736 Temporary Administrative and Professional Staffing (TAPS)

Solicitation Number: 7FCM-N6-030736-B (Refresh #33) Offer e70798

September 13, 2019

Contractor: Aspen of D.C., Inc. doing business as ADC Management Solutions, Inc.
1315 Irving Street NW, Washington, District of Columbia, 20010

Business Size: Small, Woman Owned, HUBZone Business

Telephone: 202.380.9931

FAX Number: 202.587.9005

Web Site: www.adc-ms.com

E-mail: Brandy.Butler@adc-ms.com

Contract Administration: Brandy R Butler

In accordance with 13 C.F.R. 121.404, Aspen of D.C. is eligible to participate in any RFQ where our awarded size status for the preponderance NAICS (541611) does not include “other than small”.
TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer Information</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Aspen of D.C., Inc.</td>
<td>5</td>
</tr>
<tr>
<td>Labor Category Pricing</td>
<td>7</td>
</tr>
<tr>
<td>Labor Category Descriptions</td>
<td>9</td>
</tr>
</tbody>
</table>
CUSTOMER INFORMATION

Table of Awarded Special Item Number(s):

<table>
<thead>
<tr>
<th>SIN</th>
<th>SIN Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>736-1</td>
<td>Temporary Administrative and Professional Staffing</td>
</tr>
</tbody>
</table>

1a. Please see the Section titled Labor Category Pricing starting on page 7 for offered labor category rates. **Note:** Other direct costs (ODC) are not included in the offered hourly rates. If required, ODCs will be priced separately from labor and will be subject to the applicable provisional indirect.

1b. Please see the Section titled Labor Category Positions starting on page 8 for 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.

2. Maximum Order: $1,000,000.00

3. Minimum Order: $100.00


5. Point(s) of production (city, county, and state or foreign country): NA

6. Discount from list prices or statement of net price: Government net prices (discounts already deducted).

7. Quantity discounts: 1.0% for Task Orders over $500,000.00 | 2.0% for Task Orders over $1,000,000.00

8. Prompt payment terms: 1.0% for payment within 10 (ten) day, Net 30 days

9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold: Yes

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: Contractor will accept over $3,000

10. Foreign items: None

11a. Time of Delivery: Specified on the Task Order

11b. Expedited Delivery: Contact Contractor

11c. Overnight and 2-day delivery: Contact Contractor

11d. Urgent Requirements: Contact Contractor
12. **F.O.B Points(s):** Destination

13a. **Ordering Address:** Aspen of D.C., Inc.
1315 Irving Street, NW
Washington, DC  20010
Phone: 202.380.9931
Fax: 202.587.9005

13b. **Ordering procedures:** For supplies and services, ordering procedures and 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:** Aspen of D.C., Inc.
1315 Irving Street, NW
Washington, DC  20010

15. **Warranty provision:** N/A

16. **Export Packing Charges (if applicable):** N/A

17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor

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

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.** If applicable, Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and will be addressed on a task order basis. The EIT standards may be found at: www.Section508.gov/.

25. **Data Universal Numbering System (DUNS) number:** 134392377

26. **Notification regarding registration in Central Contractor Registration (CCR) database:** Aspen of D.C. is registered in the SAM.gov/CCR database. Cage Code: 3G3P4.
INTRODUCTION TO ASPEN OF D.C., INC.

Aspen of D.C. Inc. (dba ADC Management Solutions) is a woman and minority-owned human capital outsourcing company providing consulting and administrative management solutions. We provide expertise to government and commercial clients nationally in Human Capital Management, Procurement, Health Administrative Services, Emergency Management and Onsite Business Services.

Founded in 2003 ADC Management Solutions (ADC) has demonstrated its ability to absorb new projects while maintaining quality, efficiency and cost effectiveness. Our company is led by Brandy R. Butler, President & CEO, who has more than 15 years of management experience in sales and human resources, and who has been at the helm of the company since its inception. We manage approximately $15 million in revenue with a staff of 200 contract employees. We are HUBZone and EDWOSB (Economically Disadvantaged Woman-Owned Small Business) certified.

Over the past decade ADC has developed considerable experience working with clients to meet legislatively mandated labor requirements, as well as providing mission support for programs of national importance. Our company has successfully performed engagements for more than 14 Federal government agencies, over 10 District of Columbia and other local Government agencies, and a host of commercial clients.

