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GENERAL SERVICES ADMINISTRATION FEDERAL SUPPLY SERVICE

AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST

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!™, a menu-driven database system. The INTERNET address for GSA Advantage!™ is: <http://www.GSAAdvantage.com>

FEDERAL SCHEDULE HUMAN RESOURCES & EQUAL EMPLOYMENT OPPORTUNITY SERVICES

FEDERAL SUPPLY GROUP: 738X

SIN 595-21

RECRUITMENT ■ HUMAN RESOURCES ■ GENERAL SUPPORT SERVICES

CONTRACT NUMBER: GS-02F-0015R

CONTRACT PERIOD: OCTOBER 27TH, 2009 THROUGH OCTOBER 26TH, 2014

CONTRACT ADMINISTRATION SOURCE: Same As Above

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at www.fss.gsa.gov



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who we are

HireStrategy is a full-service professional staffing firm providing contract, direct hire and executive search solutions for employers in the Washington DC area. Our diverse client base represents a wide range of industries, including technology and media, financial services, professional services, energy & green technology, federal services, education and non-profit organizations.

Our recruiters specialize in providing candidates with personalized career management advice and placement services in the Technology, Finance & Accounting, Sales & Marketing, Recruiting & HR and Administrative fields.

HireStrategy has been ranked the No. 1 staffing firm in the Washington DC area, honored by Inc. magazine as one of the 500 fastest-growing firms in the country and named a "Future 50" firm by Washington SmartCEO magazine. We've also been recognized as a "Great Place to Work" by the Washington Business Journal, as well as a "Best Place to Work" by Washingtonian magazine.

Our executives are recognized thought leaders in their fields, regularly contributing their insights on economic, employment and workplace issues to the Washington Post, USA Today, the Washington Business Journal, the Wall Street Journal and major broadcast and cable television networks, including NBC, CNN and PBS.

recognitions & awards

- ❑ #1 Regional Staffing Firm, Washington Business Journal
- ❑ Recognized as an Inc. 500/5000 company four consecutive years, Inc. Magazine
- ❑ Great Places To Work, Washingtonian Magazine
- ❑ Best Places To Work, Washington Business Journal
- ❑ Future 50, SmartCEO Magazine



federal services

Our federal services practice places top professionals with the area's federal services companies, government agencies, and state and local government entities.

Our professional recruiters have deep experience recruiting for government roles, so they understand the specific nuances and processes. It is our mission to make sure the right person is matched with the right role. Let the award-winning team at HireStrategy show you how we put people in their place within the federal sector.

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specialties

HireStrategy staffs contract, direct hire and executive positions into government agencies and federal services companies within the Technology, Finance & Accounting, Sales & Marketing, Recruiting & HR and Administrative areas.

We also execute searches for cleared professionals.

❑ technology

HireStrategy recruits a wide array of technology professionals, including candidates for software development, database development and administration, information security, systems and network engineering/administration, project management, business analysis, and quality assurance roles. We provide quality candidates for direct hire, contract and executive positions. We evaluate candidates to ensure that they match each client's requirements, work environment and values.

❑ finance & accounting

We deliver quality candidates with MBAs, CPAs, and exposure to Big 4 regional accounting firms as well as corporate experience to satisfy requirements for staff-level up to controller and CFO positions. Our candidates can fill positions for general ledger accounting, financial reporting, internal audit, tax, accounts payable, accounts receivable, payroll, financial planning and analysis, treasury and the growing field of regulatory compliance. We provide quality candidates for direct hire staff, contract and executive positions.

❑ sales & marketing

HireStrategy specializes in finding candidates for business development, channel sales, direct sales, inside sales, marketing, public relations, product management and sales management roles. We are exceptionally strong in recruiting candidates who have proven track records in commercial and federal sales for software product companies and professional services firms. We thoughtfully evaluate candidates to ensure that they match each client's requirements, work environment and values.



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specialties [continued]

□ recruiting & hr

HireStrategy provides human resources professionals to fill direct hire positions and contract roles. We provide candidates with experience in strategic HR, organizational development, recruiting, compliance, training, on-boarding, personnel and performance management, compensation and benefits, payroll, and HR analytics. We also fill many positions in HR management, up through the Director and VP level. We evaluate HR candidates to ensure that they match each client's requirements, work environment and values.

