



**GENERAL SERVICES ADMINISTRATION
AUTHORIZED FEDERAL SUPPLY SERVICE SCHEDULE PRICE LIST**

**HUMAN CAPITAL/ HUMAN RESOURCES
Multiple Award Schedule (MAS)
PSC Code: R499**

**SPECIAL ITEM NUMBERS
541612HC • 624SS • OLM**

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

Contract Number: 47QREA19D000F

Contract Period: March 18, 2019 - March 17, 2024

Business Size: Small, 8(a), HUBZone, and SDVOSB

Cage Code: 5AQA8 | **DUNS:** 847908774

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SECTION I: ORDERING INSTRUCTIONS/TERMS & CONDITIONS

1. Special item numbers (SINs)

- a. This contract covers the following special item numbers, as fully described in section 3 of this schedule/pricelist:

541612HC	Agency Human Capital Strategy, Policy and Operations
624SS	Social Services, Professional Counseling and Veterans' Readjustment & Behavioral Health Services
OLM	Order Level Materials

- b. Labor Categories available for SINs are listed in Section 4 of this Schedule.
- c. Prices for each labor category for the base year are listed in Section 5 of this Schedule.

2. Maximum Order: Not Applicable

3. Minimum Order: \$100.00

4. Geographic Coverage: Domestic and Overseas

5. Point (s) of Production: As required per Task Order

6. Discount from list prices or statement of net price: None Offered

7. Quantity discounts: None Offered

8. Prompt payment terms: Net 30 Days

9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold: Yes

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: Accept Over \$2,500

10. Foreign items: Not Applicable

11a. Time of Delivery: As Specified on the Individual Task Orders

11b. Expedited Delivery: N/A

11c. Overnight and 2-day delivery: N/A

11d. Urgent Requirements: As Specified on the Individual Task Orders

12. F.O.B. Points: Destination

13a. Ordering Address (es): Same as company address



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: N/A

17. Terms and conditions of Government purchase card acceptance. Contact Ordering Office.

18. Terms and conditions of rental, maintenance, and repair: N/A

19. Terms and conditions of installation: N/A

20.a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices: N/A

20b. Terms and Conditions or Any Other Services: N/A

21. List of Service and Distribution Points: N/A

22. List of participating dealers: N/A

23. Preventive maintenance: N/A

24.a. Special attributes such as environmental attributes: N/A

24.b. Section 508 Compliance for EIT: N/A

25. Data Universal Numbering System, (DUNS) number: 847908774

26. Notification regarding registration in Central Contractor Registration (CCR) Database: SAM.gov; Registered



SECTION II: SCOPE OF WORK

Overview:

Under the GSA Schedules Program (also referred to as Multiple Award Schedules and Federal Supply Schedules), GSA establishes long-term government-wide contracts with commercial firms to provide access to over four million commercial services and products. These can be ordered directly from GSA Schedule contractors or through the GSA Advantage! On-line shopping and ordering system.

Purpose:

The purpose of this Human Capital & Human Resource Services Solicitation is to provide a full range of services to enable Federal agencies to meet their agency needs. There are three (3) continuously open Special Item Numbers (SINs): 541612HC, 624SS, and OLM. Offerors may submit a proposal on any one or combination of SIN(s) at any time, but each product or service may only be offered under one SIN.

Scope of Services:

The Contractor shall be capable of providing services for ordering agencies with multiple organizational levels and geographic locations nationwide and/or worldwide. The Contractor shall also be capable of handling multiple task orders simultaneously. Offerors shall ensure employees meet training requirements. Offerors are to provide one Open Ratings report per proposal.



SECTION III: SPECIAL ITEM NUMBER (SIN) DESCRIPTIONS

TABLE OF AWARDED SPECIAL ITEM NUMBERS:

Special Item Numbers (SINS)	
541612HC	Agency Human Capital Strategy, Policy and Operations
624SS	Social Services, Professional Counseling and Veterans' Readjustment & Behavioral Health Services
OLM	Order Level Materials



