



**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 GSA Advantage!® is: GSAAdvantage.gov.

**SCHEDULE TITLE: MULTIPLE AWARD SCHEDULE (MAS)
LARGE CATEGORY D Human Capital**

CONTRACT NUMBER:
47QREA21D000L

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

PERIOD COVERED BY CONTRACT:
03/19/2021 – 03/18/2026

**Adams and Associates, Inc. d/b/a
Adams and Associates of Nevada**

10395 Double R Blvd.

Reno, NV 89521

Tel: (775) 348-0900

Fax: (775) 348-2023

<https://www.adamsaai.com/>

Contract Administration Source

Debbie Cavathas

Vice President Administration

Tel: (410) 964-2888

Fax: (410) 964-2961

Email: dcavathas@adamsaai.com

Pricelist current through Modification #**PA-0003**, dated **April 26, 2021**

Business Size: **Other than Small**

<p align="center">ADAMS AND ASSOCIATES, INC. D/B/A ADAMS AND ASSOCIATES OF NEVADA CUSTOMER INFORMATION</p>

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

<u>SIN 541214HR:</u>	Compensation and Benefits
<u>SIN 541611W:</u>	Workforce Analytics and Employee Records
<u>SIN 561EEO:</u>	EEO Services
<u>SIN 611430TD:</u>	Talent Development
<u>SIN OLM:</u>	Order-Level Materials (OLM)

1b. **LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN:** See Attached Pricelist.

1c. **HOURLY RATES (Services Only):** See Attached Pricelist.

2. **MAXIMUM ORDER*:**

<u>SIN 541214HR:</u>	\$1,000,000
<u>SIN 541611W:</u>	\$1,000,000
<u>SIN 561EEO:</u>	\$1,000,000
<u>SIN 611430TD:</u>	\$1,000,000
<u>SIN OLM:</u>	\$250,000

*If the "best value" selection places your order over this Maximum Order identified in this catalog/pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contractor for a better price. The contractor may (1) offer a new price for this requirement; (2) offer the lowest price available under this contract; or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the Schedule contract in accordance with FAR 8.404

3. **MINIMUM ORDER:** \$100

4. **GEOGRAPHIC COVERAGE:** Domestic - 48 Contiguous States and Washington, D.C. (Orders not accepted from Alaska, Hawaii or Puerto Rico)

5. **POINT(S) OF PRODUCTION:**

Adams and Associates Nevada
10395 Double R Blvd.
Reno, NV 89521

6. **DISCOUNT FROM LIST PRICES:** Net GSA Pricing Listed in Attached Pricing Table.

7. **QUANTITY DISCOUNT(S):** None

8. **PROMPT PAYMENT TERMS:** None
Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9. **FOREIGN ITEMS:** None

10a. **TIME OF DELIVERY:** 30 days ARO or to be Negotiated at the Task Order Level.

- 10b. **EXPEDITED DELIVERY:** Contact Contractor
- 10c. **OVERNIGHT AND 2-DAY DELIVERY:** Contact Contractor
- 10d. **URGENT REQUIREMENTS:** Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.
11. **FOB POINT:** Destination
- 12a. **ORDERING ADDRESS:**
- Adams and Associates, Inc.
10395 Double R Blvd.
Reno, NV 89521
Tel: (410) 964-2888
Fax: (410) 964-2961
- 12b. **ORDERING PROCEDURES:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in FAR 8.405-3
13. **PAYMENT ADDRESS:**
- Adams and Associates, Inc.
10395 Double R Blvd.
Reno, NV 89521
Tel: (410) 964-2888
Fax: (410) 964-2961
14. **WARRANTY PROVISION:** N/A
15. **EXPORT PACKING CHARGES:** N/A
16. **TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (if applicable):** N/A
17. **TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE):** N/A
- 18a. **TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE):** N/A
- 18b. **TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE):** N/A
19. **LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE):** N/A
20. **LIST OF PARTICIPATING DEALERS (IF APPLICABLE):** N/A
21. **PREVENTIVE MAINTENANCE (IF APPLICABLE):** N/A
- 22a. **SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants):** N/A
- 22b. **Section 508 Compliance for EIT:** N/A
23. **DUNS NUMBER:** 607811387
24. **NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE:** Active

