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: http://www.fss.gsa.gov.

Temporary Administrative and Professional Staffing Services (TAPS)
Federal Supply Class: 736
Contract Number: 47QSEA18D0005
For more information on ordering from Federal Supply Schedules, click on the FSS Schedules button at http://www.fss.gsa.gov

Contract Period: November 13, 2017 through November 12, 2022

Contractor: Henderson Group Unlimited, Inc.
1718 Peachtree Street NW Suite 270
Atlanta, GA 30309
404-522-0521 (p)
866-290-1508 (f)
Hendersongroupinc.net
Business Size: Minority-Owned Business
Contract Administrator: Ronald D Henderson

CUSTOMER INFORMATION:

1a. Awarded Special Item Number(s):

<table>
<thead>
<tr>
<th>Special Item Number (SIN)</th>
<th>Description</th>
<th>Pricing</th>
</tr>
</thead>
<tbody>
<tr>
<td>736-1</td>
<td>Administrative Support and Clerical Operations</td>
<td>See Page 5</td>
</tr>
<tr>
<td>736-5</td>
<td>Technical And Professional Occupations</td>
<td>See Page 5</td>
</tr>
</tbody>
</table>

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract: Not Applicable.

1c. Descriptions of all corresponding commercial job titles with experience, functional responsibility and education are provided beginning on page 5.

2. Maximum Order: $100,000

*If the “best value” selection places your order over the Maximum Order, identified in this catalog/price list, 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 only

5. Point of Production: Not applicable

6. Prices Shown Herein are Net (discount deducted)

7. Quantity Discount: None

8. Prompt Payment Terms: Net 30 days

9. Government Purchase Cards are accepted below and above the micro-purchase threshold.

10. Foreign Items: None

11a. Time of Delivery: Henderson Group Unlimited, Inc. shall deliver or perform services in accordance with the terms negotiated in an agency's order. Henderson Group Unlimited, Inc. will not propose in excess of its standard commercial delivery or performance times to agencies without giving notice to the Ordering Officer of its intent to do so.

11b. Expedited Delivery: Consult with Contractor

11c. Overnight/2-Day Delivery: Consult with Contractor

11d. Urgent Requirements: Consult with Contractor

12. FOB Point: FOB Destination

13. Ordering Address: Business Development
   Attn: GSA Sales
   2760 Eisenhower Ave Suite 250
   Alexandria, VA 22314

14. Payment Address: Accounting
   Attn: Accounts Receivable
   1718 Peachtree St NW Suite 270
   Atlanta, GA 30309

15. Warranty Provisions: Standard Warranty

16. Export Packing charges: Not applicable

17. Terms and conditions of Government Purchase Card Acceptance: Contact Henderson Group Unlimited, Inc. for terms and conditions of Government Purchase Card acceptance.

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

19. Terms and conditions of installation: Henderson Group Unlimited, Inc. shall deliver or perform services in accordance with the terms negotiated in an agency's order.
20. Terms and conditions of repair parts: Not applicable

21. List of service and distribution points: Not applicable

22. List of participating dealers: Not applicable

23. Preventive maintenance: Not applicable

24a. 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: http://www.hendersongroupinc.net

25. DUNS Number: 111921859

26. Henderson Group Unlimited, Inc. is registered in the System for Award Management (SAM) database.
GSA Pricing for
736-1 - Administrative Support and Clerical Operations

<table>
<thead>
<tr>
<th>SIN</th>
<th>Labor Category</th>
<th>Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>736-1</td>
<td>Administrative Assistant</td>
<td>$54.37</td>
</tr>
<tr>
<td>736-1</td>
<td>Secretary I</td>
<td>$33.04</td>
</tr>
<tr>
<td>736-1</td>
<td>Secretary II</td>
<td>$36.27</td>
</tr>
<tr>
<td>736-1</td>
<td>Secretary III</td>
<td>$44.11</td>
</tr>
</tbody>
</table>

