
GENERAL SERVICES ADMINISTRATION SERVICES

FEDERAL SUPPLY 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: Multiple Award Schedule (MAS)

Large Category	Subcategory	PSC
Office Management	Office Services	R699
Miscellaneous	Complementary Special Item Numbers (SINs)	0000

For more information on ordering from Federal Supply Schedules click on the [GSA Schedules link at www.gsa.gov](http://www.gsa.gov)

Contract Number: 47QREA22D000P

Contract Period: March 3, 2022 to March 2, 2027

Contractor: Cal-Jersey Enterprise, Inc
330 Elmwood TER
Linden, NJ 07036
www.useredge.com

Contractor's Administration Source:
Jay Madlangbayan
Phone: 908-387-7601
Fax: 908-442-7654
Email: jay@useredge.com

Business Size: Small Business

FEDERAL SUPPLY SERVICE

CUSTOMER INFORMATION:

1a. Awarded Special Item Numbers (SINs)

Large Category	Subcategory	SINs	SIN Title
Office Management	Office Services	561320SBSA	Temporary Staffing (SBSA)
Miscellaneous	Complementary Special Item Numbers (SINs)	OLM	Order Level Materials

1b. Lowest Priced Model Number and Price For Each SIN: N/A

1c. Hourly & Service Rates: See price list on page 5

2. MAXIMUM ORDER:

SINs	Maximum Order
561320SBSA	\$250,000
OLM	\$250,000

3. MINIMUM ORDER: \$100

4. GEOGRAPHIC COVERAGE: Domestic

5. POINT(S) OF PRODUCTION: Same as contractor

6. DISCOUNT FROM LIST PRICES: Prices shown are GSA Net, discount deducted.

7. QUANTITY DISCOUNT(S): None

8. PROMPT PAYMENT TERMS: 1% net 10 days

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: Determined on the Task Order Level

10b. EXPEDITED DELIVERY: Contact contractor

- 10c. **OVERNIGHT AND 2-DAY DELIVERY:** Contact contractor
- 10d. **URGENT REQUIRMENTS:** Agencies can contact the Contractor's representative to affect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.
11. **FOB POINT:** Destination
- 12a. **ORDERING ADDRESS:** Same as contractor
- 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:** Same as contractor
14. **WARRANTY PROVISION:** Not Applicable
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. **Unique Entity Identifier (UEI) Number:** LJ11PC62U3N5
24. **Contractor has an active registration in the SAM database.**

AWARDED WORK SCOPE

SIN	SIN Title	Subcategory
561320SBSA	Temporary Staffing (SBSA)	Office Services
<p>DESCRIPTION: Includes temporary administrative and professional staffing.</p> <p>NOTE: Small Business Set Aside (SBSA).</p>		
SIN	SIN Title	Subcategory
OLM	Order-Level Materials (OLM)	Complementary Special Item Numbers (SINs)
<p>DESCRIPTION: OLMs are supplies and/or services acquired in direct support of an individual task or delivery order placed against a Schedule contract or BPA. OLM pricing is not established at the Schedule contract or BPA level, but at the order level. Since OLMs are identified and acquired at the order level, the ordering contracting officer (OCO) is responsible for making a fair and reasonable price determination for all OLMs.</p> <p>OLMs are procured under a special ordering procedure that simplifies the process for acquiring supplies and services necessary to support individual task or delivery orders placed against a Schedule contract or BPA. Using this new procedure, ancillary supplies and services not known at the time of the Schedule award may be included and priced at the order level.</p> <p>OLM SIN-Level Requirements/Ordering Instructions: OLMs are:</p> <ul style="list-style-type: none"> - Purchased under the authority of the FSS Program - Unknown until an order is placed - Defined and priced at the ordering activity level in accordance with GSAR clause 552.238-115 Special Ordering Procedures for the Acquisition of Order-Level Materials. (Price analysis for OLMs is not conducted when awarding the FSS contract or FSS BPA; therefore, GSAR 538.270 and 538.271 do not apply to OLMs) - Only authorized for use in direct support of another awarded SIN. - Only authorized for inclusion at the order level under a Time-and-Materials (T&M) or Labor-Hour (LH) Contract Line Item Number (CLIN) - Subject to a Not To Exceed (NTE) ceiling price <p>OLMs are not:</p> <ul style="list-style-type: none"> - Open Market Items. - Items awarded under ancillary supplies/services or other direct cost (ODC) SINs (these items are defined, priced, and awarded at the FSS contract level) <p>OLM Pricing:</p> <ul style="list-style-type: none"> - Prices for items provided under the Order-Level Materials SIN must be inclusive of the Industrial Funding Fee (IFF). - The value of OLMs in a task or delivery order, or the cumulative value of OLMs in orders against an FSS BPA awarded under an FSS contract, cannot exceed 33.33%. <p>NOTE: When used in conjunction with a Cooperative Purchasing eligible SIN, this SIN is Cooperative Purchasing Eligible.</p>		