LABOR CATEGORY DESCRIPTIONS
SIN 541214HR

Labor Category	Description	Minimum Education	Minimum Experience
Bookkeeper**	Performs basic financial services and bookkeeping functions to process accounts payable vendor payments and disburse checks and cash to staff and students. Processes and reconciles Student Pay (payroll). Assists with student scheduling and leave administration. Maintains related documents in efficient and organized files. Ensures strict confidentiality of sensitive information	High School Diploma or GED	0

LABOR CATEGORY DESCRIPTIONS
SIN 541611W

Labor Category	Description	Minimum Education	Minimum Experience
Program Technical Support Manager	Assists with the implementation of team assignments to include area evaluation/assessment/analysis, staff training, follow-up, report writing, etc. Reviews applicable performance data integrity and Information System reports/data as it relates to Team assignments. Maintains positive working relationships with agency, work site and Corporate staff. Participates in Company/agency sponsored Program Assessments, Audits, Trainings, Work Groups, etc.	Bachelor's Degree	3
Program Technical Support Director	Provides Company oversight and monitoring of assigned programmatic functional area (i.e. Social Development, Administration, Education and Training, Outreach/Placement, etc.). Implements processes to review workforce and performance data by leading and participating in Team assignments to include area evaluations, assessments, and analysis, Center staff training/technical assistance, follow-up, report writing, etc. Reviews applicable performance data integrity and CIS reports/data as it relates to Team assignments. Via the Team visits/Program Assessment processes ensure that programs and systems are in compliance with Center contract, agency directives and Company SOPs. Draft, review and update applicable policies and procedures.	Bachelor's Degree	2
Records Officer**	Responsible for the maintenance, accuracy and completeness of student records and schedules including data entry and audits. Maintains employee research data and upholds applicable records disclosure standards.	High School Diploma or GED	0

Labor Category	Description	Minimum Education	Minimum Experience
Records Manager	Supervises the Records Office and staff. Responsible for the maintenance, accuracy and completeness of student records and schedules including data entry and audits. Reviews applicable records disclosure standards and manages performance analytics.	Bachelor's Degree	0
Training Coordinator**	Provides administrative and technical support to for agency's Human Resources function. Participates in the implementation of processes for the analysis of human resources policy and procedures, determines applicants' eligibility, uses proper judgment and discretion to resolve issues and problems. Utilizes observed results to plan for future training requirements. Ensures strict confidentiality of sensitive information.	High School Diploma or GED	2
Training Manager	Provides management and supervision of the agency's Human Resource function. Provides leadership in the implementation of processes for the analysis human resources policies and procedures and uses proper judgment and discretion to resolve issues and problems. Utilizes observed results to plan for future training requirements. Ensures strict confidentiality of sensitive information	Bachelor's Degree	3
Site Director	Serves as Chief Operating Officer and contract manager. Responsible for the analysis of systems used to review performance data and results. Uses proper judgment and discretion to resolve issues and problems including providing policy interpretation and decisions to staff. Strategically plans for future strategic and operational requirements to make informed human capital management decisions. Acts as primary liaison between site and agency offices regarding contract activities and compliance. Responds to Company and agency requests in a timely and professional manner. Ensures strict confidentiality of sensitive information and integrity of student data	Bachelor's Degree	5
Executive Director	Responsible for coordination and oversight of Contract Administration activities for assigned work sites. Strategically plans for future strategic and operational requirements to make informed human capital management decisions. Provide oversight and coordination of full Resource Management activities for assigned work sites. Ensure that the measured performance of assigned projects meet or exceed Company and agency expectations. Team Leader responsibilities for Site Assessments and applicable Team assignments.	Bachelor's Degree	10

**LABOR CATEGORY DESCRIPTIONS
SIN 561EEO**

Labor Category	Description	Minimum Education	Minimum Experience
HR Manager	Provides direct management, supervision, instruction, guidance and support to Site HR Departments. This includes recruitment, employee relations, training, complaint resolution and compliance issues. Acts as liaison between Site and Corporate HR Departments. Participates in the evaluation of Site HR Departments. Serves as Company representative in administrative/legal hearings and investigations. Serves as "acting" site HR Manager as required.	Bachelor's Degree	5
HR Director	Administers the Company's Human Resources activities. Oversees the Company staff training activities. Monitors the Company HR and employment practices to ensure regulatory compliance including workers compensation, unemployment, benefits administration, EEO, etc. Ensures the implementation of Equal Employment Opportunity activities. Oversees the preparation of HR reports and agency or legal responses.	Bachelor's Degree	5

