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 GSA Advantage® is: GSAAAdvantage.gov.

Multiple Award Schedule

FSC Group: Office Management- Office Services

Contract number: 47QREA20D0007

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov.

Contract period: November 13, 2019 through November 12, 2024
Open Door Personnel
Phone: 803-233-2098
Fax: 803-753-1885
3634 Sunset Blvd. Suite A
West Columbia, SC 29169
www.opendoorpersonnel.com

Contract administration source
Open Door Personnel
Phone: 803-233-2098
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3634 Sunset Blvd. Suite A
West Columbia, SC 29169
lledford@opendoorpersonnel.com

Business size: Small, WOSB, SBA Certified Disadvantaged

Price list current as of Modification #PA-0826 EFFECTIVE 11/18/2020

Prices Shown Herein are Net
CUSTOMER INFORMATION

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

<table>
<thead>
<tr>
<th>SINs</th>
<th>Recovery</th>
<th>SIN Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>561320SBSA</td>
<td>561320SBSA/RC</td>
<td>Temporary Staffing</td>
</tr>
<tr>
<td>OLM</td>
<td>OLMRC</td>
<td>Order-Level Materials (OLM’s)</td>
</tr>
</tbody>
</table>

1b. Identification of the lowest priced model number: NA services only

1c. Hourly Rates : See Page 4

2. Maximum order: $250,000

3. Minimum order: $100

4. Geographic coverage (delivery area): 48 States and DC

5. Point(s) of production (city, county, and State or foreign country). Same as Company

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

7. Quantity discounts. 2% on Single orders over $100,000

8. Prompt payment terms. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions. Net 30 days

9. Foreign items (list items by country of origin). Not Applicable

10a. Time of delivery. (Contractor insert number of days.) To Be Determined at the Task Order level

10b. Expedited Delivery. Items available for expedited delivery are noted in this price list. Contact Contractor

10c. Overnight and 2-day delivery. Contact Contractor

10d. Urgent Requirements. Contact Contractor

11. F.O.B. point(s). Destination
12a. Ordering address(es). Same as Company

12b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.

13. Payment address(es). Same as Company

14. Warranty provision. Standard Commercial Warranty Terms & Conditions

15. Export packing charges, if applicable. Not Applicable

16. Terms and conditions of rental, maintenance, and repair (if applicable). Not Applicable

17. Terms and conditions of installation (if applicable). Not Applicable

18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). Not Applicable

18b. Terms and conditions for any other services (if applicable). Not Applicable

19. List of service and distribution points (if applicable). Not Applicable

20. List of participating dealers (if applicable). Not Applicable

21. Preventive maintenance (if applicable). Not Applicable (typical response)

22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). Not Applicable

22b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor’s website or other location.) The EIT standards can be found at: www.Section508.gov/. Not Applicable

23. Data Universal Number System (DUNS) number. 020482230

24. Notification regarding registration in System for Award Management (SAM) database. Contractor
### GSA Pricelist

<table>
<thead>
<tr>
<th>SIN Proposed</th>
<th>Labor Category</th>
<th>Price Offered to GSA (including IFF)</th>
</tr>
</thead>
<tbody>
<tr>
<td>561320SBSA</td>
<td>Administrative Assistant I (N)</td>
<td>$58.32</td>
</tr>
<tr>
<td>561320SBSA</td>
<td>Receptionist (N)</td>
<td>$30.57</td>
</tr>
<tr>
<td>561320SBSA</td>
<td>Office Manager (N)</td>
<td>$37.61</td>
</tr>
<tr>
<td>561320SBSA</td>
<td>Data Entry Clerk (N)</td>
<td>$31.02</td>
</tr>
<tr>
<td>561320SBSA</td>
<td>Executive Assistant I (N)</td>
<td>$36.52</td>
</tr>
<tr>
<td>561320SBSA</td>
<td>Executive Assistant II (N)</td>
<td>$39.97</td>
</tr>
<tr>
<td>561320SBSA</td>
<td>Executive Assistant III (N)</td>
<td>$48.32</td>
</tr>
<tr>
<td>561320SBSA</td>
<td>HR Associate (N)</td>
<td>$36.65</td>
</tr>
<tr>
<td>561320SBSA</td>
<td>Bookkeeper (N)</td>
<td>$37.40</td>
</tr>
<tr>
<td>561320SBSA</td>
<td>Clerk (N)</td>
<td>$33.53</td>
</tr>
</tbody>
</table>

### Service Contract Labor Standards Matrix:

<table>
<thead>
<tr>
<th>SCA Eligible Contract Labor Category</th>
<th>SCA Equivalent Code Title</th>
<th>WD Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Assistant I (N)</td>
<td>Administrative Assistant I (N)</td>
<td>2015-4465</td>
</tr>
</tbody>
</table>
The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (***) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).

