



**GENERAL SERVICES ADMINISTRATION
FEDERAL ACQUISITION SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE CATALOG/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 is available through **GSA Advantage!**, a menu-driven database system. The INTERNET address for **GSA Advantage!** is <http://www.gsaadvantage.gov>

SCHEDULE TITLE: Federal Supply Schedule 738X – Human Capital Management and Administrative Support Services

SPECIAL ITEM NUMBER:

595 21 AGENCY HUMAN CAPITAL STRATEGY, POLICY, and OPERATIONAL PLANNING

CONTRACT NUMBER: 47QREA20D000A

CONTRACT PERIOD: January 8th, 2020 through January 7th, 2025

For more information on ordering from Federal Supply Schedules click on the **GSA Schedules link** at www.gsa.gov

CONTRACTOR: **Inroads, Inc.**
10 S Broadway Ste 300
Saint Louis, MO 63102
Phone: (314) 241-9325
E-Mail: cpellock@inroads.org

CONTRACTOR'S ADMINISTRATION SOURCE: Constance Pellock
Phone: (314) 241-9325
E-Mail: cpellock@inroads.org

BUSINESS SIZE: Other than Small Business

CUSTOMER INFORMATION:

1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)

SIN	Description
595 21	Human Capital Management and Administrative Support Services

1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN:
(Government net price based on a unit of one)

SIN	Model	Price
595 21	Human Resources Specialists	\$42.38

2. **MAXIMUM ORDER:** 595 21 \$700,000
3. **MINIMUM ORDER:** \$100
4. **GEOGRAPHIC COVERAGE:** 48 States, DC
5. **POINT(S) OF PRODUCTION:** USA
6. **DISCOUNT FROM LIST PRICES:** 3.5%. Prices shown on GSA Advantage are net discounted prices.
7. **QUANTITY DISCOUNT(S):** None
8. **PROMPT PAYMENT TERMS:** Net 30 days.
- 9a **Government Purchase Cards are accepted at or below the micro-purchase threshold.**
- 9b **Government Purchase Cards are accepted above the micro-purchase threshold.**
10. **FOREIGN ITEMS:** None
- 11a. **TIME OF DELIVERY:** 7 DARO
- 11b. **EXPEDITED DELIVERY:** Contact the Contractor for rates.
- 11c. **OVERNIGHT AND 2-DAY DELIVERY:** Contact the Contractor for rates.
- 11d. **URGENT REQUIRMENTS:** Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.
12. **FOB POINT:** Destination

- 13a. **ORDERING ADDRESS:** Same as Contractor's address.
- 13b. **ORDERING PROCEDURES:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in FAR 8.405-3
14. **PAYMENT ADDRESS:** Same as Contractor's address.
15. **WARRANTY PROVISION:** None
- 15a. **RETURN/RESTOCKING POLICY:** Not applicable.
16. **EXPORT PACKING CHARGES:** Not applicable.
17. **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:** Accepted at, below and above the micro-purchase level
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 AVAILABLE):** 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. **SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants):** N/A
- 24b. **Section 508 Compliance for electronic and information technology (EIT):** as applicable
25. **DUNS NUMBER:** 626137186
26. **NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE:** Contractor has an Active Registration in the SAM database.

AWARD PRICE LIST

SIN(s) Proposed	Service Proposed (e.g. Labor Category or Job Title/Task)	Minimum Education / Certification Level	Minimum Years of Experience (cannot be a range)	Commercial Price List (CPL) OR Market Prices	Unit of Issue (e.g. Hour, Task, Sq Ft)
595 21	Human Resources Specialists	High School	1	\$42.38	Hour
595 21	Human Resources Specialists II	High School	2	\$43.62	Hour
595 21	Human Resources Specialists III	Bachelors	4	\$52.32	Hour
595 21	Human Resources Consultant	Masters	5	\$57.29	Hour
595 21	Accounts Payables Clerk	High School	1	\$42.38	Hour
595 21	Accounts Receivables Clerk	High School	1	\$42.38	Hour
595 21	Staff Accountant I (general Accounting)	High School	2	\$43.62	Hour
595 21	Senior Accountant(general Accounting)	Bachelors	4	\$52.32	Hour
595 21	Accounting Supervisor	Bachelors	5	\$52.32	Hour
595 21	Staff Auditor/Accountant	Bachelors	1	\$52.32	Hour
595 21	Senior Auditor/Accountant	Bachelors	4	\$52.32	Hour
595 21	Junior Mechanical Engineer	High School	1	\$42.38	Hour
595 21	Mechanical Engineer Analyst II	High School	2	\$43.62	Hour
595 21	Mechanical Engineer Senior	Bachelors	5	\$52.32	Hour
595 21	Electrical Engineer Junior	High School	1	\$42.38	Hour
595 21	Computer Systems Engineer L1	High School	1	\$42.38	Hour
595 21	Senior Computer Systems Engineer	Bachelors	4	\$52.32	Hour
595 21	Information Systems Specialists	High School	2	\$43.62	Hour
595 21	Information management Specialists 2	Bachelors	4	\$52.32	Hour
595 21	Marketing/Administrative assistant	High School	2	\$43.62	Hour