SERVICES AWARDED PRICES & LABOR CATEGORIES

SIN(s)	Labor Title	GSA Price w/ IFF	Unit of Issue
561320SBSA	Proofreader	\$45.84	HR
561320SBSA	SAP Hybris Training Documentation Specialist	\$84.35	HR
561320SBSA	Instructional Designer/eLearning Dev	\$77.02	HR
561320SBSA	Medical Writer	\$82.52	HR
561320SBSA	Medical Writer 2	\$114.61	HR
561320SBSA	Sr. Web Developer/Designer	\$60.88	HR
561320SBSA	Assessment Specialist 1	\$33.53	HR
561320SBSA	User Experience Designer	\$76.62	HR
561320SBSA	Learning Management Systems Administrator	\$64.18	HR
561320SBSA	Sr. HRIS Analyst, Talent Management Systems Administrator	\$63.50	HR
561320SBSA	SuccessFactors, HRIS Analyst	\$81.57	HR
Labor Title	Labor Description	Minimum Education	Minimum Experience
Proofreader	<p>The Proofreader will perform ad hoc post-client approval proofreading services for in-house content team. The candidate will proofread according to the Customer’s procedure and perform tasks such as:</p> <ul style="list-style-type: none"> • Download site from Wordpress to Word (or any related Website Platforms). • Spell check. • Use Track Changes in Word and then make changes accordingly in Wordpress. • Send Word report to Customer for upload to central filing. 	Bachelors	3 years
SAP Hybris Training Documentation Specialist	<p>Design and develop instructional materials using Workforce Performance Builder or Enable Now applications and other tools for instructor led and e-Learning training (such as: course outlines, course materials, detailed step by step instructions, instructor guides, job aids, exercises and user guides). Collaborate with IT system team members, subject matter experts, super-users, and business partners to:</p> <ul style="list-style-type: none"> • Develop and update end user training documentation; • Facilitate the review and approval of training documentation; and Setup transactional data for exercise scenarios. • Ensure training documentation meets set quality standards. • Conduct end user system training, train the trainer and provide support to other trainers. • Assist with administrative activities, as needed, to support SAP training content management and end user training delivery (such as: coordinate training logistics, schedule training classes and collaborate with security team to confirm training requirements). 	Bachelors	4 years

<p>Instructional Designer/eLearning Dev</p>	<p>The current project requires and Instructional Designer / eLearning developer to update and enhance existing courseware for client and customer systems. Over 100 courses will need to be properly condensed for learner consumption. Once completed there may be additional opportunities to create new courses from scratch.</p> <p>This will include:</p> <ul style="list-style-type: none"> • Use appropriate pedagogically sound instructional design methodology - ADDIE, RID, AGILE - to create and maintain engaging learning activities and compelling course content for use in classroom and eLearning programs for client sites and remote learning. • Provide exercises and activities that enhance the learning process such as role plays, games, team-building activities, etc. • The successful candidate must be able to create system/software simulation exercises <ul style="list-style-type: none"> - Create supporting material/media such as QRGs, videos, interactive .pdf files, etc. - Collaborate with Operations and Sales leaders to provide input into learning solution program design and implementation. - Collaborate with Operations and Sales during and after training period to ensure optimal learning experience, smooth post-training transition, on-going monitoring. <p>May also be responsible for cross-training on new/existing systems, content development tools, software and conducts pilot training of new material.</p> <ul style="list-style-type: none"> • Assist in conducting gap analysis and/or review data/metrics to determine if training solution is needed and if so, what type is required. • Suggest training alternatives or provides educational guidance to business lines. 	<p>Bachelors</p>	<p>5 years</p>
<p>Medical Writer</p>	<p>Work with clinical study teams, the Oncology medical writing teams, regulatory affairs personnel, and the publishing group in the preparation of scientifically valid regulatory documents. Responsibilities include helping in the preparation of regulatory documents in accordance with the ICH guidelines, international regulations, company standards and processes, and the company's Writing Style Guide as applicable. Documents include but are not limited to: Protocols and protocol amendments, clinical safety reports, narratives, and Investigator brochures. Responsible for managing the document review process, routing documents for approval using an electronic document management system (eDMS), performing Quality Control (QC) checks, and compilation of CSR supporting documents and submission documents. The medical writer should be familiar with ICH guidelines, ISI writer templates, document management systems, and the current AMA Style Manual. The writer will be expected to format and manage long documents with multiple review cycles and tight deadlines, and to work with the submission manager to compile and prepare documents for submission.</p>	<p>Bachelors</p>	<p>5 years</p>

