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 for GSA Advantage!™ is: www.GSAAdvantage.gov

Multiple Award Schedule (MAS)
Human Capital Management and Administrative Support Services
Contract #: 47QREA22D000X

For more information on ordering from Federal Supply Schedules click on the FSS Schedules at http://www.fss.gsa.gov

Contract Period: 05/20/2022 through 05/19/2027

Sygnetics, Inc.
37054 Cochise
Clinton Township, MI 48036-2131
Phone: (248) 844-1900
Fax: (248) 844-8282
http://www.sygnetics.com

SAM UEI: KDZBDHWDNVL9
CAGE CODE: 1RCD7

Primary Contact: Tony Tarkowski
Phone: (248) 537-1220
Fax: (248) 537-1220
Email: tony.tarkowski@sygnetics.com

Service-Disabled Veteran Owned Small Business
Veteran Owned Small Business, Small Business

ISO 9001 Certified
Certificate Number: 15770
EAC Code: 35
Certified Since: March 16, 2015
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Customer Information

1. Labor categories offered under the SINs below are displayed on page

<table>
<thead>
<tr>
<th>New SIN</th>
<th>Legacy SIN</th>
<th>Title</th>
<th>SAM NAICs</th>
</tr>
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<tbody>
<tr>
<td>56131</td>
<td>595-2</td>
<td>Talent Acquisition</td>
<td>561312  561311</td>
</tr>
<tr>
<td>541612EPM</td>
<td>595-4</td>
<td>Employee Performance Management</td>
<td>541612</td>
</tr>
<tr>
<td>541611</td>
<td>595-11</td>
<td>Administration Support Services</td>
<td>541611</td>
</tr>
<tr>
<td>541612HC</td>
<td>595-21</td>
<td>Recruitment and Internal Placement</td>
<td>541612</td>
</tr>
<tr>
<td>OLM</td>
<td>738X-500</td>
<td>Order-Level Materials (OLM)</td>
<td></td>
</tr>
</tbody>
</table>

2. Maximum Order
   $1,000,000

3. Minimum Order
   $100

4. Geographic Coverage Area
   Worldwide

5. Points(s) of Production:
   Clinton Township, MI – Macomb County

6. Discount from List Prices or Statement of Net Price:
   Government net prices (discounts already deducted)

7. Quantity Discounts:
   The ordering agency may negotiate for quantity discounts.

8. Prompt Payment Terms:
   Net 30 days

9a Government purchase cards (below micro-threshold)
   will be accepted at or below the micro-purchase threshold.

9b Government purchase cards (above micro-threshold)
   will be accepted above the micro-purchase threshold.

10 Foreign Items
    None

11a Time of Delivery
    Time of Delivery Specified on the Order

11b Urgent Requirements
    When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed
pursuant to the agreed upon accelerated delivery time frame shall be delivered within this
shorter delivery time and in accordance with all other terms and conditions of the contract.

12. **F.O.B. point(s)**
   Delivery shall be F.O.B. destination on all deliverable products ordered

13a **Ordering address(es)**
   Sygnetics, Inc.
   37054 Cochise
   Clinton Township, MI 48036-2131
   Attn.: Tony Tarkowski, CPC, CTS President/CEO
   Telephone: (248) 537-1220/ Cell: (248) 709-4100
   Fax: (248) 537-1220

13b **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](http://fss.gsa.gov/schedules)).

14. **Payment Address**
   Sygnetics, Inc.
   37054 Cochise
   Clinton Township, MI 48036-2131
   Phone: (248) 537-1220/Fax: (248) 537-1220

15. **Warranty Provision**
   Standard commercial warranty

16. **Terms and Conditions of Government Purchase Card Acceptance (any thresholds above the**
    **micro-purchase level**
   Government cards accepted; no discounts apply

17. **Section 508 Compliance Information**
   Compliance Information is Available on Electronic and Information Technology
   (EIT) supplies and services. The EIT Standards can be found at

18. **SAM UEI**
    KDZBDHWDNVL9

19. **Notification Regarding Registration in Central Contractor Registration (CCR) database**
    Sygnetics, Inc. is registered in the Central Contractor Registration (CCR) Database.
    Cage Code: 1RCD7
### Sygentics, Inc. Not to Exceed Hourly Rates

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</tr>
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<td>541612HC</td>
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<tr>
<td>OLM</td>
<td>Order-Level Materials (OLM)</td>
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</table>

<table>
<thead>
<tr>
<th>SIN</th>
<th>Title</th>
<th>Year 1 05/20/2022 - 05/21/23</th>
<th>Year 2 05/20/2023 - 05/21/24</th>
<th>Year 3 05/20/2024 - 05/21/25</th>
<th>Year 4 05/20/2025 - 05/21/26</th>
<th>Year 5 05/20/2026 - 05/21/27</th>
</tr>
</thead>
<tbody>
<tr>
<td>56131</td>
<td>Recruiter</td>
<td>$105.70</td>
<td>$108.35</td>
<td>$111.05</td>
<td>$113.83</td>
<td>$116.68</td>
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<td></td>
<td>Position Classification Specialist</td>
<td>$120.20</td>
<td>$123.21</td>
<td>$126.29</td>
<td>$129.44</td>
<td>$132.68</td>
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<tbody>
<tr>
<td>541612EPM</td>
<td>Human Resources Manager</td>
<td>$149.72</td>
<td>$153.47</td>
<td>$157.30</td>
<td>$161.24</td>
<td>$165.27</td>
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<tbody>
<tr>
<td>541611</td>
<td>Administrative Assistant</td>
<td>$59.20</td>
<td>$60.68</td>
<td>$62.20</td>
<td>$63.76</td>
<td>$65.35</td>
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<tbody>
<tr>
<td>541612HC</td>
<td>Executive Partner / Associate</td>
<td>$180.51</td>
<td>$185.03</td>
<td>$189.65</td>
<td>$194.39</td>
<td>$199.25</td>
</tr>
</tbody>
</table>