595 21	Marketing and communications specialists	Bachelors	4	\$52.32	Hour
595 21	Principal Marketing Specialist	Masters	5	\$57.29	Hour
595 21	Budget Analyst	High School	2	\$43.62	Hour
595 21	Senior Business Analyst	Bachelors	4	\$52.32	Hour
595 21	Finance Manager	Bachelors	4	\$52.32	Hour

LABOR CATEGORY DESCRIPTIONS

Service Proposed (e.g. Labor Category or Job Title/Task)	Functional Responsibilities	Minimum Years of Experience (cannot be a range)	Minimum Education / Certification Level
Human Resources Specialists	Directly supports under the supervision of the Human Resources manager in functional areas which may include recruitment and employment, personnel records, employee and/or labor relations, job evaluation, compensation management, benefits administration, organization development and training. Has knowledge of commonly used concepts, practices, and procedures. Relies on instructions and pre-established guidelines to perform the functions of the job.	1	High School
Human Resources Specialists II	Provides support under the guidance of supervision in all functional areas of human resources, including recruitment and employment, personnel records, employee and labor relations, job evaluation, compensation management, benefits administration, training and administrative duties. Should be able to perform duties with minimum supervision.	2	High School
Human Resources Specialists III	Responsible for managing the day-to-day operations of the Human Resource Office. Responsibilities include functional areas such as departmental development, Human Resource Information Systems (HRIS),	4	Bachelors

	employee relations, training and development, benefits, compensation, organizational development, and recruitment and employment		
Human Resources Consultant	Provides human capital services. Equipped with labor laws and internal processes contributing to our human capital performance portfolio of services. Departmental development, Human Resource Information Systems (HRIS), employee relations, training and development, benefits, compensation, organizational development, and recruitment and employment.	5	Masters
Accounts Payables Clerk	Function is to input invoices related to purchases of goods, services and other types of processes in which an entity would pay funds to a vendor. Other functions may include report generation and distribution, and account reconciliations. This position would generally work under the supervision of accounting department management or other such supervision as the entity desires.	1	High School
Accounts Receivables Clerk	Function is to input invoices related to sales and other types of processes in which an entity would receive funds from a customer or vendor. Other functions may include report generation and distribution, and account reconciliations. This position would generally work under the supervision of the procurement area, accounting department	1	High School

	management or other such supervision as the entity desires.		
Staff Accountant I (general Accounting)	Has a basic knowledge of accounting principles and their application to client transactions and documenting and communicating an understanding of these principles. Has a basic knowledge of professional standards and practices, awareness of how GAAP applies in client situations, and ability to apply some area of GAAP to client situations. Has the ability to understand transactional flow and key transition cycles and to make constructive suggestions to improve client internal controls and accounting procedures. Auditing experience includes basic knowledge and understanding of professional standards and application of the principles contained in professional conduct.	2	High School
Senior Accountant	Responsible for assisting in preparation of monthly/quarterly/annual schedules according to established timeline. Functions as backup to the Accounting Supervisor role according to experience level. Specific duties may include but not be limited to: Preparation of account reconciliations; preparation of lease expense schedules and journal; preparation of statistical journal entries;	4	Bachelors

	<p>review of journal entries as deemed appropriate for lower level accountants and support staff; performance of account analysis and identification and explanation of variances; preparation of period end accruals.</p>		
Accounting Supervisor	<p>Responsible for the supervision of accounting professionals. Oversees calculating, posting, verifying, and typing duties to obtain and record financial data for use in maintaining accounting and statistical records. Leads most day to day operations of group. Requires an associate's in area of specialty, and 4-6 years of experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.</p>	5	Bachelors
staff Auditor/Accountant	<p>Performs the individual audit steps under the direct supervision of the Senior Accountant/Auditor. Prepares work papers and support documentation for exceptions and/or findings. Has an undergraduate or graduate degree. Generally possess up to two years of audit experience for financial institutions, real estate, Federal government or other specialized area</p>	1	Bachelors