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (**) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).
## GSA Pricing for
### 736-5 - Technical and Professional Occupations

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>736-5</td>
<td>Management Analyst IV</td>
<td>$85.10</td>
<td>$86.63</td>
<td>$88.19</td>
<td>$89.77</td>
<td>$91.39</td>
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<tr>
<td>736-5</td>
<td>Management Analyst III</td>
<td>$75.46</td>
<td>$76.82</td>
<td>$78.20</td>
<td>$79.61</td>
<td>$81.04</td>
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<tr>
<td>736-5</td>
<td>Management Analyst II</td>
<td>$55.48</td>
<td>$56.48</td>
<td>$57.50</td>
<td>$58.53</td>
<td>$59.58</td>
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<tr>
<td>736-5</td>
<td>Management Analyst I</td>
<td>$48.07</td>
<td>$48.93</td>
<td>$49.81</td>
<td>$50.71</td>
<td>$51.62</td>
</tr>
<tr>
<td>736-5</td>
<td>Sr. Analyst</td>
<td>$100.25</td>
<td>$102.05</td>
<td>$103.89</td>
<td>$105.76</td>
<td>$107.66</td>
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<tr>
<td>736-5</td>
<td>Mid Level Analyst</td>
<td>$72.61</td>
<td>$73.91</td>
<td>$75.24</td>
<td>$76.60</td>
<td>$77.98</td>
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<td>736-5</td>
<td>Jr. Analyst</td>
<td>$42.24</td>
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<td>$44.57</td>
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<td>736-5</td>
<td>RAD Analyst</td>
<td>$97.75</td>
<td>$99.51</td>
<td>$101.30</td>
<td>$103.13</td>
<td>$104.98</td>
</tr>
<tr>
<td>736-5</td>
<td>Policy Analyst</td>
<td>$118.41</td>
<td>$120.54</td>
<td>$122.71</td>
<td>$124.92</td>
<td>$127.17</td>
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<tr>
<td>736-5</td>
<td>Response Team Member</td>
<td>$75.01</td>
<td>$76.36</td>
<td>$77.74</td>
<td>$79.13</td>
<td>$80.56</td>
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<tr>
<td>736-5</td>
<td>Records Auditor II</td>
<td>$65.01</td>
<td>$66.18</td>
<td>$67.37</td>
<td>$68.58</td>
<td>$69.81</td>
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<tr>
<td>736-5</td>
<td>Records Auditor I</td>
<td>$56.45</td>
<td>$57.46</td>
<td>$58.50</td>
<td>$59.55</td>
<td>$60.62</td>
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<tr>
<td>736-5</td>
<td>Registration Analyst II</td>
<td>$68.58</td>
<td>$69.81</td>
<td>$71.07</td>
<td>$72.35</td>
<td>$73.65</td>
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<tr>
<td>736-5</td>
<td>Office Support Specialist II</td>
<td>$59.29</td>
<td>$60.36</td>
<td>$61.44</td>
<td>$62.55</td>
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<tr>
<td>736-5</td>
<td>Contract Support Analyst</td>
<td>$76.38</td>
<td>$77.75</td>
<td>$79.15</td>
<td>$80.58</td>
<td>$82.03</td>
</tr>
<tr>
<td>736-5</td>
<td>Records and Training Support</td>
<td>$76.99</td>
<td>$78.37</td>
<td>$79.78</td>
<td>$81.22</td>
<td>$82.68</td>
</tr>
</tbody>
</table>
LABOR CATEGORY DESCRIPTIONS

**Experience Substitutions Methodology**

<table>
<thead>
<tr>
<th>Education Level</th>
<th>Equivalent Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School Diploma + 4 years additional experience</td>
<td>Bachelor's Degree</td>
</tr>
<tr>
<td>Bachelor’s Degree + 2 years additional experience</td>
<td>Master’s Degree</td>
</tr>
<tr>
<td>Master’s Degree + 3 years additional experience</td>
<td>PH.D.</td>
</tr>
</tbody>
</table>

**Education Substitutions Methodology**

- A Ph.D. may be substituted for three (3) years of required experience with a Master's Degree or (5) years with a Bachelor's Degree.
- A Master's Degree may be substituted for two (2) years of required experience with a Bachelor's Degree.
- A Bachelor’s Degree may be substituted for four (4) years of required experience with a High School Diploma.