<p>Medical Writer 2</p>	<p>The Medical Writer 2 is responsible for developing publications from initiation through publication/presentation for Oncology marketed and pipeline products. He/she will work with the internal team, including Publications, Medical, and Statistics, as well as external stakeholders, to deliver accurate and timely global publications, including but not limited to, manuscripts, congress abstracts, posters, and slide sets.</p> <p>Primary job functions include:</p> <ul style="list-style-type: none"> • Produce scientifically and medically accurate content that are in accordance with industry guidelines and adhere to agreed-upon timelines/deadlines • Follow internal processes to deliver high-quality content • Collaborate effectively with internal and external stakeholders to develop publications • Assist with selection of appropriate target journals and Congresses, and ensure that documents meet given standards and guidelines • Resolve content-related queries on publications 	<p>Masters</p>	<p>5 years</p>
<p>Sr. Web Developer/Designer</p>	<p>Primary Responsibilities: Senior developer with excellent javascript/css/html5 skills to develop master page templates and assist in our most advanced work. This would include responsive design for viewing on multiple devices and various screen sizes ranging from smart phones, to pad devices, to laptops and workstation monitors.</p> <p>For this position, we won't be focusing on content management and Vignette or SharePoint skills.</p> <p>Secondary responsibility is to design, implement, and maintain a variety of external and internal Web sites, online application interfaces, forms, etc. Responsible for Web, CDs, and applications based on approved design and layout. Verify size and arrangement of copy and illustrations, incorporating coding for on-screen presentation or print output. Is experienced with standard concepts, practices, and procedures of Web site architecture, development, and advanced coding and text transformation (XHTML, CSS, XML, XSLT, CGI, PERL, ASP, PHP, JavaScript, ActionScript, etc.).</p>	<p>Bachelors</p>	<p>4 years</p>
<p>Assessment Specialist 1</p>	<p>The Assessment Specialist plans, develops, and evaluates tests and testing programs and related products that are closely aligned to the current subject-area standards and student-learning objectives and leads discussions with clients and stakeholders on the assessment of subject-related constructs. This role applies strong content knowledge to add significant value to item writing, item review, test assembly, and discussions at committee meetings, and is knowledgeable about current standards and trends. The Assessment Specialist works closely with clients to understand how to meet their needs. The Assessment Specialist functions at a high level of knowledge and skill in all phases of test development, including item writing, review, and evaluation, test assembly, and scoring. The Assessment Specialist works independently and as part of a team and may also work with outside experts in field of specialty.</p>	<p>Masters</p>	<p>3 years</p>