LABOR CATEGORY DESCRIPTIONS

**Administrative Assistant II**

*Functional Responsibilities:* Administrative Specialist is responsible for providing general-purpose administrative and clerical support for project tasks. Duties may include word-processing, graphics, desktop publishing, editing, meeting coordination and facilitation, answering telephones, photocopying, organization of communications materials and additional tasks. Meeting coordination centers on a series of continuous, ad hoc and regular meetings for various working groups. Duties also include regular tasks defined at point of need. These may include some presentation drafts and editing/proofreading of documents, presentations or other meeting materials and miscellaneous research tasks.

*Minimum Experience:* A minimum of five years of relevant experience in this area.

*Minimum Education:* High School Diploma

**Administrative Assistant I**

*Functional Responsibilities:* An Administrative Assistant I is responsible for providing general administrative and clerical support for a variety of tasks. Duties may include word-processing, desktop publishing, editing, meeting coordination and facilitation, answering telephones, photocopying,
organization of communications materials and additional tasks. They may be asked to file, perform data
entry, and coordinate schedules.

Minimum Experience: A minimum of two years of relevant experience in this area.
Minimum Education: High School Diploma.

Data Entry Clerk

Functional Responsibilities: This position works under close supervision and follows specific
procedures or detailed instructions. The Data Entry Clerk works from various standardized source
documents, performing day-to-day data entry, updating records, checking database for consistency and
accuracy.

Minimum Experience: A minimum of one year of relevant experience in this area.
Minimum Education: High school diploma

Receptionist

Functional Responsibilities: This position greets visitors, determining nature of visits and directing
visitors to appropriate persons. The Receptionist may also have other duties such as recording and
transmitting messages; keeping records of calls placed; providing information to callers and visitors;
making appointments; keeping a log of visitors; and issuing visitor passes. In this position, one may also
work on a computer and perform other routine clerical work that may occupy the major portion of the
worker’s time.

Minimum Experience: Must have one year of professional work experience.
Minimum Education: High School Diploma

Office Manager

Functional Responsibilities: The Office Manager is responsible for coordinating schedules and
meetings for the office. They oversee clerical work and may also assist staff with other projects and
programs from various departments in an organization, from marketing and research to data entry and
office maintenance. May oversee junior administrative employees, such as Administrative Assistants or
Receptionists.

Minimum Experience: Must have three years of professional work experience.
Minimum Education: High School Diploma
Executive Assistant I

**Functional Responsibilities:** The Executive Assistant is responsible for coordinating calendars, scheduling meetings, travel, and personal appointments. They may also be asked to process or submit reimbursement forms, assist with email/inbox management, tracking expenses, and provide backup assistance with the organization’s front desk.

**Minimum Experience:** Must have two years of professional work experience providing executive-level support.

**Minimum Education:** High School Diploma

Executive Assistant II

**Functional Responsibilities:** This position is similar to Executive Assistant I. They are responsible for coordinating calendars, scheduling meetings, travel, and personal appointments. They may also be asked to process or submit reimbursement forms, assist with email/inbox management, tracking expenses, and provide backup assistance with the organization’s front desk. However, in addition to these responsibilities, the Executive Assistant II may support two or three executives and may be asked to act as a liaison between the executives and the Board of Directors. They may assist in proofreading and finalizing agenda and other materials for committee and board meetings, keep records on multiple, simultaneous projects, facilitate other high-level executive processes.

**Minimum Experience:** Must have three years of professional work experience providing executive-level support.

**Minimum Education:** High School Diploma

Executive Assistant III

**Functional Responsibilities:** On top of all of the responsibilities listed under Executive Assistant II, the Executive Assistant III may be required to have more detailed knowledge and educational background on policies and theories related to an organization’s mission or focus. They may also need entry-level finance experience and play a more involved role in office finances. Experience with certain databases or other internet research tools may also be required.

**Minimum Experience:** Must have five years of professional work experience providing executive-level support.

**Minimum Education:** High School Diploma

HR Associate
**Functional Responsibilities:** Assists in processing payroll, communicates personnel policies and benefits to employees and job applicants, and supervises onboarding process with new employees. They may also be asked to assist in accounting procedures such as accounts payable, accounts receivable, account analysis, and budgeting. They support other Human Resources staff as requested.

**Minimum Experience:** Must have two years of professional work experience.

**Minimum Education:** High School Diploma and a 2 year degree

**Bookkeeper**

**Functional Responsibilities:** Assists with preparation of vouchers, invoices, and other financial documents. Assists with preparation of payroll, formats and prepares monthly accounting reports and briefing memo, manage tracking of expenses. Logs expenses and deposits, and provides other accounting support to finance staff.

**Minimum Experience:** Must have two years of professional work experience.

**Minimum Education:** Bachelor’s degree

**Clerk**

**Functional Responsibilities:** The Clerk helps digitize documents, provides administrative support to all staff, fills in for front desk staff as needed, and performs other administrative duties and responsibilities as requested.

**Minimum Experience:** Must have one year of professional work experience.

**Minimum Education:** High school diploma