

American Cultural Resources Association (ACRA)

Request for Proposal

2023 CRM Industry Salary Survey

December 12, 2022

Introduction

[ACRA](#), the trade association for the American cultural resources management (CRM) industry, is seeking a qualified independent research firm (hereinafter “contractor”) to gather information about salaries and benefits that employees receive. ACRA conducted salary surveys in 2005, 2007, 2009, 2013, and 2019. The surveys have maintained a general focus on regional patterns of annual sales, business practices, and wage and benefit packages. The independently collected and analyzed results provide essential longitudinal information on the state of the CRM industry. These data sets help substantiate industry trends over the long term, and no other organization collects this information specifically for the CRM industry. ACRA wishes to have the survey completed by the end of June 2023.

Scope of Service

Objectives

The goal of the 2023 ACRA Salary Survey is to collect data on the current state of the CRM industry regarding salaries and benefits and provide data that can be used for longitudinal analysis. The project should be achievable in terms of a modest budget and rapid timetable, and should be completely replicable.

Geographic Scope

The United States

Population

The target population for the survey includes all firms/organizations/entities or divisions/departments of firms/organizations/entities that conduct CRM work. Recent research indicates that there are somewhere between 1,200 and 1,300 firms/organizations/entities performing CRM work. *NOTE: see below for details on ACRA-provided contact list.*

ACRA-Provided Information

Accompanying the RFP are the generalized results of the 2019 ACRA survey and the questions used in the 2019 survey. The questions for the 2023 survey instrument will follow these very closely. ACRA is able to provide the successful bidder with the contact list to use to send out the survey and follow-up reminders (or bidder may bid on the option to provide and/or update the list; see below). All materials provided by ACRA during the bidding process and later to the successful bidder are the property of ACRA and may not be used or distributed in any fashion. The contact list may not be used by the contractor for any marketing or outreach purposes during the survey development and implementation or after the survey’s conclusion.

ACRA will provide all survey-related outreach and publicity related to the project apart from survey administration.

ACRA Ownership of Project Deliverables and Results

The survey instrument, all data collected, and any information related to the contact list and any corrections contractor makes to it will become the property of ACRA once the survey is complete. Note that the contractor must provide the data collected in such a way to maintain the confidentiality of the respondents.

Required Tasks

1. Develop draft and final versions of the survey instrument based on the questions provided by ACRA. Adaptations may be designed to facilitate and maximize responses, including the option for a respondent to opt out. The survey instrument should be developed using nonproprietary software. ACRA will review the draft and final versions of the survey and approve the version ultimately used. The draft questionnaire will be reviewed by the ACRA Board of Directors or its designees and thoroughly tested before it is deployed. Bidders should recommend how the testing should take place efficiently and allow sufficient time for revisions after ACRA review of the instrument.
2. Send out the survey to the entire contact list provided by ACRA (*NOTE: see Option 1 below for optional bidding regarding contact list*) and receive responses. The “cover” information sent out with a link to the instrument should also provide a link to a complete PDF of the survey so that respondents can review it prior to answering the questions. The distribution will also include reminder emails to the contact list [propose number of reminders in the narrative portion of your response and in the project schedule]. Data from the survey will be provided to ACRA by the contractor at the conclusion of the survey in a relational format to facilitate analysis by ACRA. The successful bidder should also plan to be available to “consult” with ACRA during the month after the survey is complete to answer questions from ACRA. ACRA plans to perform its own analysis of the data, but bidders may choose to bid on Option 3 below.
3. Bidders should include administrative time to cover a kickoff call (may be electronic, e.g., Zoom or similar) once the contract is awarded and up to three other calls during the implementation of the project. Estimate 1 hour per call. Also include time to communicate information via email related to survey development and launch (including information such as email bounces once the survey is launched, etc.) in the cost estimate.
4. Provide an internal report to ACRA regarding the distribution results of the survey. Minimally it could include statistics on the distribution (number of names on the list, ultimate numbers of bounces, opt outs, etc.) and a discussion of the reliability of the results in which any sources of bias are identified.

