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.

Multiple Award Schedule (MAS) 
Federal Supply Group: Professional Services

FSC Group: Human Capital 
FSC Code: R799
FSC: R431

Contract number: 47QREA21D000B
Contract period: December 14, 2020 – December 13, 2025

C EVANS CONSULTING LLC

1900 Reston Metro Plz Ste 600, 
Reston, VA – 20190

Contract Administrator: 
Cecelia Evans 
Phone: 703-587-0952 
Email: cecelia@cevansconsulting.com 
Wed: http://www.cevansconsulting.com

Business size: Woman-Owned Small business

Price current through Modification- A826
1a. Awarded Special Item Numbers (SIN)
   541612HC- Agency Human Capital Strategy, Policy and Operations
   SIN 56131- Talent Acquisition
   OLM Order-Level Materials (OLM)

1b. Lowest Price Service Labor Category: Document Review Specialist 1 - $52.87

1c. See awarded labor category descriptions on pages 4-15 of the pricelist.

2. Maximum order: $1,000,000

3. Minimum order: $100.00

4. Geographic coverage: 50 United States, the District of Columbia, and all US Territories

5. Point of production: US

6. Discount from list prices or statement of net price: Net prices are shown in the price list

7. Quantity Discounts: Not Offered

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

9. Foreign Items- Not Applicable

10a. Time of delivery: Will adhere to delivery schedule as specified by the purchase order

10b. Expedited Delivery: Contact Contractor for time of delivery.

10c. Overnight and 2 day delivery: Not Applicable

10d. Urgent Requirements: Not Applicable

11. F.O.B. point(s): Not Applicable

12a. Ordering address:
    C Evans Consulting LLC
    11939 Riders Ln,
    Reston, VA - 20191
12b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage fss.gsa.gov/schedules.

13. Payment address:

C Evans Consulting LLC  
11939 Riders Ln, 
Reston, VA – 20191

14. Warranty provision: Standard Commercial Warranty- C Evans Consulting places significant emphasis on problem prevention by developing a deliberate approach to issue mitigation and a comprehensive plan to ensure project success. Issues are thoroughly evaluated and resolved through cooperation and collaboration with client stakeholders.

15. Export packing charges: Not Applicable.

16. Terms and conditions of rental, maintenance, and repair: Not applicable.

17. Terms and conditions of installation: Not applicable.

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

18b. Terms and conditions for any other services: Not Applicable

19. List of service and distribution points: Not Applicable

20. List of participating dealers: Not Applicable

21. Preventive maintenance: Not Applicable

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

25. Data Universal Number System (DUNS) number: 079691251

26. Notification regarding registration in System for Award Management (SAM) database. C Evans Consulting LLC is registered in SAM; CAGE Code is 7BVZ1
C Evans Consulting LLC Labor Category Descriptions

Senior Manager 2:

Minimum Education: Master’s Degree
Minimum Experience: 10 years
Functional Responsibility: A Senior Manager 2 provides strong senior-level management, has responsibility for overall project activities, and is the primary point of contact with client executives. This position assumes responsibility for project delivery and oversight of key business enablers on projects and identification of needs for new tools. Works with client executives to facilitate recruitment and hiring initiatives. Leads clients through streamlining, reengineering, and transforming business processes. Provides subject matter expertise in HR processes or technology areas. Assists client in determining hiring needs through analyzing authorization attrition and current FTE levels; designing and implementing new organization structures; and implementing workforce planning initiatives. Assists an organization with translating its vision and strategy into core human resource and business processes. A Senior Manager 2 assumes regular interaction and communications with the Government Contracting Officer (CO) and delegated government representatives. Maintains responsibility for managing business solutions, delegating appropriate resources, and fostering quality assurance principles across projects and deliverables using problem solving techniques to resolve issues.

Senior Consultant 2:

Minimum Education: Bachelor’s Degree
Minimum Experience: 5 years
Functional Responsibility: Provides senior-level analytical and program support and is focused on providing high performance work. A Senior Consultant 2 contributes to engagement work plan development and often leads assigned engagement tasks to completion within scope and budget. Conducts organizational studies and evaluations, designs systems and procedures, conducts work simplification and measurement studies, and prepares operations and procedures manuals to assist management in operating more efficiently and effectively. Assumes responsibility for contributing to work plan development, reaching engagement milestones, and often leading specific project tasks. Applies business modeling, process modeling, and business design techniques. Conducts analysis of appropriate consulting tools to satisfy program requirements and creates project deliverables. This position performs analyses and makes diagnoses, as well as defines symptoms and problems and develops conclusions.