In making decisions as related to which job candidates are appropriate to place in the various roles within the company, we learned early on that some form of equivalencies between education and years of experience were required. In developing a protocol with appropriate criteria for establishing equivalencies between formal education and directly related work experience, we researched criteria being used by other well-managed companies in our field. We reviewed the criteria used by other small to mid-size companies, as well as Government agencies to settle on a framework that has been working well for us for the past several years. We noted that even larger organizations found it necessary to develop similar equivalencies to help place talented individuals in important roles. Fairfax County Virginia, AT&T and IBM use similar education and years of experience equivalencies when making job placement decisions.

**Relevant SIN(s)**

| 736-5 |

**Title:** Administrative Assistant

**Minimum Education Requirements:** High School Diploma

**Minimum Experience Requirements:** 7 years of experience

**Functional Duties/Responsibilities:**

Provides administrative support to a manager or department/unit head. Schedules appointments and gives information to callers. Composes memos, transcribes notes, conducts research, and creates presentations. Generates reports, handles multiple projects, and prepares and monitors invoices and expense reports. May assist with compiling and developing the annual budget. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May direct and lead the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.
<table>
<thead>
<tr>
<th>Relevant SIN(s)</th>
<th>736-1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title:</strong></td>
<td>Contract Support Analyst</td>
</tr>
<tr>
<td><strong>Minimum Education Requirements:</strong></td>
<td>High School Diploma</td>
</tr>
<tr>
<td><strong>Minimum Experience Requirements:</strong></td>
<td>5 years of experience</td>
</tr>
<tr>
<td><strong>Functional Duties/Responsibilities:</strong></td>
<td>Prepares proposals, negotiates contracts, and administers commercial and government contracts in accordance with organization policies and legal requirements. May manage contract administration staff and provide guidance on complex contracts. Familiar with a variety of the field’s concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Relevant SIN(s)</th>
<th>736-5</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title:</strong></td>
<td>Jr. Analyst</td>
</tr>
<tr>
<td><strong>Minimum Education Requirements:</strong></td>
<td>Bachelor’s Degree</td>
</tr>
<tr>
<td><strong>Minimum Experience Requirements:</strong></td>
<td>2 years of experience</td>
</tr>
<tr>
<td><strong>Functional Duties/Responsibilities:</strong></td>
<td>Conducts analysis on work procedures and recommends changes to improve the effectiveness of the organization’s management. Provides management with studies on ways to increase efficiency. Familiar with a variety of the field’s concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. A high degree of creativity and latitude is expected. Typically reports to a manager or head of a unit.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Relevant SIN(s)</th>
<th>736-5</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title:</strong></td>
<td>Management Analyst I</td>
</tr>
<tr>
<td><strong>Minimum Education Requirements:</strong></td>
<td>Bachelor’s Degree</td>
</tr>
<tr>
<td><strong>Minimum Experience Requirements:</strong></td>
<td>2 years of experience</td>
</tr>
<tr>
<td><strong>Functional Duties/Responsibilities:</strong></td>
<td>Develops a plan of action for addressing the review of all assigned areas; independently conducts reviews. Conducts, interviews, and gathers information, as necessary, to discover and identify problems and solutions. Prepares a narrative on the conditions, criteria, and cause and effect on assigned areas for inclusion in a final report. Presents report findings to client. Provides technical guidance. Prepares work papers for compliance with policies, procedures, and established professional standards. A wide degree of creativity and latitude is expected. Typically reports to head of a unit/department.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Relevant SIN(s)</th>
<th>736-5</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title:</strong></td>
<td>Management Analyst II</td>
</tr>
<tr>
<td><strong>Minimum Education Requirements:</strong></td>
<td>Bachelor’s Degree</td>
</tr>
<tr>
<td><strong>Minimum Experience Requirements:</strong></td>
<td>4 years of experience</td>
</tr>
<tr>
<td><strong>Functional Duties/Responsibilities:</strong></td>
<td>Develops a plan of action for addressing the review of all assigned areas; independently conducts reviews. Conducts, interviews, and gathers information, as necessary, to discover and identify problems and solutions. Prepares a narrative on the conditions, criteria, and cause and effect on assigned areas for inclusion in a final report. Presents report findings to client. Provides technical guidance. Prepares work papers for compliance with policies, procedures, and established professional standards. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to head of a unit/department.</td>
</tr>
</tbody>
</table>
Title: Management Analyst III