Optional Tasks

1. Bidders have the option of bidding on two tasks related to development of the contact list used for survey distribution below. ACRA will otherwise provide the contact list to the contractor.
 - a. Develop the contact list to use for the survey. Note that any list developed would become the exclusive property of ACRA.
 - b. Review and revise, as needed, the list provided to the successful bidder by ACRA. Note that any list developed and/or revised would become the exclusive property of ACRA.

2. In addition to providing the response data and brief report to ACRA once the survey is complete (#4 in the required tasks above), the contractor may bid on providing a report on the generalized results of the survey for public consumption (equivalent to that from 2019 included with the RFP documents).

RFP Response

Project Approach

1. Bidder should provide a narrative describing their approach to conducting each of the required tasks noted above. The narrative should not simply reiterate the tasks.
2. This narrative section of the response should also include a proposed schedule (in tabular or graphic format) for performing the work. For purposes of constructing the proposed schedule, bidders should assume that the work would start on March 1, 2023, and be completed by June 30, 2023.
3. If bidder chooses to bid on any of the optional tasks listed, the response should include a narrative for those tasks and a separate, modified schedule including the option items.

Fee

Please state your **fixed-firm price** for all the following four required project tasks combined. Provide assumptions if needed.

1. Project administration, including the client meetings (to include kick-off meeting) and other communications noted above under “Required Tasks (3)”
2. Development of the survey instrument – see “Required Tasks (1)”
3. Survey implementation using list provided by ACRA and compilation and submission of data to ACRA – see “Required Tasks (2)”
4. Required brief internal report on survey and distribution data – see “Required Tasks (4)”

If bidder chooses to respond to any of the optional tasks, the fixed-firm price for each option should be listed separately, following the price for the required tasks.

Qualifications and Project Staffing

1. Please detail your firm’s experience in conducting research of the type requested in this RFP, with information specifically on your firm’s familiarity with industry demographics, as well as your firm’s ability to prepare survey instruments, gather data, ability to analyze multivariate datasets, ability to report, ability to work to set requirements, and demonstrated ability to meet a compressed schedule.
2. Please provide the following information about your firm:
 - Number of full-time employees in your firm who are proposed to work on this project; number and type of subcontractors that will be required to complete the work
 - Any certifications your firm has to conduct this type of work
 - Membership in professional organizations

- Reference information for a minimum of two previous clients (but no more than three) for whom your firm conducted work of the type requested in this RFP (include summary description of project, total project fee, and full contact information for your firm's primary contact for the project)
- Proposed staff for this project and description of project role (this is a short, less than one-half page summary; staff resumes should be included as an appendix to the RFP response)
- *If bidding on generalized results report for public consumption:* Two sample reports prepared by your firm that illustrate the firm's ability to complete and report on a project of this type (submit as PDFs)

Submission and Evaluation

Please send responses electronically as a complete PDF file to American Cultural Resources Association (ACRA) Executive Director [Amanda Stratton](#) no later than 5 p.m. EST on January 20, 2023. Only complete responses will be considered. Questions regarding the RFP may be submitted via email to Ms. Stratton by no later than 5 p.m. EST on January 6, 2023. A comprehensive Q&A will be provided to those who submitted questions, within 5 business days.

Schedule/Timeline for Evaluation of RFP Responses

ACRA plans to select a contractor within 30 days of the closing date for submission of proposals, with a telephonic kickoff meeting by no later than 14 working days after contractor selection. The successful bidder will receive the list of finalized questions after the selection. The successful bidder will be required to provide proof of insurance for the following types of insurance: professional liability. Payment schedule will be negotiated with successful bidder.