Our team of certified Project Management Professionals (PMP®) and tested methodologies in service delivery have led the firm to an established record of success. Our skilled management team has experience in human resources, operations and project management. We offer a stellar reputation for providing talent that excels in both public and private sector environments. ADC has been designated by SmartCEO as a Best-Run Company and has been ranked four times on the Inc. 5000 List of the Fastest Growing Companies in America.

What We Do

ADC Management Solutions focuses on delivering innovative and strategic solutions that help clients to improve the quality of their workforce, streamline operations and meet compliance mandates. Our comprehensive solutions suite provides expert guidance, advice and assistance in support of an agency’s mission-oriented business functions and includes:

- Human Capital Management
- Procurement Solutions
- Management Consulting Services
- Emergency Management
- Health Administrative Services
- Data Storage & Document Management
- Onsite Business Services
- Workforce Development
**Our Mission, Vision & Values**

Through innovation and strategic solutions, ADC Management Solutions provides integrated, value-added human capital and program management services to the public and private sector. We seek to create collaborative environments that inspire excellence and growth in an evolving workforce. Our core values serve as guiding principles for our company and its employees. These values are key to our decision-making processes and the success of our operations.

1. **Teamwork & Collaboration.** Success is measured by our unfailing commitment to collective work and synergy.
2. **Excellence & Customer Service.** Customer satisfaction is number ONE!
3. **Integrity.** We steadfastly adhere to the highest professional standards.
4. **Innovation.** Our approach is inventive and client-centered.
5. **Employee Growth & Development.** Our employees are our primary assets and investment in them is critical.
6. **Family Centered.** We are committed to living balanced lives that reflect enduring care of family, the environment and ourselves.

We invite you to visit our website at [www.adc-ms.com](http://www.adc-ms.com) to meet our leadership team and to learn more about our company, qualifications, certifications, the services we offer and more.
**LABOR CATEGORY PRICING**

*SCA Designated Positions*

<table>
<thead>
<tr>
<th>Awarded Labor Category</th>
<th>Domestic or Overseas</th>
<th>Price Offered to GSA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Assistant</td>
<td>Domestic Only</td>
<td>$50.78</td>
</tr>
<tr>
<td>General Clerk I</td>
<td>Domestic Only</td>
<td>$25.35</td>
</tr>
<tr>
<td>General Clerk II</td>
<td>Domestic Only</td>
<td>$26.92</td>
</tr>
<tr>
<td>General Clerk III</td>
<td>Domestic Only</td>
<td>$29.68</td>
</tr>
<tr>
<td>Personnel Assistant I</td>
<td>Domestic Only</td>
<td>$29.70</td>
</tr>
<tr>
<td>Personnel Assistant III</td>
<td>Domestic Only</td>
<td>$34.52</td>
</tr>
<tr>
<td>Production Control Clerk</td>
<td>Domestic Only</td>
<td>$36.35</td>
</tr>
<tr>
<td>Secretary I</td>
<td>Domestic Only</td>
<td>$33.23</td>
</tr>
<tr>
<td>Secretary II</td>
<td>Domestic Only</td>
<td>$35.12</td>
</tr>
<tr>
<td>Secretary III</td>
<td>Domestic Only</td>
<td>$36.63</td>
</tr>
<tr>
<td>Receptionist</td>
<td>Domestic Only</td>
<td>$30.45</td>
</tr>
<tr>
<td>Shipping/Receiving Clerk</td>
<td>Domestic Only</td>
<td>$28.87</td>
</tr>
<tr>
<td>Stock Clerk</td>
<td>Domestic Only</td>
<td>$27.07</td>
</tr>
<tr>
<td>Technical Writer I</td>
<td>Domestic Only</td>
<td>$39.71</td>
</tr>
</tbody>
</table>

**Notes:**

(1) The rates shown above include the Industrial Funding Fee (IFF) of 0.75%.
LABOR CATEGORY DESCRIPTIONS

01020 ADMINISTRATIVE ASSISTANT

In addition to secretarial duties (filing, taking phone calls, scheduling appointments, making travel arrangements), is capable of providing administrative support to executive staff with office management responsibilities to include budgeting, personnel records and payroll. May be required to work independently on projects requiring research and preparation of briefing charts and other presentation materials. Demonstrates strong knowledge of relevant computer programs. Possesses strong level of organization skills, as well as excellent oral and written communication skills.