Recruiter 3

Minimum Education: Bachelor’s Degree
Minimum Experience: 7 years
Functional Responsibility: Converses with and asks questions of job applicants to select candidates meeting employer qualifications. Checks employment applications and examines work history, education and training, job skills, compensation needs, and other qualifications of applicants. Records additional knowledge, skills, abilities, interests, test results, and other data pertinent to selection and referral of applicants. Reviews job orders and matches applicants with job requirements, utilizing manual or computerized file searches. Uses technology to identify passive candidates, maintains communications with candidates and talent pools; and provides input and coordination on marketing/advertising campaigns.
Document Review Specialist 1

**Minimum Education:** High School Degree  
**Minimum Experience:** 2 years  
**Functional Responsibility:** Initiates access to OPM’s Electronic Questionnaires for Investigations Processing (e-QIP) system for candidates. Reviews each candidate’s initial e-86 form submission for completeness. Applies the appropriate client hiring business rules regarding the background forms. Maintains all relevant documentation received from candidates. Communicates directly with candidates (as necessary) to obtain required documentation or to assist applicants. Possesses excellent customer service skills.

Document Review Specialist 3

**Minimum Education:** Bachelor's Degree  
**Minimum Experience:** 7 years  
**Functional Responsibility:** Reviews and flags SF-85/86 forms for completeness and potential disqualifiers. Analyzes and interprets results of interviews, vetting checks, and background investigations. Ensures all reviews are performed consistently and thoroughly. Prepares documentation based on suitability recommendation. Directs/coaches other team members on completion of tasks and reviews work for quality. Possesses specialized experience in reviewing federal HR sensitive documents. Experienced in reviewing and processing background investigations on applicants, employees, and contractors within the limits of agency designated authority.

HR Consultant 2

**Minimum Education:** Bachelor’s Degree  
**Minimum Experience:** 9 years  
**Functional Responsibility:** Human Resource Consultant 2 applies their advanced skills and experience in processing federal staffing and hiring transactions and demonstrates knowledge of the recruiting and staffing business process and technology. Administers quality control and process improvement activities. May use applicant tracking system (ATS) to rate and rank candidates and create certificate. Follows hiring policies and procedures and maintains documentation. Assesses human resource policies, programs, and procedures; and informs management personnel on the interpretation of them. May post JOAs to USAJobs. Adjudicates veteran’s preference. Provides list of eligible candidates screened for vacancy and provides rating sheets with assignment of ratings.

**Substitutions:**  
A BA/BS degree plus additional 4 years of experience may substitute for a MA/MS  
A HS degree plus additional 6 years of experience may substitute for a BA/BS.
### Awarded GSA Rates

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Year 1 GSA Rates</th>
<th>Year 2 GSA Rates</th>
<th>Year 3 GSA Rates</th>
<th>Year 4 GSA Rates</th>
<th>Year 5 GSA Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Manager 2</td>
<td>$222.17</td>
<td>$227.72</td>
<td>$233.41</td>
<td>$239.25</td>
<td>$245.23</td>
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<tr>
<td>Senior Consultant 2</td>
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<td>$131.57</td>
<td>$134.86</td>
<td>$138.23</td>
<td>$141.69</td>
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<tr>
<td>Recruiter 3</td>
<td>$105.94</td>
<td>$108.59</td>
<td>$111.30</td>
<td>$114.08</td>
<td>$116.94</td>
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<tr>
<td>Document Review Specialist 1</td>
<td>$52.87</td>
<td>$54.19</td>
<td>$55.54</td>
<td>$56.93</td>
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<tr>
<td>Document Review Specialist 3</td>
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<td>$79.43</td>
<td>$81.42</td>
<td>$83.45</td>
<td>$85.54</td>
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<tr>
<td>HR Consultant 2</td>
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<td>$110.53</td>
<td>$113.29</td>
<td>$116.13</td>
<td>$119.03</td>
</tr>
</tbody>
</table>

Note: Service Contract Labor Standards (SCLS) is applicable to this contract as it applies to the entire Multiple Award Schedule and all services provided. While no specific labor categories have been identified as being subject to SCLS due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CRF 541.300), this contract still maintains the provisions and protections for SCLS eligible labor categories. If and/or when the contractor adds SCLS labor categories/employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS matrix identifying the GSA labor category titles, the occupational code, SCLS labor category titles and the applicable WD number.