Minimum Education Requirements: Bachelor’s Degree
Minimum Experience Requirements: 5 years of experience

Functional Duties/Responsibilities:
Develops a plan of action for addressing the review of all assigned areas; independently conducts reviews. Conducts, interviews, and gathers information, as necessary, to discover and identify problems and solutions. Prepares a narrative on the conditions, criteria, and cause and effect on assigned areas for inclusion in a final report. Presents report findings to client. Provides technical guidance. Prepares work papers for compliance with policies, procedures, and established professional standards. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to head of a unit/department.

Title: Management Analyst IV

Minimum Education Requirements: Bachelor’s Degree
Minimum Experience Requirements: 8 years of experience

Functional Duties/Responsibilities:
Defines business strategies by applying knowledge based on customer requirements. Responsible for retention and growth of the existing client relationships through individual efforts and efforts of the account management team to deliver value-added quality service. Manages client assignments. Builds strong customer relationships. Familiar with a variety of the field’s concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Title: Mid-Level Analyst

Minimum Education Requirements: Bachelor’s Degree
Minimum Experience Requirements: 3 years of experience

Functional Duties/Responsibilities:
Analyzes operating procedures to ensure most efficient methods of accomplishing work. Gathers and organizes information on problems or procedures including present operating procedures. Analyzes data gathered, develops information, and considers available solutions or alternate methods of proceeding. Organizes and documents findings of studies and prepares recommendations for implementation of new systems, procedures, or organizational changes. Conducts operational effectiveness reviews to ensure project systems are applied and functioning as designed. Leads and directs the work of others. A considerable degree of creativity and latitude is expected. Typically reports to head of a unit/department.

Title: Office Support Specialist II

Minimum Education Requirements: High School Diploma
Minimum Experience Requirements: 7 years of experience

Functional Duties/Responsibilities:
Supervises office activities to achieve maximum expense control and productivity. Develops procedures and policies for office activities, such as filing, dictating, records maintenance, typing, word processing, and fax and mail distribution. May also be responsible for the maintenance of office equipment and supplies. Relies on experience and judgment to plan and accomplish goals. Typically reports to a senior manager.
Relevant SIN(s) | 736-5
Title: | Policy Analyst
Minimum Education Requirements: Bachelor’s Degree
Minimum Experience Requirements: 8 years of experience
Functional Duties/Responsibilities:
Responsible for the development and implementation of policy initiatives. Coordinates in and resolves policy issues in the business process. Familiar with a variety of the field’s concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a high level supervisor or manager.

Relevant SIN(s) | 736-5
Title: | RAD Analyst
Minimum Education Requirements: Bachelor’s Degree
Minimum Experience Requirements: 3 years of experience
Functional Duties/Responsibilities:
Implements high-level and complex end-use monitoring and other programs related to organizational initiatives. Establishes effective systems to monitor and track communications to entities in vast locations. Gathers, analyzes, and assesses the reliability of sensitive data.

Relevant SIN(s) | 736-5
Title: | Records and Training Specialist
Minimum Education Requirements: Bachelor’s Degree
Minimum Experience Requirements: 8 years of experience
Functional Duties/Responsibilities:
Designs and conducts training programs. Monitors and reports the effectiveness of training on employees. Involved in initial plan design and existing plan enhancements. Familiar with a variety of the field’s concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a supervisor or manager.