Date: January 22, 2019

American Cultural Resources Association (ACRA)

2019 Salary Study

Thank you for choosing to share your opinions in this survey. We know that your time is valuable. Your individual feedback will be aggregated with other survey responses and shared anonymously to help improve your access to the industry information you need. Your individual responses will not be tied to your name or other personally identifying information.

The full report of the 2019 survey will be available to all who complete this survey. Completing this survey may take up to one hour. Some of the questions may require a small amount of investigation, but **the survey has been designed so that you can stop and then continue the survey at a later time without losing any information that you have already entered.** In addition, a copy of all of the survey questions is provided as a PDF for easy reference and preparation.

Vernon Research Group is an independent market research firm. We have strict privacy guidelines and do not share or sell your contact information. We are contacting you on behalf of the [American Cultural Resources Association](#), the trade association for the American cultural resources industry, to gather information about salaries and benefits that employees receive. The survey should be completed by the person or persons in your company with access to the financial information needed to respond accurately to the questions. If you are not this person, please forward the link to the appropriate person in your company. Note that you may need to work with several individuals in your firm to answer the questions fully.

ACRA conducted salary surveys in 2005, 2007, 2009, and 2013. The surveys have maintained a primary focus on regional patterns of annual sales, business practices, and wage and benefit packages. The independently collected and analyzed results provide essential longitudinal information on the state of the CRM industry. These data help substantiate industry trends over the long term, and no other organization collects this information specifically for CRM.

We look forward to receiving your responses. **Please click the button below to continue.**

[BACK BUTTON PROVIDED THROUGHOUT SURVEY]

Q1. Is your organization currently an **ACRA member**?

1. Yes
2. No
3. I'm not sure

Geographical Information

Q2. In which **state** is your organization headquartered?

1. Drop-down box with 50 states + DC

Q3. In which states does your organization have **branch offices**?

Select all that apply.

1. Multiple columns to show all 51 states

Q4. Indicate all states in which your organization **did business** in 2018.

1. Multiple columns to show all 51 states

Type of Organization

Q5. Which of the following best describes **your organization's work**?

1. Full-service CRM firm (archaeology, history, architectural history, preservation planning, etc.)
2. CRM department in a non-CRM firm
3. Provider of CRM services to other CRM firms (equipment, soil morphology, dating, palynology, remote sensing, ethnobotany, etc.)
4. Specialized CRM firm (only archaeology, history, historical architecture, etc.)
5. None of these apply [DISCONTINUE]

[IF Q5=5, DISCONTINUE]

Q6. Which of the following **services** do you offer?

Select all that apply.

1. Archaeology
2. History
3. Architectural History/Preservation Planning
4. Geomorphology/Geoarchaeology
5. Cultural Anthropology/Ethnology
6. Other (please specify) [OPEN END, LIMIT 50 CHAR]

- Q7. Which of the following best describes your organization?
1. For-profit corporation (PC, C-Corp, S-Corp)
 2. For-profit limited liability corporation (LLC)
 3. For-profit partnership
 4. For-profit sole proprietorship
 5. For-profit CRM department or profit center of a non-CRM firm
 6. University
 7. Other non-profit organization
 8. Government agency
- Q8. What is the **name of your organization**? The answer will be used to determine duplicates only; it will not be tied to other survey answers or shared publicly.
[OE, LIMIT 100 CHAR, NOT REQUIRED]
- Q9. Does your organization work on **federal contracts**?
1. Yes
 2. No

General Financial/Market Information

Now, we have some questions to gather some financial information about your company.

If your company is a stand-alone CRM firm, please complete the following information based on your entire firm. If you are with a CRM division within a larger firm, please base your responses only on the CRM department or division.