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<tbody>
<tr>
<td>OLM</td>
<td>Order-Level Materials (OLMs)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Order-Level Materials (OLMs) are supplies and/or services acquired in direct support of an individual T&M or LH type task order that are unknown before an order is placed. OLMs are purchased under the authority of the FSS Program and are not "open market items." Prices for items provided under the OLM SIN must be inclusive of the Industrial Funding Fee (IFF). The cumulative value of OLMs in an individual task or delivery order cannot exceed 33.33% of the total value of the order. (Travel is an OLM, but is exempt from Sales Reporting and IFF.)
## Minimum Qualifications of Professionals

### SIN 56131 – Talent Acquisition

<table>
<thead>
<tr>
<th>Position Classification Specialist</th>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>05/20/2023 - 05/21/23</th>
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<td>Recruiter</td>
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<td>$111.05</td>
<td>$113.83</td>
<td>$116.68</td>
</tr>
</tbody>
</table>

**Minimum Education:** High school diploma  
**Minimum Experience:** 1 year  

**Functional Responsibilities:** Provides assistance to clients in carrying out their authority to recruit – i.e., assist conducting job searches, developing assessment criteria and structured interview (behavioral interview) questions for use by agency officials. Applies skills and knowledge of Federal HR to administer HR processes in recruitment. Provides HR process services and interacts with clients to assist with recruitment techniques to identify well qualified candidates. Develops action plans that include writing and placing of advertisements in professional journals, national newspapers and on professional web sites; posting positions on USAJOBS; mining association data bases; and, planning, coordinating and conducting outreach activities at Association Meetings/Conferences and Job Fairs. For example, may be asked to perform some of the following tasks: prepares HR reports or analytics; responds to technical questions received via phone or email. Evaluates employment factors such as job experience, education and training, skills, knowledge and abilities, physical and personal qualifications, and other data pertinent to classification, selection, and referral. May check references, extend formal job offers, work with outside agencies and vendors, etc.

<table>
<thead>
<tr>
<th>Labor Category</th>
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**Minimum Education:** Associates Degree  
**Minimum Experience:** 2 years  

**Functional Responsibilities:** Provides support to Federal agencies in carrying out their position classification/management and/or compensation responsibilities. For example: Provides technical support to agencies in exercising their authority to conduct occupational or job analysis studies and may be assigned to provide classification service for groups of organizations within the agency. Responsibilities include analysis and the rendering of advisory opinions on classification of a wide variety of positions, and development of recommendations for new or revised classification titles, series of positions. Assignments involve working with reorganizations, realignments or the need to classify positions where there is little classification and
pay precedent. Duties require the exercise of judgment in the application of classification theory, principles and methods and the ability to deal tactfully with officials in departments and agencies. Receives and reviews a variety of classification requests; discusses duties and responsibilities of positions under review by field audit; advises officials of alignment effects of given classification requests on other positions, overlapping functions or organizational relationship problems; prepares audit reports with recommendations for appropriate action. Performs a variety of assignments of a comprehensive nature relating to classification or pay; also performs studies and analyses with responsibility for providing recommendations for final action and verbal presentation of findings to officials.

### SIN 541612EPM – Employee Performance Management
#### Human Resources Manager

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>05/20/2022 - 05/21/23</th>
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</table>

**Minimum Education:** Bachelors Degree  
**Minimum Experience:** 3 years  
**Functional Responsibilities:** Consults on or manages HR projects or programs requiring advanced knowledge of federal HR terminology, operations, procedures, and requirements. May perform, supervise, or manage work in any area/s of HR. Must be capable of completing high-quality work expeditiously under minimal supervision. May assist in the development of complex problem resolution and provide guidance and advice.

### SIN 541611 – Administration Support Services
#### Administrative Assistant

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>05/20/2022 - 05/21/23</th>
<th>05/20/2023 - 05/21/24</th>
<th>05/20/2024 - 05/21/25</th>
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<td>$62.20</td>
<td>$63.76</td>
<td>$65.35</td>
</tr>
</tbody>
</table>

**Minimum Education:** High school diploma  
**Minimum Experience:** 0  
**Functional Responsibilities:** Perform moderately complex tasks of an administrative nature such as technical report preparation, maintenance of technical project information, maintenance of technical documentation and databases, coordination and/or production of graphic support for briefings and publications and general administrative and/or secretarial duties. Prepares required reports; arranges travel for staff. Perform routine security tasks, including maintaining visitor control records, labeling, tracking, and safeguarding classified material.
## Executive Partner / Associate

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
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<td>$185.03</td>
<td>$189.65</td>
<td>$194.39</td>
<td>$199.25</td>
</tr>
</tbody>
</table>

- **Minimum Education:** Bachelors Degree
- **Minimum Experience:** 6 years
- **Functional Responsibilities:** Interact daily with Human Resource Manager and oversee all internal office staff and negotiations