



Diverse Staffing Services, Inc. dba DiverseGOV

Federal Supply Service Authorized Federal Supply Schedule Price List Prices Shown Herein are Net (discount deducted)

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
Professional Services FSC/PSC Code: R408, R704
Information Technology Services FSC/PSC Code: D399
Office Management Services FSC/PSC Code: R699
Contract Period: 04/15/2022 – 04/14/2027
Contract #47QREA22D000V SAM UEI LZ69LR6SLQJ9

Diverse Staffing Services, Inc. dba DiverseGOV

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Indianapolis, IN 46268
Phone: (317) 813-8000
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www.diversegov.com
DUNS: 090012183
CAGE 3A4B3
Large Business

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



Customer Information:

- 1a. Table of awarded special item number(s) with appropriate cross reference to item descriptions and awarded price(s). **See Section Price List and Labor Categories**
- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. **See Section Price List**
- 1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item. **See Section Price List**
2. Maximum order: **561110 \$1,000,000.00 541110 \$1,000,000.00, 541611 \$1,000,000.00, 54151S \$500,000.00, and OLM \$250,000.00**
3. Minimum order: **\$100.00**
4. Geographic coverage (delivery area): **50 States**
5. Point(s) of production (city, county, and State or foreign country): **Indianapolis, Marion County, Indiana**
6. Discount from list prices or statement of net price: **See Section Price List. DiverseGOV may provide additional discounts off GSA list price to government customers.**
7. Quantity discounts: **None**
8. Prompt payment terms: **Net if Paid in 30 Days**
- 9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold: **Acknowledged**
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold. **Not Accepted**
10. Foreign items (list items by country of origin). **None**
- 11a. Time of delivery. **30 Days**
- 11b. Expedited Delivery. The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price lists that have expedited delivery. **Not Applicable**
- 11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2 day delivery. **Not Applicable**



- 11d. Urgent Requirements. The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery. **Not Applicable**
12. F.O.B. point(s): **7135 Waldemar Dr. Indianapolis, IN. 46268**
- 13a. Ordering address(es): **7135 Waldemar Dr. Indianapolis, IN. 46268**
- 13b. 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.
14. Payment address(es): **7135 Waldemar Dr. Indianapolis, IN. 46268**
15. Warranty provision: **Not Applicable**
16. Export packing charges, if applicable: **Not Applicable**
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level). **Additional 5% added to the purchase price for processing fees.**
18. Terms and conditions of rental, maintenance, and repair (if applicable): **Not Applicable**
19. Terms and conditions of installation (if applicable): **Not Applicable**
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). **Not Applicable**
- 20a. Terms and conditions for any other services (if applicable): **Not Applicable**
21. List of service and distribution points (if applicable): **7135 Waldemar Dr. Indianapolis, IN. 46268**
22. List of participating dealers (if applicable): **Not Applicable**
23. Preventive maintenance (if applicable): **Not Applicable**
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). **Not Applicable**
- 24b. 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: **090012183**
26. Notification regarding registration in System for Award Management (SAM) database. **Diverse Staffing Services, Inc. dba DiverseGOV is registered in SAM.**



Price List and Labor Category Descriptions

SIN	Labor Category	Labor Category Description	Minimum Education	Minimum Years of Experience	GSA Price
541611 561110	Accounting Clerk **	This position is responsible for performing one or more routine accounting clerical operations such as: examining, verifying, and correcting various accounting documents to ensure completeness and accuracy of data in accordance to accounting procedures. Specific tasks/duties are assigned under adequate supervision. Entry-level reconciliation and posting will be assigned under detailed guidance. In most instances, an employee in this position will rely on the supervisors' instructions. Completed work will be reviewed for accuracy and compliance with procedures.	High School Diploma or GED	0	\$31.28
541611 561110	Accounting Clerk II**	This position uses knowledge of double entry bookkeeping in performing one or more of the following: posting actions to journals, identifying subsidiary accounts affected, making debit and credit entries, and assigning proper codes. The Accounting Clerk II may review computer printouts against manually maintained journals, detect and correct erroneous postings, and prepare documents to adjust accounting classifications and other data, or review lists of transactions rejected by an automated system. In this instance, the Accounting Clerk II will determine reasons for rejections, and prepare necessary correcting material. On routine assignments, an employee will select and apply established procedures and techniques. Detailed instructions are provided for difficult or unusual assignments. Completed work and methods used, are reviewed for technical accuracy.	High School Diploma or GED	1	\$34.61
541611 561110	Accounting Clerk III**	The Accounting Clerk III maintains journals or subsidiary ledgers of an accounting system and balances and reconciles accounts. Typical duties include one or both of the following: Reviewing invoices and statements verifying information, ensuring sufficient funds have been obligated, and if questionable, resolving with the submitting unit determining accounts involved. The review will include coding transactions, and processing material through data processing for application in the accounting system; Analysis and reconciliation of computer printouts with operating unit reports (contacting units, researching causes of discrepancies, and taking action to ensure that accounts balance). Supervisor provides suggestions for handling unusual or non-recurring transactions. Conformance with requirements and technical soundness of	High School Diploma or GED	2	\$38.20



