH 03755-1290
E-mail: James.E.farnsworth@usace.army.mil

For consideration in all other sites, 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
ATTN: Amanda Andrews, ERDC-CT-MS
3909 Halls Ferry Road
Vicksburg, MS 39180-6199
E-mail: Amanda.Andrews@usace.army.mil

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

Questions concerning this application process may be directed to James Farnsworth, (603) 646-4280 for CRREL (Hanover, NH) and Amanda Andrews, (601) 634-5249 for all other sites.

PERTINENT INFORMATION

1. Formal evaluation will be conducted as the need arises from applications received in Contracting Division. 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. Section 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 Central Contractor Registration (CCR) before an order can be issued. The website for registration is http://www.ccr.gov. The student will obtain a Central Contractor Registration (CCR) Number, Duns Number and Cage Code from the site. Each student must also register official representations and certifications (ORCA). The website for registration is https://orca.bpn.gov. Failure to do so will result in no order and 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 2011.

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:

GS Level	Non-Engineers	Overtime	Engineer	Overtime
GS-02	$10.95 HR	$16.43		
GS-03	$11.95 HR	$17.93		
GS-04	$13.41 HR	$20.12		
GS-05	$15.00 HR	$22.50	$17.14 **	$25.71**
GS-07	$18.59 HR	$27.89	$21.34 **	$32.01*
GS-09	$22.74 HR	$34.11	$25.98 **	$38.97**

* 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.

APPLICATION FOR AN UNDERGRADUATE/GRADUATE UNIVERSITY STUDENT CONTRACT WITH THE U.S. ARMY ENGINEER RESEARCH & DEVELOPMENT CENTER

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1. Student's Name: _____
(Last) (First) (Middle Initial)

2. Social Security Number: _____

3. Are you a U.S. Citizen? (check one) ☐ Yes ☐ No

If no, indicate country: _____

4. University or College Name: _____

Type of Institution: (check one) ☐ 2 year ☐ 4 year

5. Student's Mailing Address at College:

_____

_____

Student's Telephone Number at College: _____

6. Student's Permanent Mailing Address:

_____

_____

Student's Permanent Telephone Number: _____

7. Student's Email Address: _____

8. Degree being pursued (e.g. B.S., M.S.): _____

9. *Major/Field of Study: _____
*Coursework must support your major. Major must be shown on school record; otherwise, applicant is considered to be "General Studies".

10. Present Classification (e.g., freshman): _____

If Master's or Ph.D. candidate, provide area of specialty:

_____

Master's or Ph.D. candidates must provide evidence of time limits set by the university - for completion of program (i.e. page from catalog, letter from school).

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
Dates	Company	Brief Description
Dates	Company	Brief Description
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: _____		Year: _____		Year: _____	
Max. Hrs. /Wks: ____		Max. Hrs. /Wks: ____		Max. Hrs. /Wks: ____	
___ January	☐	___ May	☐	___ September	☐
___ February	☐	___ June	☐	___ October	☐
___ March	☐	___ July	☐	___ November	☐
___ April	☐	___ August	☐	___ December	☐
___ Weekdays	☐	___ Weekdays	☐	___ Weekdays	☐
___ Weekends	☐	___ Weekends	☐	___ Weekends	☐
___ Part-time	☐	___ Part-time	☐	___ Part-time	☐
___ Full-time	☐	___ Full-time	☐	___ Full-time	☐

21. Your signature and date:

_____

(Signature) (Date)

52.219-1 -- Small Business Program Representations.

Small Business Program Representations (May 2004)

(a)

(1) The North American Industry Classification System (NAICS) code for this acquisition is 541712.

(2) The small business size standard is 500 employees.

(3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.

(b) *Representations*.

(1) The offeror represents as part of its offer that it is a small business concern.

(2] The offeror represents, for general statistical purposes, that it ____ is, ____ is not, a small disadvantaged business concern as defined in 13 CFR 124.1002. (Also, complete d(3) below)

(3) The offeror represents as part of its offer that it ____ is, ____ is not a women-owned small business concern.

(4) The offeror represents as part of its offer that it ____ is, ____ is not a veteran-owned small business concern.

(5) [*Complete only if the offeror represented itself as a veteran-owned small business concern in paragraph (b)(4) of this provision.*] The offeror represents as part of its offer that it ____ is, ____ is not a service-disabled veteran-owned small business concern.

(6) 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, on the List of Qualified HUBZone Small Business Concerns maintained by the Small Business Administration, and no material change in ownership and control, principal office, or HUBZone employee percentage has occurred since it was certified by the Small Business Administration in accordance with 13 CFR part 126; and

(ii) It ____ is, ____ is not a joint venture that complies with the requirements of 13 CFR part 126, and the representation in paragraph (b)(6)(i) of this provision is accurate of the HUBZone small business concern or concerns that are

participating in the joint venture. [*The offeror shall enter the name or names of the HUBZone small business concern or concerns that are participating in the joint venture:* _____.] Each HUBZone small business concern participating in the joint venture shall submit a separate signed copy of the HUBZone representation.

(c) *Definitions*. As used in this provision--

"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," means a concern, including its affiliates that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR Part 121 and the size standard in paragraph (a) of this provision.

"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.

(d) *Notice*.

(1) If this solicitation is for supplies and has been set aside, in whole or in part, for small business concerns, then the clause in this solicitation providing notice of the set-aside contains restrictions on the source of the end items to be furnished.

(2) Under 15 U.S.C. 645(d), any person who misrepresents a firm's status as a small, HUBZone small, small disadvantaged, or women-owned small business concern in order to obtain a contract to be awarded under the preference programs established pursuant to section 8(a), 8(d), 9, or 15 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 --

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

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

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

(End of Provision)

(3) Complete if offeror represented itself as disadvantaged in paragraph (b)(2) of this provision.] The offeror shall check the category in which its ownership falls:

___ Black American.

___ Hispanic American.

___ Native American (American Indians, Eskimos, Aleuts, or Native Hawaiians).

___ Asian-Pacific American (persons with origins from Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Japan, China, Taiwan, Laos, Cambodia (Kampuchea), Vietnam, Korea, The Philippines, U.S. Trust Territory of the Pacific Islands (Republic of Palau), Republic of the Marshall Islands, Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, Guam, Samoa, Macao, Hong Kong, Fiji, Tonga, Kiribati, Tuvalu, or Nauru).

___ Subcontinent Asian (Asian-Indian) American (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal).

___ Individual/concern, other than one of the preceding.