Minimum Education: Associate’s Degree
Minimum Experience: 2 years

01111 GENERAL CLERK I

Follows clearly detailed specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file; could involve simple posting to individual accounts, opening mail, calculating and posting charges to departmental accounts, operating basic office equipment, e.g., photocopier, facsimile, multi-line phone/voicemail systems, mailing machines, and minimal computer programs. Little or no subject-matter knowledge is required, but uses his or her own judgment in choosing the proper procedure for each task. Demonstrates good organization skill, as well as oral and written communication skills.

Minimum Education: High School Diploma.
Minimum Experience: 1 year

01112 GENERAL CLERK II

Requires familiarity with the terminology of the office unit. Selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals. Able to perform requirements that may vary in type or sequence, depending on the task. Recognizes problems and solves or refers them to others as
needed. Demonstrates knowledge of relevant computer programs. Possesses good level of organization skills, as well as strong oral and written communication skills.

Minimum Education: High School Diploma.
Minimum Experience: 2 years

01113 GENERAL CLERK III

Uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps varying in nature and sequence. Selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures.

Typical duties include: assisting in a variety of administrative matters; maintaining a wide variety of financial or other records (stored both manually and electronically); verifying statistical reports for accuracy and completeness; compiling information; and handling and adjusting complaints. Demonstrates knowledge of relevant computer programs. Possesses high level of organization skills, as well as excellent oral and written communication skills. May direct lower level clerks. Positions above level IV are excluded. Such positions (which may include supervisory responsibility over lower level clerks) require workers to use a thorough knowledge of an office's work and routine to: 1) choose among widely varying methods and procedures to process complex transactions; and 2) select or devise steps necessary to complete assignments. Typical jobs covered by this exclusion include administrative assistants, clerical supervisors, and office managers.

Minimum Education: High School Diploma.
Minimum Experience: 3 years

01261 PERSONNEL ASSISTANT I

Performs a variety of tasks including, but not limited to, clerical and secretarial duties. The work is under general supervision of higher-level personnel in preparation of various human resource tasks throughout compensation, benefits, staffing/employment, EEO procedures and policy administration. Exercises discretion at all times; limited judgment may be necessary at times. May be required to operate general office equipment such as: typewriter, personal computer, copier, adding machine, and facsimile. Knowledgeable of relevant computer programs. Well organized with good oral and written communication skills.
Minimum Education: High School Diploma.

Minimum Experience: 2 years

01263 PERSONNEL ASSISTANT III

Performs work in support of Human Resource professionals that requires a good working knowledge of personnel procedures, guides, and precedents. Job tasks may include interviewing applicants, obtaining references, and recommending placement in a well-defined occupation. This level of assistant typically has a range of personal contacts within and outside the organization, in addition to handling employee-sensitive material. This Assistant may be involved in identifying potential issues and grievance procedures, in addition to documenting necessary information to avoid company threat. Therefore, this Assistant must be tactful, well organized, discrete, and articulate. The Personnel Assistant III may make recommendations to Human Resource professionals related to job classification, wage rates, and employee salaries. The use of computers may be expected to be relied on heavily for organizational and reporting purposes therefore skill in this area, as well as advanced experience with relevant office software packages may be required. This Assistant may perform some clerical work in addition to the above duties. A supervisor will review completed work against stated objectives.

Minimum Education: Associates Degree.

Minimum Experience: 5 years

01270 PRODUCTION CONTROL CLERK

Compiles and records production data for industrial establishments to compare records and reports on volume of production, consumption of material, quality control, and other aspects of production. May perform any combination of the following or similar duties: compile and record production data from customer orders, work tickets, product specifications, and individual worker production sheets following prescribed recording procedures and using different word processing techniques. Calculates such factors as types and quantities of items produced, materials used, amount of scrap, frequency of defects, and worker and department production rates, using a computer, calculator, and/or spreadsheets. Additional tasks include: writing production reports based on data compiled, tabulated and computed, following prescribed formats, maintaining files of documents used and prepared, compiling detailed production sheets or work tickets for use by production workers as guides in assembly or manufacture of products. Prepares written work schedules based on established guidelines and priorities, compiles material inventory records and prepares requisitions for procurement of materials and supplies charts production using chart, graph, or pegboard based on statistics compiled for reference by
production and management personnel. Sorts and distributes work tickets or material and may compute wages from employee time cards and post wage data on records used for preparation of payroll. Knowledgeable of relevant computer programs. Demonstrates good computational skills and organization skills, as well as oral and written communication skills.