		completed work are reviewed by the supervisor, or are controlled by mechanisms built into the accounting processes.			
541110 541611 561110	Administrative Assistant**	In addition to secretarial duties (filing, taking phone calls, scheduling appointments, making travel arrangements), this position will provide administrative support to executive staff with office management responsibilities to include budgeting, personnel records and payroll. The Administrative Assistant may be required to work independently on projects requiring research and preparation of briefing charts and other presentation materials.	High School Diploma or GED	3	\$54.94
541110 541611 54151S	Analyst	The Analyst in an IT environment: Works on low to moderate complexity business needs, manages backlog in tools and researches issues. Assists in the analysis of the functional business requirements and implementation details to ensure design meets non functional requirements. Contributes to the development of operational readiness documentation and training materials to support rollout adoption and use of the system/functionality as needed. May provide support during the integration and acceptance testing phases and implementation. Adheres to the current Software Delivery Life Cycle (SDLC). Utilizes Agile principles and mindsets to accomplish deliverables. The Analyst in a Legal Environment: Analyzes publicly available materials, governmental databases, and other such sources to identify possible violations of federal securities, financial fraud and healthcare fraud statutes. This resource conducts preliminary investigations to confirm such violations, reviews data and transactions, prepares reports, identifies and develops human sources, conducts witness interviews, and provides fact and expert testimony.	Bachelor Degree	2	\$50.07
541110 541611 54151S	Computer Operator I**	Works under close personal supervision and is provided detailed written or oral guidance before and during assignments. As instructed, resolves common operating problems. May serve as an assistant operator working under close supervision or performing a portion of a more senior operator's work.	High School Diploma or GED	0	\$31.85
541110 541611 54151S	Computer Operator II**	Operates and monitors computer equipment. Performs routine tasks to maintain computer equipment and their peripherals. Loads peripheral equipment such as tapes and printer paper for operating runs. Observes peripheral equipment and error messages displayed on monitor of terminal to detect faulty output or machine stoppage. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and	High School Diploma or GED	1	\$35.13

		accomplish goals. Performs a variety of complicated tasks. May report directly to a project lead or manager. A wide degree of creativity and latitude is expected.			
541110 541611 54151S	Computer Operator III**	Works under general supervision; typically reports to a project leader or manager. A certain degree of creativity and latitude is required. Operates and monitors computer equipment. Performs routine tasks to maintain computer equipment and their peripherals. Loads peripheral equipment such as tapes and printer paper for operating runs. Observes peripheral equipment and error messages displayed on monitor or terminal to detect faulty output or machine stoppage. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks.	High School Diploma or GED	2	\$38.68
541110 541611 54151S	Computer Operator IV**	The Computer Operator IV adapts to a variety of nonstandard problems that require extensive operator intervention (e.g. frequent introduction of new programs, applications, or procedures). In response to computer output instructions or error conditions, this worker chooses or devises a course of action from among several alternatives and alters or deviates from standard procedures if standard procedures do not provide a solution (e.g. reassigning equipment in order to work around faulty equipment or transfer channels); then refers problems if necessary. Typically, completed work is submitted to users without supervisory review.	High School Diploma or GED	3	\$43.36
541110 541611 54151S	Computer Operator V**	The Computer Operator V resolves a variety of difficult operating problems (e.g. making unusual equipment connections and rarely used equipment and channel configurations to direct processing through or around problems in equipment, circuits, or channels or reviewing test run requirements and developing unusual system configurations that will allow test programs to process without interfering with ongoing job requirements). In response to computer output instructions and error conditions or to avoid loss of information or to conserve computer time, operator deviates from standard procedures. Such actions may materially alter the computer unit's production plans. This operator may spend considerable time away from the control station providing technical assistance to lower level operators and assisting programmers, systems analysts, and subject matter specialists with resolution of problems.	High School Diploma or GED	4	\$46.60
541611	Contract Coordinator	Ensures acquisitions are processed in a timely manner to support business objectives. Coordinates approval processes and supporting associated requirements to ensure	High School Diploma or GED	0	\$35.76