- Q10. Which of the following would best describe your organization's **gross annual sales** in 2018?
1. Less than \$100,000
 2. \$100,001 - \$200,000
 3. \$200,001 - \$300,000
 4. \$300,001 - \$600,000
 5. \$600,001 - \$1,000,000
 6. \$1,000,001 - \$1,500,000
 7. \$1,500,001 - \$2,500,000
 8. \$2,500,001 - \$6,500,000
 9. \$6,500,001 - \$10,000,000
 10. \$10,000,001 - 14,000,000
 11. Over \$14,000,000
 12. I'm not sure

- Q11. In 2018, what was your firm's **total overhead rate** (as a percentage of direct labor or hourly pay rates)? **[NUMERIC, 0 to 100, %, NOT REQUIRED]**
- Q12. Please provide the **breakdown of your 2018 overhead rate** between fringe benefits (i.e., vacation, sick leave, insurance, payroll taxes, retirement/401K contributions) and general overhead (i.e., office occupancy, utilities, equipment/supplies, unbilled travel), as a percentage of direct labor. **[CONSTANT SUM, 100%, NOT REQUIRED]**
1. _____% Employee fringe benefits **[NUMERIC]**
 2. _____% General overhead **[NUMERIC]**
- Q13. In 2018, what percentage did your company charge for a normal **fee or profit margin**? **[NUMERIC, %, NOT REQUIRED]**
- Q14. In 2018, what percentages of contracts (by dollar amount) fell into each of these categories? **[CONSTANT SUM, 100%, NOT REQUIRED]**
1. _____% Cost-plus or time and materials
 2. _____% Lump-sum/fixed price
- [NUMERIC]**
- Q17. On your **payroll closest to September 30, 2018**, what percentage of your employees were in each of these categories? **[CONSTANT SUM, 100%, NOT REQUIRED]**
1. _____% Permanent, full-time (32-40 hrs/wk) salaried employees
 2. _____% Permanent, full-time (32-40 hrs/wk) hourly employees
 3. _____% Permanent, part-time (<32 hrs/wk) employees
 4. _____% Temporary employees (<1,040 hrs/yr, whether full-time or part-time)
- [NUMERIC]**
- Q18. If the information is accessible, for all of 2018, how many **total hours were worked** by employees in each category?
1. Permanent, full-time (32-40 hrs/wk) salaried employees
 2. Permanent, full-time (32-40 hrs/wk) hourly employees
 3. Permanent, part-time (<32 hrs/wk) employees
 4. Temporary employees (<1040 hrs/yr, whether full-time or part-time)
- [NUMERIC, NOT REQUIRED]**
- Q19. In 2018, **how many individual employees** (whether they worked for an hour or 2,080 hours) did your organization have on payroll? **[NUMERIC, NOT REQUIRED]**

Q20. In 2018, **how many total hours** did all employees work (assume one full-time employee works 2,080 hours in a year)? **[NUMERIC, NOT REQUIRED]**

Q21. What is the **highest educational level** attained by your organization's 2018 professional and management staff?

Estimate the percentage of employees in your firm who fall into each category, based on their highest education level - should total 100% [CONSTANT SUM, 100%, NOT REQUIRED]

1. ___% have earned a high-school diploma as their highest degree
2. ___% have earned an associate's degree as their highest degree
3. ___% have earned a 4-year bachelor's degree as their highest degree
4. ___% have earned a 5-year professional degree as their highest degree
5. ___% have earned a master's degree or MBA as their highest degree
6. ___% have earned a Ph.D. as their highest degree

Benefits

Q22. How many **days of paid time off** per year does your organization provide for a full-time, permanent employee who has less than two years with the organization? **[NUMERIC, NOT REQUIRED]**

1. Vacation days
2. Personal days
3. Holidays
4. Other days (e.g., community service, jury duty, professional development)
5. Sick days
6. Consolidated leave (i.e., incorporates vacation and sick days into one category)

Q23. How many **days of paid time off** per year does your organization provide for a full-time, permanent employee who has five years with the organization? **[NUMERIC, NOT REQUIRED]**

1. Vacation days
2. Personal days
3. Holidays
4. Other days (e.g., community service, jury duty, professional development)
5. Sick days
6. Consolidated leave (i.e., incorporates vacation and sick days into one category)

Q24. How many days of **paid parental leave** does your organization provide for a full-time, permanent employee? **[NUMERIC, NOT REQUIRED]**

Q25. How many **days of paid time off** per year does your organization provide for temporary employees who work 40 hours per week while they are employed?