<p>User Experience Designer</p>	<ul style="list-style-type: none"> • Create compelling online and print score report designs, understanding the reporting needs for each assessment. • Correctly interpret technical input from psychometricians and other technical experts and convert this information into workable score report designs that are clear and visually compelling. • Analyze score information and assessment goals to ensure that score report designs meet all customer and stakeholder requirements. • Create designs that enable viewers to quickly and easily understand the key score information being conveyed. • Design online score reports with interactive features that enable viewers to drill down for more report data, manipulate data, etc. • Design for desktop, tablet and mobile devices, where appropriate. • Work with information technology staff and web developers to ensure that designs can be easily technically produced. • Ensure that completed designs comply with WCAG accessibility requirements for contrast, readability, screen readers and other assistive technologies. • Ensure that completed designs comply with all Client branding and graphic guidelines and legal requirements. • Evolve designs as internal and client needs and other inputs dictate. • Work collaboratively with user experience experts to ensure the usability of designs. • Take initial design work done by others and bring it to the same professional quality that the candidate applies to his/her own designs. • Manage own time, ensuring that all deadlines are met. • Build strong relationships with team members to ensure high-quality work and timely flawless delivery of materials. • Foster a positive, solutions-based work environment. • If needed, provide visual design support for various online applications and websites. 	<p>Bachelors</p>	<p>3 years</p>
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<p style="text-align: center;">Learning Management Systems Administrator</p>	<p>The LMS Administrator is primarily responsible for the technical development, management, and day-to-day support of the client's learning management system ("LMS"). This role also contributes to the learning strategy by providing Instructional Design support by creating, refining, and deploying creative learning solutions for the organization. This position is expected to produce a minimum of 20% of Instructional Design work throughout the year.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Administer the organization's LMS, including but not limited to, system configuration, course deployments, user setup and administration, resolution of technical issues, system updates, content updates and overall system support. • Act as main point of contact for LMS issues. This includes managing the LMS ticketing system, appropriately tracking issues, liaison with LMS provider for escalations, and resolving system issues. • Define, create and document LMS protocols. • Manage LMS releases by analyzing, testing, determining feasibility and value of implementing new features and functionality, and implementing vetted changes. • Design and implement curricula based on corporate or functional requirements, audience, time and resource constraints • Design, develop, and deploy learning assets to support learning and development initiatives through collaboration with subject matter experts. • Assist with quality control for instructional designer learning asset submissions, providing feedback on possible improvements to strengthen the module to provide a more impactful learning experience for the end users. • Assist in gathering data necessary to monitor effectiveness of the learning strategy and provide suggestions for continuous improvement. • Coach learning and development team members on level 1 and 2 LMS support, as needed. 	<p style="text-align: center;">Bachelors</p>	<p style="text-align: center;">3 years</p>
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<p>Sr. HRIS Analyst, Talent Management Systems Administrator</p>	<p>Responsibilities:</p> <ul style="list-style-type: none"> • Provide professional services for ongoing administration and application support for SuccessFactors Learning Management System (LMS). • Serve as company LMS expert in the areas of user management, learning management, content management and basic system management). • Meet with HR personnel (including HR Business Partners and Organization Development) and key senior level customers (including Compliance, Sales Training, and Legal) to discuss and make suggestions based on best practices in addressing new requirements (new forms, fields, functionality). • Look for opportunities to streamline business process by modifying and or creating procedural documentation. • Identify areas where automation can improve administrators' tasks and save time. Implement these improvements with assistance from the IT technical staff. • Participate in the yearly system upgrades to newer versions of SuccessFactors LMS: • Review new features and functionality of new releases. • Create and modify test scripts for the various projects as needed. • Participate in the formal system validation testing execution. • Transfer knowledge and conduct training to all other administrative users. • Assist in the creation of the PowerPoint presentations for upcoming meetings. • Manage projects and understand the time required to accomplish key tasks and to work with both the internal OD/IT team and the external SuccessFactors team in order to meet customer commitments on time. <ul style="list-style-type: none"> - Work actively with internal clients to effectively deploy training programs. - Generate and schedule standard reports as well as creating ad hoc reports. - Prepare employee data in connector format to be uploaded into LMS. - Create user accounts (backup lead administrator). - Provide troubleshooting expertise to users on an ad hoc basis when the scope of the problem exceeds the HelpDesk level of intervention. 	<p>Bachelors</p>	<p>3 years</p>
<p>SuccessFactors, HRIS Analyst</p>	<p>Responsibilities: Be able to perform all major LMS day-to-day administrative hands-on tasks:</p> <ul style="list-style-type: none"> • Manage User creation & termination. • Manage items, curricula & scheduled offerings. • Build exams using assessment builder. • Record completions for instructor-led courses. • Generate and schedule standard reports. • Working knowledge of assignment profiles. • Work with internal clients to effectively deploy training programs. • Prepare user/item connector feed file to build upload into LMS. • Participate/execute test scripts during yearly upgrades/patches. • Assist in streamlining business processes. <ul style="list-style-type: none"> - Assist colleagues and team in executing project tasks - Identify areas where automation can improve administrators' tasks and save time. - Experience working with AICC/SCORM contents. 	<p>Bachelors</p>	<p>2 years</p>

Service Contract Labor Standards: The Service Contract Labor Standards (SCLS), formerly the Service Contract Act (SCA), apply to this contract as it applies to the entire Multiple Award Schedule and all services provided. While no specific labor categories/services have been identified as being subject to SCLS due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 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/SCA matrix identifying the GSA labor category titles, the occupational code, SCLS labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.