		process compliance in accordance with policy. Ensures timely payments for contracted services and/or products. Responsible for initiating, preparing and revising task orders and contract documents for Contracting Officer signature. Creates boilerplate documents and determines and inserts optional paragraphs from approved language. Performs basic research. Maintains related contract files and sets up group for future contract documents. Responds to groups regarding status of documents. Answers questions about contracts and amendments.			
541611	Contract Specialist	Develops accurate and timely contract modifications delivered to Contract Administrators. Successful resolutions of contract issues with customer contacts. Accurate interpretation and application of the FAR, DFAR and CAS.	Bachelor Degree	5	\$59.82
541110 541611 561110	Customer Service Representative I**	This position receives, comprehends, provides, and responds to routine informational inquiries and service requests through the use of various communication technologies including but not limited to telephones, e-mail, facsimile, postal mail, and the Internet.	High School Diploma or GED	0	\$27.40
541110 541611 561110	Customer Service Representative II**	Position is responsible for performing duties detailed in CSR I job description. In addition, CSR II is responsible for responding to escalated and more complex inquiries on a broader scope of topics. Tasks may require simple adaptation and interpretation of provided reference materials.	High School Diploma or GED	1	\$30.27
541110 541611 561110	Customer Service Representative III**	Position is responsible for performing duties detailed in CSR I and CSR II job descriptions. In addition, CSR III is responsible for supervising and advising CSR I and CSR II.	High School Diploma or GED	2	\$32.63
541110 541611 561110	Data Entry Operator I**	This position works under close supervision and follows specific procedures or detailed instructions. The Data Entry Operator I works from various standardized source documents that have been coded and require little or no selecting, coding or interpreting of data. Problems such as erroneous items and codes, or missing information are resolved at the supervisory level. Work is routine and repetitive.	High School Diploma or GED	0	\$29.07
541110 541611 561110	Data Entry Operator II**	This position requires the application of experience and judgment in selecting procedures to be followed, and searching for interpreting, selecting, or coding items to be entered from a variety of document sources. The Data Entry Operator II may occasionally perform routine work as described for Data Entry Operator I.	High School Diploma or GED	1	\$31.31
541110 541611 54151S	Data Scientist Analyst	Execute algorithms to address specific business problems under direction of team lead or manager. Work with data sets of	Bachelor Degree	3	\$71.53



		moderate size and complexity. Develop visualization of analysis output for business users and publish results under direction of team lead or manager.			
541110 541611 54151S	Data Specialist	Collects data and inputs data to spreadsheets and databases. Creates databases as needed. May also coordinate support issues such as meetings, conference calls, and temporary personnel. Performs other duties as assigned.	High School Diploma or GED	2	\$57.22
54151S	Database Administrator I	Provides ongoing support in production through tracking, making corrections and implementing enhancements. Builds database structures based on detailed design. Designs databases and ensures database design complies with database strategies. Performs database testing, tracks and corrects defects and performs re-tests. Provides support during the system implementation. Determines Database requirements for projects. Reviews SQL code and provides tuning suggestions. Provides user management and DBMS security support. Provides production and non-production DBA on-call support.	Bachelor Degree	1	\$58.65
54151S	Developer	Develops relationships with the business to better understand business requirements. Develops knowledge in change request process and develops exhibits and other materials, under supervision. Assists in documenting limited business and technical requirements and coding of system components. Assists in developing unit test plans and is given specific tasks to support implementation plan. Develops the ability to provide on-call support and monitor the system. Facilitates small groups in peer code reviews and participates in vendor evaluation.	Associate Degree	1	\$78.68
541110 541611 561110	General Clerk I**	This position follows clearly detailed specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file; could involve simple posting to individual accounts, opening mail, calculating and posting charges to departmental accounts, operating basic office equipment, e.g., photocopier, facsimile, multi-line phone/voicemail systems, mailing machines, and minimal computer programs. Little or no subject-matter knowledge is required, but the clerk uses his or her own judgment in choosing the proper procedure for each task.	High School Diploma or GED	0	\$26.82
541110 541611 561110	General Clerk II**	This position requires familiarity with the terminology of the office unit. The General Clerk selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals. The clerical steps often vary in type or	High School Diploma or GED	1	\$29.66