Relevant SIN(s) | 736-1
Title: | Records Auditor I
Minimum Education Requirements: Bachelor’s Degree
Minimum Experience Requirements: 1 year of experience
Functional Duties/Responsibilities:
Audits the records of an organization to ensure accuracy and compliance with government guidelines and laws. Identifies improper accounting or other documentation and researches issues and makes recommendations to improve policies or procedures accordingly. May work with outside auditors to help reconcile discrepancies or support the external auditing function. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.
**Records Auditor II**

**Minimum Education Requirements:** Bachelor’s Degree

**Minimum Experience Requirements:** 3 years of experience

**Functional Duties/Responsibilities:**
Audits the recorded data of an organization to ensure accuracy and compliance with government guidelines and laws. Identifies improper documentation, researches issues, and makes recommendations to improve policies or procedures accordingly. May work with outside auditors to help reconcile discrepancies or support the external auditing function. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required.

---

**Registration Analyst II**

**Minimum Education Requirements:** Bachelor’s Degree

**Minimum Experience Requirements:** 2 years of experience

**Functional Duties/Responsibilities:**
Interprets results using a variety of techniques, ranging from simple data aggregation via statistical analysis to complex data mining. Designs, develops, implements, and maintains business solutions. Works directly with clients and project and business leaders to identify analytical requirements. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

---

**Response Team Member**

**Minimum Education Requirements:** Bachelor’s Degree

**Minimum Experience Requirements:** 4 years of experience

**Functional Duties/Responsibilities:**
Provides responses and general guidance on the process of how to work through the issues associated with and related to operational programs. Familiar with a variety of the field’s concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. May lead and direct the work of others. A high degree of creativity and latitude is expected. Typically reports to head of a unit/department.

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**Secretary I**

**Minimum Education Requirements:** High School Diploma

**Minimum Experience Requirements:** 1 year of experience

**Functional Duties/Responsibilities:**
Performs a variety of administrative functions. Schedules appointments, gives information to callers, and takes dictation. Composes memos, transcribes notes, conducts research, and creates presentations. Generates reports, handles multiple projects, and prepares and monitors invoices and expense reports. May assist with compiling and developing the annual budget. Familiar with a variety of the field’s concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May direct and lead the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.
### Relevant SIN(s) | 736-1
---|---
**Title:** | Secretary II
---|---
**Minimum Education Requirements:** | High School Diploma
**Minimum Experience Requirements:** | 3 years of experience

**Functional Duties/Responsibilities:**
Performs a variety of administrative functions. Schedules appointments, gives information to callers, and takes dictation. Composes memos, transcribes notes, conducts research and creates presentations. Generates reports, handles multiple projects, and prepares and monitors invoices and expense reports. May assist with compiling and developing the annual budget. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May direct and lead the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

### Relevant SIN(s) | 736-1
---|---
**Title:** | Secretary III
---|---
**Minimum Education Requirements:** | High School Diploma
**Minimum Experience Requirements:** | 5 years of experience

**Functional Duties/Responsibilities:**
Performs a variety of administrative functions. Schedules appointments, gives information to callers, and takes dictation. Composes memos, transcribes notes, conducts research, and creates presentations. Generates reports, handles multiple projects, and prepares and monitors invoices and expense reports. May assist with compiling and developing the annual budget. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May direct and lead the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

### Relevant SIN(s) | 736-1
---|---
**Title:** | Sr. Analyst
---|---
**Minimum Education Requirements:** | Bachelor’s Degree
**Minimum Experience Requirements:** | 8 years of experience

**Functional Duties/Responsibilities:**
Responsible for developing long-term goals and strategic objectives for an organization. Identifies, analyzes, and monitors issues that affect organization operations. Also responsible for recommending strategic alternatives and developing and maintaining operational plans. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.