	required by a task order.		
Senior Auditor/Accountant	Responsible for major segments of audit or accounting related work. Supervises, directs and participates in the efforts of staff accountants in the performance of the audit procedures relative to the engagement plan. Exercises supervisory control over field personnel and reviews work papers for proper documentation. Summarizes the results of the audit review or accounting project for consideration by the Project Manager. Has an undergraduate or graduate degree. Generally possess at least four years of experience for financial institutions, real estate, Federal government or other specialized area required by a task order.	4	Bachelors
Junior Mechanical Engineer	Functional Responsibility: Applies mechanical engineering disciplines to support design, development, implementation and testing of mechanical systems, subsystems or components supporting physical or synthetic solutions. Reviews, evaluates and analyzes designs. Prepares reviews and evaluates documentation, specifications, test plans and procedures. Supports test programs and analyzes testing. Assists in the definition, analysis and	1	High School

	<p>allocation of requirements, solves routine problems in the engineering discipline. Supports contractual obligations and specified ISO, CMMI, ITIL, Warned Value or other quality/financial control processes.</p> <p>Minimum/General Experience: Requires no direct experience in Mechanical related projects. Requires direct supervision</p>		
<p>Mechanical Engineer Analyst II</p>	<p>Designs products and systems to meet process requirements, applying knowledge of engineering principles. Oversees installation to ensure machines and equipment are installed and functioning according to specifications. Coordinates building, fabrication, and installation of product design and operation, maintenance, and repair activities to utilize machines and equipment. Specifies system components or directs modification of products to ensure conformance with engineering design and performance specifications. Inspects, evaluates, and arranges field installations and recommends design modifications to eliminate machine or system malfunctions. Alters or modifies design to obtain specified functional and operational performance. Investigates equipment failures and difficulties, diagnoses faulty operation, and makes recommendations to maintenance crew.</p>	<p>2</p>	<p>High School</p>

	<p>Researches and analyzes data, such as customer design proposal, specifications, and manuals to determine feasibility of design or application. Plans and directs engineering personnel in fabrication of test control apparatus and equipment, and develops procedures for testing products. Tests ability of machines to perform tasks. Selects or designs tools to meet specifications, using manuals, drafting tools, computer, and specialized software programs. Assists drafter in developing structural design of product, using drafting tools or computer-assisted design/drafting equipment and software. Conducts experiments to test and analyze existing designs and equipment to obtain data on performance of product, and prepares reports.</p>		
<p>Mechanical Engineer Senior</p>	<p>Functional Responsibility: Applies mechanical engineering disciplines to support design, development, implementation and testing of mechanical systems, subsystems or components supporting physical or synthetic solutions. Reviews, evaluates and analyzes designs. Prepares reviews and evaluates documentation, specifications, test plans and procedures. Supports test programs and analyzes testing. Assists in the definition, analysis and allocation of requirements, solves routine problems in the engineering discipline. Supports contractual</p>	<p>5</p>	<p>Bachelors</p>

	<p>obligations and specified ISO, CMMI, ITIL, Warned Value or other quality/financial control processes.</p> <p>Minimum/General Experience: 5+ years in Mechanical related projects. Demonstrated broad leadership skills for planning, organizing, leading, and controlling the cost and performance of a project. Requires limited supervision</p>		
Electrical Engineer Junior	<p>Designs, tests, installs, and maintains large-scale electronic equipment or machinery for use in manufacturing or power generation or transmission. May use computer-assisted engineering and design software and equipment to perform assignments. Applies principles and techniques of electrical engineering to accomplish goals. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.</p>	1	High School
Computer Systems Engineer L1	<p>Performs a variety of routine project tasks applied to specialized technology problems. Tasks involve integration of electronic processes or methodologies to resolve total system problems, or technology problems as they relate to Information Assurance requirements. Conducts security assessments and</p>	1	High School

	<p>security consulting services. Analyzes information security requirements. Applies operating system security configuration. Applies analytical and systematic approaches in the resolution of problems of work flow, organization, and planning. Conducts security certification and accreditation for information technologies.</p>		
Senior Computer Systems Engineer	<p>Performs all systems engineering functions in support of new systems development and modification/upgrades of existing systems, equipment and software. Conducts feasibility studies, requirements analysis, integration analysis, risk assessments, evaluations of design and test requirements, supportability and suitability tradeoff studies; develops plans and milestone schedules throughout system design and evolution; and generates technical reports/recommendations to the system engineering project lead. Supervises system engineering team personnel and assists the program manager in transitioning the system through the acquisition life-cycle</p>	4	Bachelors
Information Systems Specialists	<p>Provides technical support in the areas of vulnerability assessment, risk assessment, network security, product evaluation, and security implementation. Responsible for designing and implementing solutions for protecting the confidentiality, integrity and availability of sensitive information. Provides technical</p>	2	High School