For this question, please answer using an annual rate of accrual, even though they may not work for an entire year. **[NUMERIC, NOT REQUIRED]**

1. Vacation days
2. Personal days
3. Holidays
4. Other days
5. Sick days
6. Consolidated leave (i.e., incorporates vacation and sick days into one category)

Q26. Does your organization provide **health insurance coverage** for its employees?

1. Yes **[SKIP TO Q29]**
2. No
3. e

Q27. Does your organization pay employees a **defined supplement** in lieu of a group insurance plan to assist them in paying for health care?

1. Yes
2. No **[SKIP TO Q30]**

Q28. How much does your organization pay each employee monthly for a **health insurance supplement** in lieu of a group insurance plan? **[NUMERIC, NOT REQUIRED][IF ANSWERED, SKIP TO Q30]**

Q29. What percentage of employees' **health insurance premiums** did your organization pay in 2018? If you pay a flat rate with employees having the choice of multiple plans, please indicate the average percentage of payment.

1. 0%
2. 1-25%
3. 26-50%
4. 51-75%
5. 76-99%
6. 100%
7. e

Q30. What percentage of employees' **life insurance premiums** did your organization pay in 2018?

1. 0%
2. 1-25%
3. 26-50%
4. 51-75%
5. 76-99%
6. 100%
7. e

Q31. What percentage of employees' **disability insurance premiums** did your organization pay in 2018?

1. 0%
2. 1-25%
3. 26-50%
4. 51-75%
5. 76-99%
6. 100%
7. e

Q32. Did your organization offer a retirement (e.g., 401k) or profit-sharing plan in 2018?

1. Yes
2. No

Q33. Did your organization offer workers' compensation coverage in 2018?

1. Yes
2. No

Q34. Did your organization support and pay for employees' professional development in 2018? (e.g., *professional registrations, professional association memberships, continuing education, professional service, conference attendance*)

1. Yes
2. No

Salary/Compensation Information

Q35. What are the hourly **loaded bill-out fees your organization paid other companies** for the following consultants in 2018?

If you did not use these consultants in 2018 but did in the previous two years, fill in the most recent hourly rates for consultants your organization has used.

1. Archaeologists
2. Architectural Historians
3. Computer Specialists (IT)
4. Editors
5. Ethno/Paleobotanists
6. Geomorphologists/Geoarchaeologists
7. Geophysical/GPR
8. GIS Specialists
9. Graphic Artists
10. Historians
11. Historic Preservation Planners
12. Human Resource Professionals
13. Legal Counsel
14. Marketing
15. Other Accounting
16. Photographers
17. Tax Accounting
18. Urban Planners
19. Web Designers
20. Zooarchaeologists
21. Other (please specify) **[OE, LIMIT 50 CHAR]**

HEADER: Qs36-50 What are the **salaries or wages** your organization paid in 2018 to the employees listed below? If there is more than one employee in a category, please provide an average wage. **For salaried employees, please provide the average annual salary.**

Please note that we are now asking about actual salaries or wages, not bill-out rates. Please do not include additional fees or any overhead expenses. Please answer both the number of employees and the average base pay for each type of employee your firm had in 2018 company-wide.

Note: If you have employees who fall into more than one category, pick the one category that describes the largest proportion of their work.

Q36. Business Owner/Principal

The major shareholder(s) or sole owner of a firm who makes strategic decisions on the company's goals, hiring and firing, overall management, and marketing, and is responsible for the company's financial health.

