

**Attachment A**  
**iParameters, LLC**  
**All Hazards Preparedness, Planning, Consulting & Recovery Services**  
**Contract No.: HP08-21**

<b>Position</b>	<b>Description</b>	<b>Rate</b>
Project Executive	Makes authoritative decisions and recommendations having a significant impact on processes and strategic plans. Negotiates critical and sometimes controversial issues with industry counterparts in other organizations. Displays a high degree of project management expertise and program oversight experience. Individuals at this level exhibit a high degree of creativity, foresight, and mature judgment in anticipating and solving unprecedented engineering and planning complexities, determining overall program objectives and requirements, and developing standards for planning activities.	\$185
Subject Matter Expert	Provides subject area expertise, guidance and expert technical analyses, and advice in specific technical areas to support management, organizational, and business decisions for clients. Participates in meetings, task groups, teams, reviews, and other environments to assist in collaborative results. Prepares reports, presentations, and papers to document findings, opinions, and recommendations. Supervises teams in accomplishing tasks and trains subordinate technical staff in the technical aspects of assigned work.	\$200
Project Manager	Responsible for the day-to-day operations of the engagement including contractual/business aspects. Responsibilities of the Project Manager include, but are not limited to, providing assistance to the Project Executive; enforcement of the contract provisions; serving as the primary point of contact for Contract communications; maintaining appropriate staffing levels; implementation of quality assurance and control measures; review of daily activity; review and submittal of invoices; and overall management and oversight of action planning and process improvements.	\$168
Associate Project Manager	Manager of one or more specific projects. Ensures project schedules are met and resources are being utilized effectively. Has previous experience managing similar projects and working knowledge of all aspects of managing a project (Cost, Schedule and Control). Hands-on experience as a Project Manager on small or large, complex projects with no supervision. Excellent communication, report writing and computer skills.	\$158
Public Adjuster	Evaluate existing insurance policies in order to determine what coverages may be applicable. Coordinates with City personnel to ensure proper handling of claims. Ensures effective processing for FEMA Public Assistance Needs.	\$144

Senior Closeout Specialist	Responsible for planning, scheduling, coordinating, carrying out and evaluating program operations for project work to closeout the project. Prepare documentation needed for audit-ready files and closeout. Provide planning, mobilization and response expertise, authoritative advice and recommendations for the team.	\$144
Closeout Specialist	Responsible for planning, scheduling, coordinating, carrying out and evaluating program operations for project work to closeout the project. Prepare documentation needed for audit-ready files and closeout. Provide planning, mobilization and response expertise, authoritative advice and recommendations for the team.	\$119
Senior Project Writer	Oversees a team to collect, coordinate, and/or review applicant data to determine eligibility and priority of assignments to include but not limited to: audits for completeness, reviews information gathered during the Preliminary Damage Assessment (PDA) for assigned applicants, completes exploratory calls to gather information from applicants, and understands each applicants' projects and recovery priorities.	\$130
Project Writer	Collects, coordinates and/or reviews applicant data to determine eligibility and priority of assignments to include but not limited to: audits for completeness, reviews information gathered during the Preliminary Damage Assessment (PDA) for assigned applicants, completes exploratory calls to gather information from applicants, and understands each applicants' projects and recovery priorities.	\$120
Senior Planner/Trainer	Applies diversified knowledge of consulting and emergency planning practices to a broad variety of assignments and related fields. Make decisions independently regarding strategic and action planning complexities and methods. At this level, supervision and guidance relate largely to overall project objectives, critical issues, new concepts, and policy matters. A supervisor would be consulted concerning unusual problems and developments.	\$142
Planner/Trainer	Applies diversified knowledge of consulting and emergency planning practices to a broad variety of assignments and related fields. Supports senior leaders regarding planning complexities and methods. Completes various tasks, as directed.	\$125
Administrative Specialist	Performs data entry and desktop review of information collected in the field	\$48
Monitor (Includes loading site or DMS tower monitors)	Oversees debris removal, reduction, and/or disposal operations to ensure compliance with applicable regulations, provide estimated total cubic yards of debris, and document eligibility of all debris removed and disposed of.	\$36
Field Supervisor	Oversees all debris removal and disposal operations provided by the debris removal and disposal contractor; provides guidance to site monitors	\$80
Data Manager	Responsible for provision of Automated Debris Management System, generating reports, and database management.	\$105
Clerical Supervisor	Oversees clerical staff; responsible for review and validation of debris removal contractor(s) invoices	\$65

## HGACBuy

Outreach Team Lead	Responsible for overseeing outreach coordinators to ensure effective outreach and coordination to meet client goals. Implements strategies designed by supervisors or client to ensure effective delivery of message. Expected to be a leader/doer.	\$97
Outreach Coordinator	Conducts outreach either in-person or over the phone to ensure that client goals are achieved regarding the dissemination of critical messages or information about programs.	\$89
Case Management Team Lead	Responsible for overseeing case managers in the administration of client grant programs. Responsible to ensure that all documentation and client reviews are done in accordance with grant or program requirements. Expected to be a leader/doer.	\$105
Case Manager	Responsible for the administration of and day to day interaction of client grant programs with applicants. Responsible to review all documentation provided, resolve issues and make a funding recommendation.	\$94