	<p>evaluations of customer systems and assists with making security improvements. Participates in design of information system contingency plans that maintain appropriate levels of protection and meet time requirements for minimizing operations impact to customer organization. Conducts security product evaluations, and recommends products, technologies and upgrades to improve the customer's security posture. Conducts testing and audit log reviews to evaluate the effectiveness of current security measures.</p>		
Information management Specialists 2	<p>Experience in analysis of management information software and analytical procedures. Develops resources for financial data collection, statistical analysis and report formatting. Provide analysis of organization's readiness to implement performance measurement and produce a set of recommendations that will move organization toward achieving its goals.</p>	4	Bachelors
Marketing/Administrative assistant	<p>Organizes, edits, produces, and disseminates documents and materials drawn from single or multiple sources, monitoring standards for quality and timeliness. Maintains equipment inventory, controls inventory sign-out log, and maintains equipment reservations, as requested. Establishes and maintains organizational files, records, data systems, and periodicals. Prepares memoranda and letters for the supported staff. Assists in preparing proposals, reports, and findings associated with assigned</p>	2	High School

	<p>projects. Produces graphics for presentations, reports, and documents. Establishes and maintains filing system for project documents, records, and general correspondence. Responds to telephone inquiries, making referrals as appropriate. Assists in planning and organizing project meetings and functions. Prepares minutes for meetings as requested. Assists in tracking and preparing reports related to budgets, projections, and actual costs associated with assigned projects.</p>		
<p>Marketing and communications specialists</p>	<p>The Marketing & Communications Specialist is responsible for communications planning and marketing strategy, managing the marketing, advertising, and promotional activities of the agency or program; gather feedback from stakeholders, attend or monitor key meetings and provide reports on proceedings, recommend communications to increase buy-in, engagement, change acceptance; work with other team members and stakeholders to meet communication needs; design, develop, test, and evaluate communications; create marketing materials; develop multimedia and social media content; collaborate with customer to establish program brand and associated core messages. Develop strategies and plans to measure, enhance, and enrich the position and image of the program</p>	<p>4</p>	<p>Bachelors</p>

	through various goals and objectives.		
Principal Marketing Specialists	: Develops, directs, and manages corporate communications program involving advertising and collateral materials. Defines target markets and creates long-term marketing plans. Develops launch strategies, product positioning, messaging, and creative tactical ideas in support of client objectives. Outlines overall corporate situation analysis. Provides tailored services, develops evaluation tools, and monitors public response. Produces annual marketing proposals defining advertising for all media, public service announcements, and public relations. Manages budget schedules and timelines. Develops media strategies, provides counsel, and serves as spokesperson, as required.	5	Masters
Budget Analyst	Provide budget analysis support and recommendations to enable effective budget decisions and budget management by program managers. Create and maintain a variety of financial records and provide transactional input into appropriate accounting systems. Track funding accounts within the section and monitor expenditure rates for each account of	2	High School

	<p>the authorized funding. Provide required funding reports to the appropriate personnel. Prepare requests for additional funding when necessary. Attend funding meetings and other meeting/briefings as necessary. {Note: Contract personnel cannot make decisions regarding Federal funds, duties will be performed up to the point that requires approval/signature of the appropriate Federal government employee}.</p>		
<p>Senior Business Analyst</p>	<p>Determines operational objectives by studying business functions; gathering information; evaluating output requirements and formats. • Designs new computer programs by analyzing requirements; constructing workflow charts and diagrams; studying system capabilities; writing specifications. www.protekconsulting.com 14 • Improves systems by studying current practices; designing modifications. • Recommends controls by identifying problems; writing improved procedures. • Defines project requirements by identifying project milestones, phases, and elements; forming project team; establishing project budget. • Monitors project progress by tracking activity; resolving problems; publishing progress reports; recommending actions. • Maintains system protocols by writing and updating procedures. • Provides references for users by</p>	<p>4</p>	<p>Bachelors</p>

	<p>writing and maintaining user documentation; providing help desk support; training users. • Maintains user confidence and protects operations by keeping information confidential. • Prepares technical reports by collecting, analyzing, and summarizing information and trends. • Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies.</p>		
<p>Finance Manager</p>	<p>Manages financial reporting for a Finance function. Responsible for developing, preparing and analyzing financial reports. May participate in projects to enhance the financial understanding and management of the project. Develop internal and/or external relationships to ensure maintenance and delivery of financial reports, statements and information. Contributes to the tactical direction of the project through the financial reporting function.</p>	<p>4</p>	<p>Bachelors</p>