Minimum Education: Associates Degree.

Minimum Experience: 2 years

01311 SECRETARY I

Provides principal secretarial support in an office, usually to one individual, and, in some cases, to the subordinate staff of that individual. Maintains a close and highly responsive relationship to the day-to-day activities of the supervisor and staff, works fairly independently receiving a minimum of detailed supervision and guidance, and performs various clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office. Requires working knowledge of certain office software programs, including MS Office Suite. Capable of carrying out recurring office procedures independently, and selects the guideline or reference that fits the specific case. Demonstrates good organization skills as well as written and oral communication skills. Works closely with supervisor who provides specific instructions on new assignments and checks completed work for accuracy. At a minimum, performs varied duties including or comparable to the following:

a. Respond to routine telephone requests that have standard answers; refer calls and visitors to appropriate staff. Control mail and assure timely staff response, and send form letters;
b. As instructed, maintain supervisor's calendar, make appointments, and arrange for meeting rooms;
c. Review materials prepared for supervisor's approval for typographical accuracy and proper format;
d. Maintain recurring internal reports, such as time and leave records, office equipment listings, correspondence controls, and training plans;
e. Requisition supplies, printing, maintenance or other services, type, take and transcribe dictation, create and maintain office file

Minimum Education: High School Diploma.

Minimum Experience: 2 years

01312 SECRETARY II

Provides principal secretarial support in an office, usually to one individual, and, in some cases, to the subordinate staff of that individual. Maintains a close and highly responsive relationship to
the day-to-day activities of the supervisor and staff, works fairly independently receiving a
minimum of detailed supervision and guidance, and performs various clerical and secretarial
duties requiring knowledge of office routine and an understanding of the organization, programs,
and procedures related to the work of the office. Requires working knowledge of certain office
software programs. Carries out recurring office procedures independently, and selects the
guideline or reference that fits the specific case. Demonstrates strong organization skills as well
as written and oral communication skills. Handles differing situations, problems, and deviations
in the work of the office according to the supervisor's general instructions, priorities, duties,
policies, and program goals. Supervisor may assist secretary with special assignments. At a
minimum, duties include or are comparable to the following:

a. Screen telephone calls, visitors, and incoming correspondence; personally respond to
requests for information concerning office procedures; determine which requests should
be handled by the supervisor, appropriate staff member or other offices, prepare and sign
routine non-technical correspondence in own or supervisor's name;
b. Schedule tentative appointments without prior clearance. Make arrangements for
conferences and meetings and assemble established background materials as directed.
May attend meetings and record and report on the proceedings;
c. Review outgoing materials and correspondence for internal consistency and conformance
with supervisor's procedures; assure that proper clearances have been obtained, when
needed;
d. Collect information from the files or staff for routine inquiries on office program(s) or
periodic reports, and refer non-routine requests to supervisor or staff
e. Explain to subordinate staff supervisor's requirements concerning office procedures,
coordinate personnel and administrative forms for the office and forwards for processing.

Minimum Education: Associates Degree.

Minimum Experience: 4 years

01313 SECRETARY III

Provides principal secretarial support in an office, usually to one individual, and, in some cases,
to the subordinate staff of that individual. Maintains close and highly responsive relationship to
the day-to-day activities of the supervisor and staff, works fairly independently receiving a
minimum of detailed supervision and guidance, and performs various clerical and secretarial
duties requiring knowledge of office routine and an understanding of the organization, programs,
and procedures related to the work of the office. Requires working knowledge of certain office
software programs. Carries out recurring office procedures independently, and selects the
guideline or reference that fits the specific case. Demonstrates excellent organization skills as
well as written and oral communication skills. Uses greater judgment and initiative to determine
the approach or action to take in non-routine situations, interprets and adapts guidelines, including unwritten policies, precedents, and practices, which are not always completely applicable to changing situations. At a minimum, duties include or are comparable to the following:

a. Based on knowledge of the supervisor's views, able to compose correspondence on own initiative about administrative matters and general office policies for supervisor's approval;
b. Anticipates and prepares materials needed by the supervisor for conferences, correspondence, appointments, meetings, telephone calls, etc., and informs supervisor on matters to be considered;
c. Reads publications, regulations, and directives and takes action or refers those that are important to the supervisor and staff;
d. Prepares special or one-time reports, summaries, or replies to inquiries, selecting relevant information from a variety of sources such as reports, documents, correspondence, other offices, etc., under general directions;
e. Advises secretaries in subordinate offices on new procedures; requests information needed from the subordinate office(s) for periodic or special conferences, reports, inquiries, etc., and shifts clerical staff to accommodate workload needs.
f. Advises individuals outside the organization on the executive's views on major policies or current issues facing the organization; contacts or responds to contact from high ranking outside officials (e.g., city or state officials, members of congress, presidents of national unions or large national or international firms, etc.) in unique situations. These officials may be relatively inaccessible, and each contact typically must be handled differently, using judgment and discretion.