		sequence, depending on the task. Recognized problems are referred to others.			
541110 541611 561110	General Clerk III**	This position uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps varying in nature and sequence. The General Clerk III selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Typical duties include: assisting in a variety of administrative matters; maintaining a wide variety of financial or other records (stored both manually and electronically); verifying statistical reports for accuracy and completeness; compiling information; and handling and adjusting complaints. The General Clerk III may also direct lower level clerks. Positions above level IV are excluded. Such positions (which may include supervisory responsibility over lower level clerks) require workers to use a thorough knowledge of an office's work and routine to: Choose among widely varying methods and procedures to process complex transactions; Select or devise steps necessary to complete assignments. Typical jobs covered by this exclusion include administrative assistants, clerical supervisors, and office managers.	High School Diploma or GED	2	\$31.88
54151S	Help Desk Analyst I	Receives and records requests for IT assistance. Troubleshoots basic technical problems and resolves first line customer issues. Handles fulfillment and special projects. Make appropriate and timely referrals of any requests that cannot be immediately resolved within specified timeframe.	High School Diploma or GED	1	\$42.92
54151S	Help Desk Analyst II	Receives requests and logs and manages calls. Receives referrals from lower level Help Desk Technicians. Analyzes requests for root causes and resolves problems. Suggests process improvements. Handles specialized functions such as Security Administration, moves/adds/changes and provides project support.	Associate Degree	2	\$53.65
54151S	Help Desk Analyst Senior	Provides root cause analysis and documentation. Mentors less experienced analysts and specialists and is continually involved with process improvement. Participates in an on-call rotation and has primary responsibility for resolving and/or monitoring system outages. Performs high-level security tasks.	Bachelor Degree	3	\$52.21
541110 541611	Legal Analyst	The Legal Analyst conducts research, gathers evidence, assembles legal documents and evidence, maintains databases and tracking systems, and tracks, organizes, assesses and files documents.	High School Diploma or GED	1	\$41.40



541110 54151S	Litigation Support Technologist	The Litigation Support Technologist provides consulting services to litigation teams regarding early case assessment; electronically stored information ("ESI") collection, processing, analysis and production. The Litigation Support Technologist utilizes a variety of eDiscovery and Automated Legal Support software, and provides training on such software.	High School Diploma or GED	1	\$50.07
OLM	Order Level Materials	Order-Level Materials (OLMs) are supplies and/or services acquired in direct support of an individual task or delivery order placed against a Federal Supply Schedule (FSS) contract or FSS blanket purchase agreement (BPA). OLMs are not defined, priced, or awarded at the FSS contract level. They are unknown before a task or delivery order is placed against the FSS contract or FSS BPA.	N/A	N/A	N/A
541110 541611	Paralegal/Legal Assistant I**	The Paralegal Legal Assistant I works under close supervision with required assistance readily available. Persons in this position typically perform the following: Consult prescribed sources of information for facts relating to matters of interest to the program; Review documents to extract selected data and information relating to specific items; Review and summarize information in prescribed format on case precedent and decisions; Search and extract legal references in libraries and computer-data banks; Attend hearings or court appearances to become informed on administrative and/or court procedures and the status of cases, and where necessary, assist in the presentation of charts and other visual information.	High School Diploma or GED	0	\$38.17
541110 541611	Paralegal/Legal Assistant II**	At this level, the Paralegal/Legal Assistant II exercises more independent judgment than at the level I position. In this capacity the person may: Reviews case materials to become familiar with questions under consideration; Searches for and summarizes relevant articles in trade magazines, law reviews, published studies, financial reports, and similar materials for use of attorneys in the preparation of opinions, briefs, and other legal documents; Prepares digests of selected decisions or opinions which incorporate legal references and analyses of precedents involved in areas of well-defined and settled points of law; Interviews potential witnesses and prepares summary interview reports for the attorney's review; Participates in pre-trial witness conferences, notes possible deficiencies in case materials	High School Diploma or GED	1	\$46.26