1. Number of employees receiving an hourly wage **[NUMERIC, NOT REQUIRED]**
2. Number of employees receiving an annual salary **[NUMERIC, NOT REQUIRED]**
 1. structure

[IF Q36.2>=1, ASK AVERAGE HOURLY, IF Q36.2>=1, ASK AVERAGE ANNUAL SALARY. FOLLOWUP WILL BE SKIPPED IF BOTH WERE 0 OR NOT GIVEN]

1. Average hourly rate (to nearest dollar) for owner/principal **[NUMERIC, \$, NOT REQUIRED]**
2. Average annual salary for owner/principal **[NUMERIC, \$, NOT REQUIRED]**

Q37. CRM Division/Department/Group Manager

The primary manager of a cultural resources division or group within a larger engineering/architectural firm who has responsibilities for strategic decisions for that company's CRM business.

1. Number of employees **[NUMERIC, NOT REQUIRED]**
2. Wage structure
 1. Hourly Rate
 2. Annual Salary

[IF Q37.2=1, ASK AVERAGE HOURLY, IF Q37.2=2, ASK AVERAGE ANNUAL SALARY]

1. Average hourly rate (to nearest dollar) for CRM Division/Dept./Group Manager **[NUMERIC, \$, NOT REQUIRED]**
2. Average annual salary for CRM Division/Dept./Group Manager **[NUMERIC, \$, NOT REQUIRED]**

Q38. Regional Office Manager

Responsible for the management and financial success of an office independent from the company's main headquarters.

1. Number of employees **[NUMERIC]**
2. Wage structure
 1. Hourly Rate
 2. Annual Salary

[IF Q38.2=1, ASK AVERAGE HOURLY, IF Q38.2=2, ASK AVERAGE ANNUAL SALARY]

1. Average hourly rate (to nearest dollar) for Regional Office Manager **[NUMERIC, \$, NOT REQUIRED]**
2. Average annual salary for Regional Office Manager **[NUMERIC, \$, NOT REQUIRED]**

Q39. Project Manager

Responsible for both project management and the technical aspects of cultural resource projects.

1. Number of employees **[NUMERIC, NOT REQUIRED]**
2. Wage structure
 1. Hourly Rate
 2. Annual Salary

[IF Q39.2=1, ASK AVERAGE HOURLY, IF Q39.2=2, ASK AVERAGE ANNUAL SALARY]

1. Average hourly rate (to nearest dollar) for Project Manager **[NUMERIC, \$, NOT REQUIRED]**
2. Average annual salary for Project Manager **[NUMERIC, \$, NOT REQUIRED]**

Q40. Principal Investigator/Senior Archaeologist/Senior Architectural Historian/Senior Preservation Planner

Responsible for the day-to-day management of archaeological projects, assigning tasks, planning field strategy, conducting analysis and report writing.

1. Number of employees **[NUMERIC, NOT REQUIRED]**
2. Wage structure
 1. Hourly Rate
 2. Annual Salary

[IF Q40.2=1, ASK AVERAGE HOURLY, IF Q40.2=2, ASK AVERAGE ANNUAL SALARY]

1. Average hourly rate this position (to nearest dollar) **[NUMERIC, \$, NOT REQUIRED]**
2. Average annual salary for this position **[NUMERIC, \$, NOT REQUIRED]**

Q41. Archaeologist/Field Director/Project Director/Project Archaeologist

Responsible for the day-to-day management of simpler, less complicated projects or parts of projects, may be responsible for portions of reports and works under the supervision of a Senior Archaeologist or Principal Investigator. Meets the Secretary of Interior's standards for Archaeologist.