□ administrative

HireStrategy provides administrative and office support professionals for both direct hire and contract positions. We recruit talented administrative professionals from diverse industries including IT, telecommunications, real estate, financial services, healthcare and government contracting firms. Our administrative candidates include professionals at all levels and specialties: clerical assistance, reception, word processing, customer service, administrative support, executive assistants, legal secretaries and office managers.

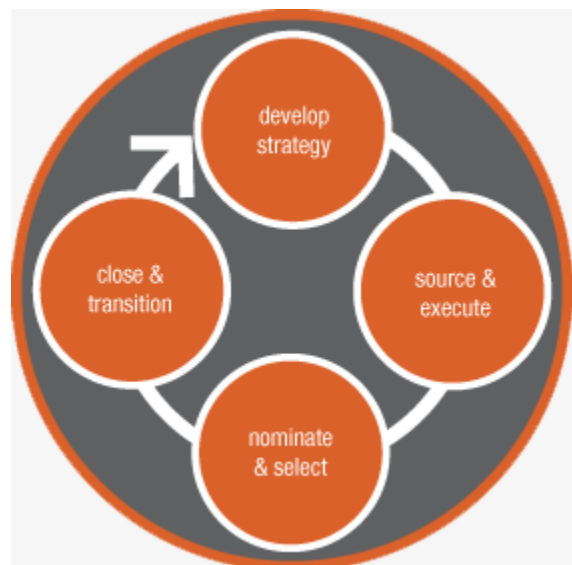
methodology

Our clients appreciate our collaborative approach to understanding their organizations and staffing needs as we provide them with the best candidates available. We design customized recruiting and staffing solutions for each of our clients, applying our proven methodology to guide the process. We are driven to fulfill your human capital requirements with the best possible candidates.

Our proven four-point methodology – develop strategy; source and execute; nominate and select; and close and transition – enables us to address the unique needs of our clients in an effective and consistent manner, therefore working smartly and efficiently for you.

□ Develop Strategy

We believe that without truly understanding your organization, we are not fully empowered to source the right candidate for the role. Our team will interview key members of your company to not only thoroughly understand the position, but also to understand your organization, your culture and your marketplace. Once completed, we can develop our game plan for finding the right candidates.





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methodology [continued]

❑ Source & Execute

With the strategy defined, the HireStrategy team then sources potential candidates from its database and extensive networks. We leave no stone unturned as we realize the best match may already have a job but may be open to change. Once a pool of candidates has been identified, we talk to each one and meet with a select group of finalists, narrowing the list to the best potential fits.

❑ Nominate & Select

We then present the candidates to the client and run the process of scheduling interviews and gathering feedback from both the client and candidates. We become the key interface between the client and candidate all the way through to selection.

❑ Close & Transition

Once the best candidate is selected for hire, we work to help close the person and participate in negotiations as needed. We also provide transition support as the candidate prepares for his or her new opportunity and we follow up after they start, to ensure a smooth on-boarding process.

our federal services & government clients include:

BAE Systems	Department of Homeland Security [DHS]
CACI	Government Accountability Office [GAO]
Computer Sciences Corporation (CSC)	Department of Treasury
General Dynamics	Patent & Trademark Office
GTSI	Department of Agriculture
ICF International	Department of Labor
INPUT	Fairfax County
Lockheed Martin	Smithsonian Enterprises
Serco	

north american industry classification system (NAICS)

518210 – Data Processing, Hosting, and Related Services	541519 – Other Computer Related Services
541219 – Other Accounting Services	541611 – Administrative Management and General Management Consulting Services
541511 – Custom Computer Programming Services	541612 – Human Resources Consulting Services
541512 – Computer Systems Design Services	541618 – Other Management Consulting Services



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north american industry classification system (NAICS) [continued]

541690 – Other Scientific and Technical Consulting Services

561110 – Office Administrative Services

561311 – Employment Placement Agencies

561312 – Executive Search Services

561320 – Temporary Help Services

923130 – Administration of Human Resource Programs

standard industrial classification (SIC)