		<p>(e.g., missing documents, conflicting statements) and additional issues or other questionable matters, and requests further investigation by other agency personnel to correct possible deficiencies or personally conducts limited investigations at the pre-trial stage;</p> <p>Prepares and organizes trial exhibits, as required, such as statistical charts and photographic exhibits;</p> <p>Verifies citations and legal references on prepared legal documents;</p> <p>Prepares summaries of testimony and depositions;</p> <p>Drafts and edits non-legal memoranda, research reports and correspondence relating to cases.</p>			
541110 541611	Paralegal/Legal Assistant III**	<p>At this level, the Paralegal/Legal Assistant III participates in the substantive development of cases. In this capacity, the incumbent performs the following:</p> <p>Analyzes and evaluates case files against litigation worthiness standards;</p> <p>Notes and corrects case file deficiencies (e.g., missing documents, inconsistent material, leads not investigated) before sending the case on to the concerned trial attorney;</p> <p>Reviews and analyzes available precedents relevant to cases under consideration for use in presenting case summaries to trial attorneys;</p> <p>Gathers, sorts, classifies, and interprets data to discover patterns of possible discriminatory activity;</p> <p>Interviews relevant personnel and potential witnesses to gather information;</p> <p>Reviews and analyzes relevant statistics;</p> <p>Performs statistical evaluations such as standard deviations, analyses of variance, means, modes, and ranges as supporting data for case litigation;</p> <p>Consults with statistical experts on reliability evaluations;</p> <p>May testify in court concerning relevant data.</p>	Paralegal/Legal Assistant Certification. May be substituted for an additional year of experience	2	\$55.62
541110 541611	Paralegal/Legal Assistant IV**	<p>At this level, the Paralegal/Legal Assistant IV assists in the evaluation, development, and litigation of cases. In this capacity, the incumbent performs the following duties:</p> <p>Examines and evaluates information in case files, for case litigation worthiness and appropriate titles of law;</p> <p>Determines the need for additional information</p> <p>Through on-site visits, interviews, and review of records on operations, looks for and</p>	Paralegal/Legal Assistant Certification. May be substituted for two additional years of experience	3	\$66.42

		<p>evaluates the relevance and worth of evidence;</p> <p>Selects, summarizes, and compiles comparative data to examine and evaluate respondent's deficiencies in order to provide evidence of illegal practices or patterns;</p> <p>Identifies types of record keeping systems and types of records maintained which would be relevant. Gathers, sorts, and interprets data from various record systems including computer information systems;</p> <p>Interviews potential witnesses for information and prepares witnesses for court appearances;</p> <p>Develops statistics and tabulations, such as standard deviations, regression analyses, and weighting, to provide leads and supportive data for case litigation. Prepares charts, graphs, and tables to illustrate results;</p> <p>Analyzes data, develops recommendations and justifications for the attorney(s) who will take the matter to court. Continues to work with the attorney(s) during the progress of the case, obtaining and developing further evidence and exhibits, providing administrative assistance, and maintaining custody of exhibits, documents, and files;</p> <p>May appear in court as a witness to testify concerning exhibits prepared supporting plaintiff's case</p>			
541110 541611 54151S	Peripheral Equipment Operator**	The Peripheral Equipment Operator operates peripheral equipment that directly supports digital computer operations. Such equipment is uniquely and specifically designed for computer applications, but need not be physically or electronically connected to a computer.	High School Diploma or GED	0	\$32.30
541110 541611 54151S	Personal Computer Support Technician**	The Personal Computer Support Technician provides support to distributed PC/networking environment including installation, testing, repair, and troubleshooting for stand-alone PCs, PCs linked to networks, printers, and other computer peripherals. Support responsibilities include software installation, and configurations. This technician performs technical, operational, and training support to users of personal computers either by telephone, or on-site for PC desktop hardware and software packages. Job duties require the technician to install and test personal computers, printers, and other peripherals, configure operating system, load shrink-wrap programs and other application software programs. In this position, the incumbent troubleshoots computer problems, performs hardware and software diagnostics, coordinates needed repairs, resolves computer system problems, including coordination between users and components of a local area network, and participates in	High School Diploma or GED	1	\$44.01