**LABOR CATEGORY DESCRIPTIONS
SIN 611430TD**

Labor Category	Description	Minimum Education	Minimum Experience
Guidance Counselor	Responsible for providing career counseling for students to enhance student employability and to ensure continued enrollment and quantifiable success. Identifies and remediates student barriers to success and develops individualized student career educational development plans.	Bachelor's Degree	1
Residential Counselor	Responsible for providing personal counseling for students to enhance student employability and to ensure continued enrollment and quantifiable success. Identifies and remediates student barriers to success and develops individualized student social skill development plans.	Bachelor's Degree	1
Academic Instructor	Responsible for providing career education instruction and training to students. Develops individual achievement plans and academic goals to ensure student academic achievement in the program. Works with Career Technical Training Instructors to infuse applied academics into Career Technical Training	Bachelor's Degree	0

Labor Category	Description	Minimum Education	Minimum Experience
	curricula to enhance student learning and success. Ensures strict confidentiality of sensitive information and integrity of student data.		
Career Technical Instructor	Responsible for providing students with industry recognized career technical instruction and training, primarily related to professional training and individual development, leading to full-time jobs, higher education or advanced training. Ensures strict confidentiality of sensitive information and integrity of student data.	High School Diploma or GED & Industry Recognized Capstone Credential	1
Counseling Manager	Provides oversight of student counseling services and individual student case management to ensure student progress, development, retention and completion of the program. Ensures strict confidentiality of sensitive information and integrity of student data.	Bachelor's Degree	2
Academic Manager	Responsible for the management of career technical training programs. Provides oversight of student academic services and individual academic plans to ensure student progress, development, achievement and completion of the Job Corps program. Infuses applied academics into Career Technical Training curricula to enhance student learning and success in workforce development training. Ensures strict confidentiality of sensitive information and integrity of student data.	Bachelor's Degree	2
Career Technical Training Manager	Responsible for the management of career technical training programs to provide students with industry-recognized training and certifications leading to full-time jobs, higher education or advanced training (apprenticeship/ vocational training). Ensures strict confidentiality of sensitive information and integrity of student data.	Bachelor's Degree	2
Education and Training Director	Responsible for the management of Academics and Career Technical Training functions. Provides oversight of student academic and career technical training programs. Ensures student progress, achievement and completion of the program. Provides students with industry-recognized training and credentials leading to full-time jobs, higher education or advanced training. Ensures strict confidentiality of sensitive information and integrity of student data.	Bachelor's Degree	2

GSA AWARDED PRICING

SIN	Labor Category	GSA Rate w/ IFF	UOI
611430TD	Guidance Counselor	\$45.36	Hour
611430TD	Residential Counselor	\$45.36	Hour
611430TD	Academic Instructor	\$52.40	Hour
611430TD	Career Technical Instructor	\$52.16	Hour
611430TD	Counseling Manager	\$51.73	Hour
611430TD	Academic Manager	\$61.61	Hour
611430TD	Career Technical Training Manager	\$68.92	Hour
611430TD	Education and Training Director	\$65.16	Hour
541611W	Program Technical Support Manager	\$54.30	Hour
541611W	Program Technical Support Director	\$72.40	Hour
541611W	Records Officer**	\$33.93	Hour
541611W	Records Manager	\$41.99	Hour
541214HR	Bookkeeper**	\$27.86	Hour
541611W	Training Coordinator**	\$38.29	Hour
541611W	Training Manager	\$74.99	Hour
561EEO	HR Manager	\$54.30	Hour
561EEO	HR Director	\$83.26	Hour
541611W	Site Director	\$144.79	Hour
541611W	Executive Director	\$130.32	Hour

Service Contract Labor Standards: 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 (Domestic).

SCA/SCLS Matrix

SCLS Eligible Contract Labor Category	SCLS Equivalent Code Title	WD Number
Records Officer**	General Clerk II (01112)	2015-5595 Revision 11 Dated 12/21/2020
Bookkeeper**	Accounting Clerk I (01011)	2015-5595 Revision 11 Dated 12/21/2020
Training Coordinator**	Personnel Assistant (Employment) III (01263)	2015-5595 Revision 11 Dated 12/21/2020