7361 – Employment Agencies

7371 – Computer Programming Services

7373 – Computer Integrated Systems Design

7374 – Data Processing And Preparation

7379 – Computer Related Services, NEC

8721 – Accounting, Auditing, & Bookkeeping

8742 – Management Consulting Services



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PRICING SCHEDULE

SIN(S) PROPOSED	SERVICE PROPOSED (E.G. JOB TITLE/TASK)	PRICE OFFERED TO GSA (INCLUDING IFF)
59521	<i>HR Manager</i>	\$84.36
59521	<i>HR Assistant Manager</i>	\$64.51
59521	<i>HR Specialist</i>	\$54.59
59521	<i>Staffing Specialist</i>	\$56.57
59521	<i>Classification Specialist</i>	\$64.51
59521	<i>Employee Relations Specialist</i>	\$47.64
59521	<i>Sr. Personnel Specialist</i>	\$69.48
59521	<i>HR Quality Control Specialist</i>	\$69.48
59521	<i>HR Records Mgmt Specialist</i>	\$69.48
59521	<i>HR Assistant</i>	\$44.66
59521	<i>Sr. Payroll Specialist</i>	\$64.51
59521	<i>Payroll Specialist</i>	\$54.59
59521	<i>Sr. HR Consultant</i>	\$99.25
59521	<i>HR Consultant</i>	\$89.55
59521	<i>Executive Search Services</i>	\$40,196.25
59521	<i>Staff Search Services</i>	\$16,650.00



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LABOR CATEGORIES

JOB TITLE	JOB DESCRIPTION	MINIMUM EDUCATIONAL QUALIFICATIONS
Staffing Specialist	This position shall provide support for human resource minimum of five years of experience within the area of assignment is required. Individual will have knowledge in all aspects of Federal personnel staffing to ensure consideration and selection of the best qualified candidates for position vacancies. Individual shall have experience in planning and executing actions with minimal supervision top ensure vacancies are filled as expeditiously as possible. Individual shall have the ability to use the computer and software comparable with the office. The individual shall have some experience in the development of position descriptions and qualification requirements. Individual must possess excellent oral and written communication skills and the ability to work courteously and effectively with OHR personnel, business units, and the general public.	Bachelor degree in human resources or related field
Sr. Personnel Specialist	The Senior Personnel Specialist is knowledgeable of the methods and practices of personnel administration including certification, benefits administration, classification and pay as well as being experienced in employee relations as demonstrated through the handling of grievances and disciplinary actions In addition, the Senior Personnel Specialist shall coordinate tracking of employees on various forms of medical, disability and/or family leave, and be familiar with the Government retirement and benefits program and use of it's software. Have excellent writing skills that will enable he/she to post vacancies, prepare ads, and reports. Minimum Education: Bachelor's degree in human resources or related field.	Bachelor degree in human resources or related field
Sr. Payroll Specialist	This position will have at least 5 years of experience of providing analytical and processing support to Federal Personnel/Payroll and/or related systems. Understanding of Federal payroll/HR is required. Must be have experience in processing a variety of payroll adjustments and deductions. Specialists operate with a high level of research skills and problem solving analysis.	Bachelor degree in human resources or related field
Sr. HR Consultant	Sr HR Consultant shall serve as the primary point of contact and senior level authority to assigned program offices, providing advisory services and assistance in the area of personnel management. They will be responsible for identifying deficiencies, and obtaining necessary missing documents from official personnel records. They will provide assistance in a variety of human resources functions such as development, and classifications of positions, recruiting, interviewing and hiring, and providing status reports of actions. Conduct QC audits, and analyze and recommend appropriate HR digital imaging and retrieval systems. Conduct other studies or analyses to identify problems and solutions relative to the agency's management of personnel records.	Bachelor degree in human resources or related field
Payroll Specialist	Payroll / Time and Attendance Clerk: This position performs payroll and/or related time and attendance timekeeping functions, manually or by using an automated system. Individual will have general knowledge and understanding of the full payroll and time and attendance process, preferably in the federal sector. Will have experience in processing a variety of payroll and time/attendance adjustments, to include specialized payroll deduction transactions. Must be detail oriented.	Bachelor degree in human resources or related field