SECTION IV: LABOR CATEGORIES FOR SINS

Labor Category:	Description:	Years of Experience:	Education / Certification:
Senior Program Manager	Achieves operational objectives by contributing information and recommendations to strategic plans and reviews; preparing and completing action plans; implementing production, productivity, quality, and customer-service standards; resolving problems; completing audits; identifying trends; determining system improvements; implementing change.	Minimum ten (10) years of related work experience.	Master's degree, professional certifications. Ten or more years of progressively responsible experience
Program Manager	Functional duties primarily are to plan, direct, organize, control, and coordinate technical efforts, contractor manpower and project team activities. Includes areas of administration, program control, and technical supervision. Ensures all personnel assigned to a task meet government qualification standards and receive necessary training.	BS and 7 years experience or MS with 5 years experience.	B.A./B.S. MS preferred
Subject Matter Expert	Provides high-level expertise and consultation on integration of strategic HR and general management issues. Leads and/or works on highly complex, difficult, and sensitive projects; conceptualizes project goals and management plans; produces or reviews substantive and complex documents reflecting detailed knowledge of topic areas.	Minimum ten (10) years of related work experience	Master's Degree
PM&R MD	Diagnose and treat disorders requiring physiotherapy to provide physical, mental, and occupational rehabilitation regarding traumatic brain injury (TBI), neuromuscular and behavioral health disorders.	Minimum 12 months experience within the previous 24 months.	MD or DO
Social Worker (LCSW)	Provides counseling, psychotherapy, behavioral analysis, and substance abuse education. The social worker is responsible for recognizing when problems of adjustment, and maladaptive behavior or others conditions interfere with successful treatment and for referring patients with such problems to the appropriate mental health facility for intensive mental health care. Determines the need for and provide direct mental health services to patients with identified mental health and substance abuse problems utilizing psycho educational and treatment modalities as appropriate in the treatment of mental disorders.	Minimum 2 years' experience.	Master's degree in clinical social work. Possess and maintain an unrestricted state license or state certification in the state where the facility is located.

Labor Category:	Description:	Years of Experience:	Education / Certification:
Personal Assistant	<p>Such tasks to be administered by Personal Assistants/Home Health Aides include the following:</p> <ul style="list-style-type: none"> a. Grooming-i.e., brushing teeth, combing hair, trimming nails b. Eating - assistance with feeding and drinking c. Bathing - bed bath or full body bath as needed d. Toileting - assisting with bedpan, urinal, or toilet, may require personal cleaning after voiding, monitoring of urine and stool e. Dressing and undressing - to extent needed in order to maintain health and dignity f. Walking - stability, rising, sitting, way finding g. Transferring - i.e., from and to wheelchair, bed, toilet or other required movement h. Maintaining health and safety - adult supervision (includes persons with dementia, and other cognitive and/or mental health disabilities), proper hygiene, may need to assist with maintaining body temperature, ensure surroundings are safe from trip hazards and other safety measures as required. <p>Higher Level (HL) of PAS care administered by Personal Assistant/Home Health Aides, when allowed by the State, Commonwealth and/or Territory, and with the proper training and certification, may include the following tasks:</p> <ul style="list-style-type: none"> a. Skin care - Changing of dressings (to including Wound cleaning as permitted by State) b. Catheterization – changing of apparatus c. Colostomy care – changing apparatus d. Administering medications – (including injections where permitted) e. Respiratory - assistance with respiratory function (to include mechanical ventilation as permitted by State) 	Minimum 1 year experience.	Minimum high school diploma or equivalent
Administrative Personnel	<p>HR Administrative personnel apply skills to administer HR processes as well as provide HR data entry and phone answering services. Performs tasks such as:</p> <ul style="list-style-type: none"> • Inputs data into Human Resources Information Systems (HRIS). • Inputs data in an electronic case management system. • Provides assistance on employee records. • Processes personnel transactions. • Prepares HR reports. • Answers questions via phone or internet with scripted responses. 	2 years' experience or 6 months w/Associate's	High School Diploma 6 months with Associate's degree

Labor Category:	Description:	Years of Experience:	Education / Certification:
Medical Officer	<p>The contractor shall provide support to the Regulatory Affairs office in the investigation, development, and establishment of protocols and regulatory documents for the use of Medical Countermeasures (MCMS) for public health emergency preparedness and responses. The contractor will work with U.S. Government personnel across client and other government agencies as well as non-governmental partners. Duties include:</p> <ol style="list-style-type: none"> 1. Provide clinical, epidemiologic, scientific, and technical expertise and guidance on pathophysiology of diseases and clinical conditions resulting from chemical, biological, radiological, and nuclear (CBRN) threats and emerging threats (e.g., anthrax, smallpox, botulism, plague, tularemia, pandemic influenza) and to develop protocols and regulatory documents/applications required for the deployment and clinical utilization of various MCMs for CBRN-related public health emergency preparedness and responses. 2. Initiate, coordinate, develop, review, submit, and maintain various regulatory mechanisms required (e.g., Investigational New Drug Application (IND), Investigational Device Exemption (IDE), 510(k), Pre-Emergency Use Authorization (Pre-EUA)/EUA requests, and/or Emergency Use Instructions (EUI)) to facilitate safe and effective clinical use of MCMs that are based on totality of supportive safety and efficacy data for the intended MCM use and utilization policies. 3. Evaluate, initiate and manage protocol amendments, annual reports, safety reports, and correspondences with FDA for currently existing regulatory mechanisms 4. Assess and determine appropriate regulatory mechanisms necessary for any new investigational CBRN MCMs to ensure their rapid deployment and clinical use to initiate, develop, implement and manage these regulatory mechanisms. 5. Initiate, research, assess and evaluate preclinical, clinical, safety, product, and other relevant information (e.g., response strategies, policy) with respect to MCMs stockpiling, deployment and clinical utilization that necessitate scientific review discussions with stakeholders and/or amendments to regulatory mechanisms on an ongoing, regular basis. 6. Draft a wide spectrum of documents such as scientific and technical documents regarding utilization of CBRN medical products, clinical protocols and amendments, informed consents, study reports, standard operating procedures (SOPs), manuscripts, communication and training materials for the intended audience for a wide range of CBRN MCMs based on the relevant data and in accordance with client policy or recommendations. 7. Provide expert scientific regulatory knowledge, guidance and consultation regarding drugs, biologics and/or devices with a special emphasis on bioterrorism-related and other public health emergency preparedness and response. 8. Contribute to medical countermeasures clinical guidance development that involves researching new and existing data on MCMs; systematic reviews and literature searches to support the development of evidence-based recommendations, including data abstraction and interpretation; designing a clinical guidance development algorithm for biological threats; and preparing and editing clinical guidance documents. 	Minimum ten (10) years of related work experience	MD or DO; Possess and maintain appropriate unrestricted licensure as well as applicable certificates/training