		the evaluation of system configuration and software.			
561110	Personnel Assistant I**	This position performs a variety of tasks including, but not limited to, clerical and secretarial duties. The work is under general supervision of higher-level personnel in preparation of various human resource tasks throughout compensation, benefits, staffing/employment, EEO procedures and policy administration. The Personnel Assistant I is expected to exercise discretion at all times; limited judgment may be necessary at times. This assistant may be required to operate general office equipment such as: typewriter, personal computer, copier, adding machine, and facsimile.	High School Diploma or GED	0	\$31.85
561110	Personnel Assistant II**	This position serves as a clerical expert in independently processing the most complicated types of personnel actions, e.g., temporary employment, rehires, and dismissals. In this position, one may perform tasks beyond routine clerical such as: pre-employment drug screening and new hire orientation, responding to routine questions on policy and procedures, and/or provide reports on employee turnover or time and attendance. This assistant may be asked to evaluate and consolidate information from various sources under short deadlines, such as internal or external survey information, reporting on company employment statistics (retention, equal opportunity reporting, etc.). The Personnel Assistant II may provide guidance to lower level Personnel Assistants. This level requires extensive knowledge of various office software packages. Guidance is provided as needed. Completed written work receives close technical review from higher-level personnel office employees. Work may be checked occasionally.	High School Diploma or GED	1	\$43.36
561110	Personnel Assistant III**	This position performs work in support of human resource professionals that requires a good working knowledge of personnel procedures, guides, and precedents. Job tasks may include interviewing applicants, obtaining references, and recommending placement in a well-defined occupation. At this level, assistants typically have a range of personal contacts within and outside the organization, in addition to handling employee-sensitive material.	High School Diploma or GED	2	\$31.79
541110 541611 54151S 561110	Program Coordinator	The Program Coordinator is responsible for assisting with the planning and implementation of external client facing programs. This resource builds and maintains the business program plans and schedules, contributes to ensuring business deliverables are met, assist in documentation and project status tracing. This resource monitors activities to ensure the external client facing program objectives are met within established	High School Diploma or GED	2	\$42.92

		time frames and budgets. The coordinator may also perform the following responsibilities: scheduling, conducting and attending meetings, supporting management in overall objectives, assessing costs and savings and assisting in the payments of vendor invoices. Complies complex data and able to assist in preparing and delivering presentations as required.			
541110 541611 561110	Receptionist**	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.	High School Diploma or GED	0	\$28.62
541110 541611 54151S 561110	Reporting Specialist	Prepares reports and ensures accuracy of reports regarding operational data and metrics. Conducts research required to verify report accuracy. Manipulates and enters data to prepare required reports. Ensures relevance and accuracy of reporting.	High School Diploma or GED	1	\$50.07
541110 541611 561110	Secretary I**	This position provides general secretarial support to Government projects. Receives and routes incoming correspondence, answers telephone, types correspondence, reports and records. Must be able to use word processing, presentation, and spreadsheet software. Establishes and maintains unit filing system. Makes travel arrangements. Exercises judgment in accomplishing tasking, and works independently. Performs other related duties as assigned.	High School Diploma or GED	0	\$35.58
541110 541611 561110	Secretary II**	This position performs the duties of level 1; screens telephone calls, visitors, and incoming correspondence; personally respond to requests for information concerning office procedures; prepare correspondence for signature; schedule tentative appointments without prior clearance; makes arrangements for conferences and meetings and assemble established background materials.	High School Diploma or GED	1	\$40.29
541110 541611 561110	Secretary III**	Responsible for the effective administration of the business operations of an office, department, or division involved in Government projects. Assures that acceptable administrative services are provided to the client within budget, on schedule and with a minimum of disruption. Assists in the preparation of budgets. Performs office procedures independently. Reviews outgoing materials and correspondence for internal consistency and conformance with office procedures; assures	High School Diploma or GED	2	\$43.33