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JOB TITLE	JOB DESCRIPTION	MINIMUM EDUCATIONAL QUALIFICATIONS
HR Specialist	This position shall provide senior level support for human resource programs. Individual shall possess 10 years of experience. This experience could be in the areas of Employee Relations, Benefits Administration, Classification, and Staffing or other related human resources areas. Individual shall be experienced in creating and executing plans for action and milestones with minimal supervision. If required, the individual shall have knowledge in the Government retirement and Benefits policies, procedures, and software (or equivalent) for computing retirement estimates and military deposits. Individual have in all aspects of the Federal employee retirement system, including law enforcement and 6c provisions. Knowledge of Federal employee benefits programs, including Thrift savings Plans, and health and life insurance is desirable. Individual shall have the ability to use the computer and word processing and programs comparable to those utilized in current office.	Bachelor degree in human resources or related field
HR Records Mgmt Specialist	This position shall provide support for human resource records management programs, including file management processes, and the overall review and/or maintenance of human resource files. The HR RM specialist possesses in-depth knowledge of human resource personnel file organization, management, and disposition/retention policies, particularly in a federal environment. The HR RM Specialist may distribute SF-50 Forms to the appropriate offices; identify problems and solutions relative to the agency's management of personnel records has prior human resources records management or equivalent experience as well as a solid grounding in file organization and maintenance procedures.	Bachelor degree in human resources or related field
HR Quality Control Specialist	This position provides file review and audit support for human resource processes, records, and documentation. The HR QC Specialist is experienced with file audit procedures and has the ability to work independently in the performance of audit activities. Further, the HR QC Specialist conducts QC audits to ensure that incoming personnel records are accurate and complete prior to placement in agency files; and provides status reports of actions received date; ensures the timely and legally compliance handling of personnel records and is able to generate audit reports that details findings and recommend solutions to human resources records management issues.	Bachelor degree in human resources or related field
HR Manager	This position shall provide senior-level management support, advice, counseling, and program development for human resources activities. A minimum of 7 years experience within the area of assignment is required. The HR Manager possesses a comprehensive range of knowledge and experience in the oversight of human resources support functions, including in-depth knowledge of human resource personnel file organization, management, and disposition/retention policies, particularly in a federal environment. The HR Manager also is responsible for, and experienced in, the supervision of contractor personnel involved in human resource support function, including planning of personnel resources to staff file centers, audit teams, and other sorts of long- and short-term projects. The HR Manager possesses excellent oral and written communication skills, as demonstrated by the ability to work closely with clients in the submission of audit reports, technical assessments of HR operations, and other reports and analyses.	Bachelor degree in human resources or related field