1. Number of employees **[NUMERIC, NOT REQUIRED]**
2. Wage structure
 1. Hourly Rate
 2. Annual Salary

[IF Q41.2=1, ASK AVERAGE HOURLY, IF Q41.2=2, ASK AVERAGE ANNUAL SALARY]

1. Average hourly rate this position (to nearest dollar) **[NUMERIC, \$, NOT REQUIRED]**
2. Average annual salary for this position **[NUMERIC, \$, NOT REQUIRED]**

Q42. Historian/Architectural Historian/Preservation Planner

Responsible for supervising and/or conducting historical research and reporting CRM projects. Responsible to the PI for documentation and assessments of architectural and historical resources and researching and compiling National Register nominations and tax credit applications, etc. Meets the Secretary of Interior's personnel standards for Historian or Architectural Historian.

1. Number of employees **[NUMERIC, NOT REQUIRED]**
2. Wage structure
 1. Hourly Rate
 2. Annual Salary

[IF Q42.2=1, ASK AVERAGE HOURLY, IF Q42.2=2, ASK AVERAGE ANNUAL SALARY]

1. Average hourly rate this position (to nearest dollar) **[NUMERIC, \$, NOT REQUIRED]**
2. Average annual salary for this position **[NUMERIC, \$, NOT REQUIRED]**

Q43. Laboratory Director

Primarily responsible for overseeing and managing all operations of the laboratory, including the processing, cataloging, analysis, reporting and curation of artifacts.

1. Number of employees **[NUMERIC, NOT REQUIRED]**
2. Wage structure
 1. Hourly Rate
 2. Annual Salary

[IF Q43.2=1, ASK AVERAGE HOURLY, IF Q43.2=2, ASK AVERAGE ANNUAL SALARY]

1. Average hourly rate this position (to nearest dollar) **[NUMERIC, \$, NOT REQUIRED]**
2. Average annual salary for this position **[NUMERIC, \$, NOT REQUIRED]**

Q44. Crew Chief

Serves as field supervisor of archaeological technicians and performs skilled tasks at archaeological field sites under the supervision of the Field Director/Project Director/Archaeologist/Project Archaeologist. Conducts hand excavations, walkovers and surveys, provides leadership to at least three lower-grade Archaeological Technicians, and provides leadership responsibilities that are regular and recurring. Equivalent to an "Archaeological Technician III" under the Service Contract Act.

1. Number of employees **[NUMERIC, NOT REQUIRED]**
2. Wage structure
 1. Hourly Rate
 2. Annual Salary

[IF Q44.2=1, ASK AVERAGE HOURLY, IF Q44.2=2, ASK AVERAGE ANNUAL SALARY]

1. Average hourly rate this position (to nearest dollar) **[NUMERIC, \$, NOT REQUIRED]**
2. Average annual salary for this position **[NUMERIC, \$, NOT REQUIRED]**

Q45. Senior Archaeological Technician

Under the general supervision of Field Director/Project Archaeologist/Archaeologist/Project Director or Crew Chief, performs skilled tasks. Tasks include surveying, excavation, mapping and recordation of information on standard forms, flotation of soil samples, research of reference material, and identifying and recording sites. May be equivalent to an "Archaeological Technician II" under the Service Contract Act.

1. Number of employees **[NUMERIC, NOT REQUIRED]**
2. Wage structure
 1. Hourly Rate
 2. Annual Salary

[IF Q45.2=1, ASK AVERAGE HOURLY, IF Q45.2=2, ASK AVERAGE ANNUAL SALARY]

1. Average hourly rate this position (to nearest dollar) **[NUMERIC, \$, NOT REQUIRED]**
2. Average annual salary for this position **[NUMERIC, \$, NOT REQUIRED]**

Q46. Archaeological Technician

Under direct supervision of a crew chief, performs unskilled and semi-skilled tasks at archaeological field sites. Equivalent to "Crew" or under the Service Contract Act would be "Archaeological Technician I."

1. Number of employees **[NUMERIC, NOT REQUIRED]**
2. Wage structure
 1. Hourly Rate
 2. Annual Salary

[IF Q46.2=1, ASK AVERAGE HOURLY, IF Q46.2=2, ASK AVERAGE ANNUAL SALARY]

1. Average hourly rate this position (to nearest dollar) **[NUMERIC, \$, NOT REQUIRED]**
2. Average annual salary for this position **[NUMERIC, \$, NOT REQUIRED]**

Q47. Laboratory Technician

Responsible for the processing and identification of artifacts and samples and maintenance of laboratory facilities and equipment.