Minimum Education: Associates Degree.
Minimum Experience: 5 years

01460 RECEPTIONIST

Greets visitors, determining nature of visits and directing visitors to appropriate persons. Duties may include, but are not limited to, relaying incoming, outgoing, and intra-system calls through a private branch exchange (PBX) system; recording and transmitting messages; keeping records of calls placed; providing information to callers and visitors; hearing and resolving complaints; making appointments; handling incoming and outgoing mail; controlling access to the facility; keeping a log of visitors; and issuing visitor passes. In this position, one may also type and perform other routine clerical work, such as entering data and processing documents, which may occupy the major portion of the worker's time. Possesses good communication skills.

Minimum Education: High School Diploma.
Minimum Experience: 2 years
21130 SHIPPING/RECEIVING CLERK

Performs clerical and physical tasks in connection with shipping goods of the establishment in which employed and receiving incoming shipments. In performing day-to-day, routine tasks, this worker follows established guidelines. In handling unusual non-routine problems, receives specific guidance from supervisor or other officials. May direct and coordinate the activities of other workers engaged in handling goods to be shipped or being received. Shipping duties typically involve the following: verifying that orders are accurately filled by comparing items and quantities of goods gathered for shipment against documents; insuring that shipments are properly packaged, identified with shipping information, and loaded into transporting vehicles, and preparing and keeping records of goods shipped, e.g., manifests, bills of lading. Receiving duties typically involve: verifying the correctness of incoming shipments by comparing items and quantities unloaded against bills of lading, invoices, manifests, storage receipts, or other records, checking for damaged goods, insuring that goods are appropriately identified for routing to departments within the establishment, and preparing and keeping records of goods received. Good oral, written and organization skills required. Knowledgeable of relevant computer programs.

Minimum Education: High School Diploma.
Minimum Experience: 2 years

21150 STOCK CLERK

Receives, stores, and issues equipment, materials, supplies, merchandise, foodstuffs, or tools, and compiles stock records of items in stockroom, warehouse or storage yard. Able to sort, or weigh incoming articles to verify receipt of items on requisition or invoice, examines stock to verify conformance to specifications, stores articles in bins, on floor or on shelves, according to identifying information, such as style, size or type of material, fills orders or issues supplies from stock, prepares periodic, special or perpetual inventory of stock, and requisitions articles to fill incoming orders. Compiles reports on use of stock handling equipment, adjustments of inventory counts and stock records, spoilage of or damage to stock, location changes, and refusal of shipments, may mark identifying codes, figures, or letters on articles, may distribute stock among production workers, keeping records of material issued, may make adjustments or repairs to articles carried in stock, and may cut stock to site to fill order. Possesses good oral and written communication skills. Some knowledge of computer programs may be required.

Minimum Education: High School Diploma.
Minimum Experience: 2 years
30461 TECHNICAL WRITER I

 Writes and edits technical reports, brochures and/or manuals for internal documentation, customer reference, or publication. Researches and analyzes available literature and verifies copy with appropriate departments, and may coordinate production and distribution of materials. Revises or writes standardized material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment. This worker receives technical direction from supervisor or senior writer, notes or manuals containing operating procedures and details manufacturer’s catalogs, drawings and other data relative to operation, maintenance, and service of equipment. May have access to blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail. Organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology, may maintain records and files of work and revisions, select photographs, drawings, sketches, diagrams, and charts to illustrate material, assist in laying out material for publication arrange for typing, duplication and distribution of material; may assist in writing speeches, articles, and public or employee relations releases, and may specialize in writing material regarding work methods and procedures. Knowledgeable of relevant computer programs. Uses very strong written and oral communication skills. Works under general supervision.

 Minimum Education: Associates Degree.

 Minimum Experience: 2 years