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JOB TITLE	JOB DESCRIPTION	MINIMUM EDUCATIONAL QUALIFICATIONS
HR Consultant	HR Consultant will perform in assigned program offices, providing advisory services and assistance in the area of personnel management. They will be responsible for identifying deficiencies, and obtaining necessary missing documents from official personnel records. They will provide assistance in a variety of human resources functions such as development, and classifications of positions, recruiting, interviewing and hiring, and providing status reports of actions. Conduct QC audits, analyze and recommend appropriate HR digital imaging and retrieval systems. Conduct other studies or analyses to identify problems and solutions relative to the agency's management of personnel records.	Bachelor degree in human resources or related field
HR Assistant Manager	This position is responsible for the administration and implementation of Human Resources programs and processes. Responsibilities may include: staffing; conducting background investigations; conducting new hire orientation; administering educational assistance and recognition programs; employee relations; database management and reporting; exit interviews; benefits administration; benefits enrollment; consulting and advising employees about program eligibility and processes and assisting with salary administration.	Bachelor degree in human resources or related field
HR Assistant	This position shall assist other HR personnel by performing human resources assistance work requiring substantial knowledge of HR terminology, requirements, procedures, operations, functions, and regulatory policy and procedural requirements applicable to HR transactions. The work does not require the broad knowledge of Federal HR systems or the depth of knowledge about HR concepts, principles, and techniques that are characteristic of the recognized HR specialist positions. However this individual shall have experience in office administration, using automated word processing graphics systems, spreadsheet applications and developing graphic/artistic presentations for publications and documents as required. The HR Assistant shall have a minimum of two years of office administrative experience.	Bachelor degree in human resources or related field
Employee Relations Specialist	Employee Relations Specialist implements and administers policies, procedures and programs to further the development of employee/company relationships. The candidate counsels corporate and field management regarding Human Resources policies and procedures including Equal Employment Opportunities and harassment investigations. The candidate counsels employees in all areas of Human Resources including discrimination investigation and ensures compliance with all state/federal laws regarding employee relations (i.e. ADA, Worker's Compensation, Family Leave, etc.). The candidate researches and recommends human resource policies and procedures and trains corporate and field staff in human resource policies and procedures and management development issues. The candidate keeps abreast of trends and changes in human resource legislation and affects changes or makes recommendations for change to keep the company practices in compliance with state and federal governmental agencies.	Bachelor degree in human resources or related field
Classification Specialist	This position shall provide support for human resource programs, a minimum of five years experience in this particular area of assignments is required. Individual will be responsible for all classifications within the assigned area of responsibility, as well as the completion of various projects and reports. Individual shall have experience in planning and executing actions with minimum supervision or on the basis of brief outlines. Assures that classification actions are taken within legal standards and procedural guidelines, providing guidance and assistance to other personnel specialist, manager and supervisors within OHR on various classification matters.	Bachelor degree in human resources or related field



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GSA SCHEDULE CONTRACT INFORMATION, TERMS & CONDITIONS

- 1a. **Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).**
595-21 General Support Services: Recruitment
- 1b. **Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. See attached Pricing Schedule.**
- 1c. **If the Contractor proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable: for this item."**
N/A
2. **Maximum order.**
\$1,000,000
3. **Minimum order.**
\$100
4. **Geographic coverage (delivery area).**
Worldwide
5. **Point(s) of production (city, county, and State or foreign country).**
N/A
6. **Discount from list prices or statement of net price.**
See attached Pricing Schedule
7. **Quantity discounts.**
See attached Pricing Schedule
8. **Prompt payment terms.**
No interest prior to 30 days
- 9a. **Notification that Government purchase cards are accepted below the micro-purchase threshold.**
Accepted
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold.**
Accepted
10. **Foreign items (list items by country of origin).**
N/A
- 11a. **Time of delivery. (Contractor insert number of days.)**
As agreed between the Contractor and the Ordering Agency.



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GSA SCHEDULE CONTRACT INFORMATION, TERMS & CONDITIONS [CONTINUED]

- 11b. **Expedited Delivery.** The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price lists that have expedited delivery.
N/A
- 11c. **Overnight and 2-Day delivery.** The Contractor will indicate whether overnight and 2-Day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-Day delivery.
N/A
- 11d. **Urgent Requirements.** The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery.
N/A
12. **F.O.B. point(s).**
Destination
- 13a. **Ordering address(es).**
Same As Contractor 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**
<http://www.fss.gsa.gov/schedules>
14. **Payment address(es).**
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15. **Warranty provision.**
See Pricing Schedule
16. **Export packing charges, if applicable.**
N/A
17. **Terms & conditions of Government purchase card acceptance (any thresholds above the micro-purchase level).**
Accepted
18. **Terms and conditions of rental, maintenance, and repair (if applicable).**
N/A
19. **Terms and conditions of installation (if applicable).**
N/A
20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable).**
N/A



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GSA SCHEDULE CONTRACT INFORMATION, TERMS & CONDITIONS [CONTINUED]

- 20a. **Terms and conditions for any other services (if applicable)**
N/A
- 21. **List of service and distribution points (if applicable).**
N/A
- 22. **List of participating dealers (if applicable).**
N/A
- 23. **Preventive maintenance (if applicable).**
N/A
- 24a. **Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants.**
N/A
- 24b. **Section 508 compliance information.**
N/A
- 26. **Data Universal Number System (DUNS) number.**
03-796-7937
- 27. **Notification regarding registration in Central Contractor Registration (CCR) database.**
Cage Code 3S1Z2 – Registered