1. Number of employees **[NUMERIC, NOT REQUIRED]**
2. Wage structure
 1. Hourly Rate
 2. Annual Salary

[IF Q47.2=1, ASK AVERAGE HOURLY, IF Q47.2=2, ASK AVERAGE ANNUAL SALARY]

1. Average hourly rate this position (to nearest dollar) **[NUMERIC, \$, NOT REQUIRED]**
2. Average annual salary for this position **[NUMERIC, \$, NOT REQUIRED]**

Q48. Graphic Artist

Responsible for the production of graphic art, as assigned by the graphic arts director or other supervisor.

1. Number of employees **[NUMERIC, NOT REQUIRED]**
2. Wage structure
 1. Hourly Rate
 2. Annual Salary

[IF Q48.2=1, ASK AVERAGE HOURLY, IF Q48.2=2, ASK AVERAGE ANNUAL SALARY]

1. Average hourly rate this position (to nearest dollar) **[NUMERIC, \$, NOT REQUIRED]**
2. Average annual salary for this position **[NUMERIC, \$, NOT REQUIRED]**

Q49. Editor

Primarily or solely responsible for editing a company's reports of investigations.

1. Number of employees **[NUMERIC, NOT REQUIRED]**
2. Wage structure
 1. Hourly Rate
 2. Annual Salary

[IF Q49.2=1, ASK AVERAGE HOURLY, IF Q49.2=2, ASK AVERAGE ANNUAL SALARY]

1. Average hourly rate this position (to nearest dollar) **[NUMERIC, \$, NOT REQUIRED]**
2. Average annual salary for this position **[NUMERIC, \$, NOT REQUIRED]**

Q50. Production Assistant

Primarily responsible for overseeing the production of reports.

1. Number of employees **[NUMERIC, NOT REQUIRED]**
2. Wage structure
 1. Hourly Rate
 2. Annual Salary

[IF Q50.2=1, ASK AVERAGE HOURLY, IF Q50.2=2, ASK AVERAGE ANNUAL SALARY]

1. Average hourly rate this position (to nearest dollar) **[NUMERIC, \$, NOT REQUIRED]**
2. Average annual salary for this position **[NUMERIC, \$, NOT REQUIRED]**

[CHOICES]

Thank you for your participation in the 2019 ACRA industry survey! If you completed the questions in the survey, you are eligible to receive a copy of the summary results.

Note: All ACRA members are eligible to receive the summary results regardless of completion. Non-ACRA members firms who did not complete the survey can purchase summary results.

Please check the boxes that apply.

1. I would like to receive a copy of the summary results
2. I am willing to be contacted by Vernon Research Group for future research studies
3. I do not want to participate in future research, nor do I want the summary results
[EXCLUSIVE]

[IF CHOICES_3=1, SKIP TO COMPLETE]

[CONTACT]

Please provide your **contact information** so that we can
[CHOICES_1=1: send you the summary results by email
BOTH CHOICES _1 AND CHOICES _2 = 1: and
CHOICES _2=1: include you if there is a follow-up study]. Vernon Research Group will only use this information for the purpose(s) you selected and will not share it with anyone else.

1. First Name
2. Last Name
3. Email Address

[COMPLETE MESSAGE]

Thank you for taking the time to complete the survey. Your responses are very important and will allow access to salaries and wages across the industry.

[DISCONTINUE MESSAGE]

Thank you for being willing to assist with our research. Unfortunately, your responses in the screening portion of the survey do not match the study requirements, so you will not be asked to complete the survey at this time.

[ALL GO TO VRG WEBSITE UPON SUBMIT]