		that proper clearances have been obtained. Composes correspondence requiring some technical understanding. May assign and supervise the work of support personnel.			
54151S	Security Analyst I	Provide first level technical trouble resolution, solving basic or repetitive problems. Provides administrative support for the modification, design and set-up of applications security. Performs implementation tasks and upgrade tasks under supervision. Completes orders of vendor services designed and configured by senior team members. Compiles data in support of equipment and user relocations or system migrations. Performs simple configuration changes to meet business requirements under supervision. Compiles and collects capacity data. Performs preventative maintenance routines under supervision. Responds to level 3 &4 change and problem requests with supervision.	High School Diploma or GED	1	\$61.51
54151S	Security Analyst II	Provides second level technical trouble support, solving randomly occurring problems. Supports customer service requirements for established information and computer security standards, and administers information security safeguards. Performs implementation tasks for system and network security technologies, and executes testing. Performs technology upgrade tasks utilizing change control. Designs and configures vendor services orders for repetitive services and oversees implementation. Compiles data in support of equipment and user relocations or system migrations. Performs simple configuration changes to meet business requirements under supervision. Compiles and collect capacity data, and performs documented preventative maintenance routines under supervision. Assignment to project teams to represent information security requirements and perform operations and administration tasks. Respond to Level 3 and 4 change and problem requests.	High School Diploma or GED	2	\$64.37
561110	Supply Technician**	This position performs limited aspects of technical supply management work (e.g., inventory management, storage management, cataloging, and property utilization). Assignments require: A good working knowledge of the governing supply systems, programs, policies, nomenclature, work methods, manuals, or other established guidelines; An understanding of the needs of the organization serviced; Analytical ability to define or recognize the dimension of the problems involved, to collect the necessary data to establish the facts, and take or recommend action based upon application or interpretation of established guidelines.	High School Diploma or GED	1	\$54.94



541110 541611 54151S	System Support Specialist**	This position provides troubleshooting assistance and problem resolution for computer systems in a variety of environments. Such assistance and resolution is provided for personal computers, mini/mainframe computers, client servers as well Local Area Networks (LANs), Wide Area Networks (WANs), and web pages.	High School Diploma or GED	1	\$61.52
541110 541611 54151S	Technical Writer I**	Develops, writes, and edits material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications. This resource: Observes production, developmental, and experimental activities to determine operating procedure and detail. Interviews personnel and reads journals, reports, and other material to become familiar with product technologies and production methods. Reviews and studies manufacturer's and trade catalogs, drawings, blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail. Organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology. Reviews published materials and recommends revisions or changes in scope, format, content, and methods of reproduction and binding.	High School Diploma or GED	1	\$45.55
541110 541611 54151S	Technical Writer II**	Superior writing and editing skills with the ability to digest large amounts of information into a clear, concise format needed for technical and training documentation. Excellent working understanding of software technology. Excellent analytical, problem-solving, and project management skills with the ability to interpret technical information and independently develop technical / operational knowledge. Requires strong creative skills, excellent verbal and interpersonal communication skills for effective interaction with both technical and non-technical individuals. Knowledge of instructional design process and adult learning principles, or equivalent relevant experience, Proficient with the Microsoft Office Suite of products Organized, goal oriented, motivated self-starter who can work well in a team environment.	High School Diploma or GED	2	\$54.76
541110 541611 54151S	Technical Writer III**	Gathers, analyzes, translates and composes technical information into clear, readable documents to be used by technical and non-technical personnel. Composes technical documents including, user's manuals, training	High School Diploma or GED	3	\$65.36



		materials, installation guides, proposals, and reports. Edits functional descriptions, system specifications, user's manuals, special reports, or any other customer deliverables and documents. Conducts research and ensures the use of proper technical terminology.			
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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 2015-4187 Rev 15. The prices awarded are in line with the geographic scope of the contract (nationwide).

Diverse Staffing asserts experience may be substituted for education. An Associate degree may be substituted for two additional years of experience and a Bachelor degree may be substituted for three years of experience.