Labor Category:	Description:	Years of Experience:	Education / Certification:
	<p>9. Support the development of surveillance systems for mass casualty events related to biological agents.</p> <p>10. Interface with various government agencies (e.g., Department of Health Human Services (HHS) agencies: Office of the Assistant Secretary for Preparedness and Response (ASPR), Biomedical Advanced Research and Development Authority (BARDA), National Institute of Medicine (NIH), and FDA; pharmaceutical companies; and other pertinent external partners</p>		
Medical Case Manager Supervisor (RN)	<p>Case managers use the nursing process to assess, plan, implement, and evaluate patient care and the use of resources. They monitor quality of care to ensure that infection control, risk management and all other aspects of services are appropriate. Responsibilities may include:</p> <ul style="list-style-type: none"> • Comprehensive nursing assessment, problem identification and care plan development • Disease management • Screening for developmental issues, depression, other psychological conditions, and frailty. • Clinical system design and development • Project management • Behavioral strategies including motivational interviewing and self-management support • Relationship building with patients, staff, and providers • Documentation in an EMR 	Minimum 2 years experience.	Diploma or Associate's degree in nursing.
Urinalysis Specialist/Site Coordinator	<p>Conduct on-site and off-site random drug testing of employees; Coordinate with Government personnel in the assignment and prioritization of requested work; Coordinate the activities of, and provide oversight of, the collection staff during the on-site collection process; Plan and reserve trips to the selected testing sites; Educate supervisors and employees concerning the federal Drug-Free Workplace Programs (DFWP)s and applicable regulations, as required; Ensure that custody control forms (CCF) are completed in compliance with client guidelines; Ensure that specimens and associated CCFs are shipped to client's designated laboratory within 24 hours of collection; Ensure that the Medical Review Officer (MRO) copy of the CCFs and essential documents are shipped to the MRO within 24 hours of the collection; Report insufficient specimens and refusals to the client and to the MRO, in accordance with Mandatory Guidelines; Enter data obtained from the specimen collection and coordination into HR computer systems; Ensure that all laptops are password protected and stored in secure location in accordance with client Sensitive Systems Policy Directives; Testify in court proceedings to support the government; Maintain the confidentiality of employees' Personal Identifiable Information (PII) and report all breaches or unauthorized disclosure of such to the appropriate officials in accordance with client Safeguarding Sensitive Personally Identifiable Information; and; Attend scheduled meetings called by client Officials at on-site locations and or via teleconference.</p>	Minimum 1 year experience.	Minimum high school diploma or equivalent

Labor Category:	Description:	Years of Experience:	Education / Certification:
Business Analyst	Serves as an analytical resource on the engagement team by helping to identify, analyze and define client issues through research and fact-finding combined with a basic understanding of business systems and industry requirements. Assumes responsibility for analyzing and documenting data, conducting extensive research, and integrating business solutions. Other activities may include: performing financial and data modeling, evaluating current processes, and preparing appropriate documentation for the client. Develops process deliverables and business presentations to client.	Minimum 2 years experience.	Bachelor's or equivalent

SECTION V: PRICE RATES LABOR CATEGORIES FOR SINs

GSA approved rates for use during the base period of performance are noted below.

Special Item Number (SINs)	
Senior Program Manager	\$ 250.00
Program Manager	\$ 124.43
Subject Matter Expert	\$ 350.00
PM&R MD	\$ 166.02
Social Worker (LCSW)	\$ 76.51
Personal Assistant	\$ 56.36
Administrative Personnel	\$ 84.12
Medical Officer	\$ 180.70
Medical Case Manager Supervisor (RN)	\$ 92.81
Urinalysis Specialist/Site Coordinator	\$ 80.00
Business Analyst	\$ 79.76

Note:

1. All rates include the GSA 0.75% Industrial Funding fee.
2. Annual escalation is 2%
3. G&A expense will be in accordance with FAR 31 on open market items.

