

Corporate Information



E. L. Hamm is a nationally recognized management consulting and support firm. During the past 20 years, the firm has earned a sterling reputation in its performance of projects and contracts for a wide range of Federal agencies. The firm possesses strong expertise and capabilities in the areas of management consulting, logistics support services, facilities management and operations, and training/curriculum development. With its corporate headquarters located in Virginia Beach, Virginia, E. L. HAMM performs projects with staff at locations throughout the United States and overseas. The firm has garnered numerous awards and recognitions for its performance over the years.

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Description of Services

Under GSA Corporate Contract Number **GS00F0025L**, E. L. HAMM provides a range of services and products, by Special Item Number (SIN), to all Federal agencies worldwide. These SIN include:

- C R499 – Other Professional Services (MOBIS)**
- C U008 – Training/Curriculum Development**
- C R706 – Logistics Support Services**
- C R604 – Mail and Distribution Services**

SIN C R499 – Other Professional Services: Management, Organization, and Business Improvement Services (MOBIS). Our experience and capabilities include process improvement, performance measurement, statistical process control, business process reengineering, performance problem-solving, quality management change, strategic planning, benchmarking, developing performance-based work statements (PWS) for contracts, customer service, team building, and a variety of related services. Our expertise supports such initiatives and programs as *commercial activities (CA) studies* under the provisions of OMB Circular A-76, *functionality assessments (FA)*, *business process reengineering (BPR) reviews*, development and support of *PWS*, *independent Government cost estimates (IGCE)* and related documents, *program integration and*

program management services (e.g., services to implement and integrate internal business improvement decisions, privatization decisions, monitoring and tracking of programs and results), *statistical efficiency reviews* (e.g., organizational work sampling measurement and reporting), *survey services* (e.g., plan sampling design, survey development, data collection methods and analyses of quantitative and qualitative data to include production of reports, graphs, charts, and tables, and recommendations and follow-up actions). The firm also provides *facilitation services* (i.e., decision support services to agencies engaging in collaboration efforts, working groups, or integrated product, process, or self-directed teams), and *expert services* in agency Alternative Dispute Resolution (ADR) programs (e.g., non-binding arbitration, mediation, partnering, consensus building, and neutral experts). E. L. HAMM has earned a superior reputation in performing all these services for over 20 years. For example, the firm has consistently garnered “*Exceptional*” ratings (highest of the five possible ratings) on its annual Performance Assessment Reports (PAR) during the past three years, in its support of numerous OMB A-76 projects. In another example, the firm has developed and used its unique “Delphi Sessions” methodology and software to rave reviews in assisting Federal agencies with defining and developing detailed measures and databases of their organizational processes and outputs—particularly in non-industrial, “white collar” environments.

SIN C U008 – Training/Curriculum Development. Our firm *designs, develops, and produces customized curriculum and courseware materials* in web-based, digital, electronic, and/or print formats *and* for whatever subject matter areas (technical and non-technical) that our clients need. We have been doing so for 20 years, with examples of clients and projects ranging from air traffic controllers for the FAA (for which we received a Small Business of the Year award) to farm loan procedures for the Department of Agriculture to equipment operation/maintenance for the military to management courses for the U.S. Postal Service – to name just a few. These projects can also range from the simple (e.g., development of a short, stand-alone instructional videotape) to the highly complex (e.g., all curriculum and courseware for a complete institutional program of instruction). The firm also *conducts training* through distance learning delivery means (synchronous and asynchronous) and presents (expert) instructor-led training on-site at agency/client locations worldwide. We also staff and operate training facilities for Federal agencies using their infrastructure, such as video conferencing (VTC), satellite television, and simulator/training device facilities.

SIN C R706 – Logistics Support Services. The range of our firm’s services includes *planning, development, management, operation, and maintenance of logistics* and dealing with the support, movement, and maintenance of such resources. E. L. HAMM also provides expertise in acquisition logistics and integrated logistics support (e.g., development and sustainment of technical documentation). For over 20 years, the firm has been providing operational support and assistance to Federal clients in *distribution and transportation logistics services* (e.g., warehousing and fulfillment operations), transportation support and management, carrier interface and routing, and other relevant areas. Our services and experience also include significant levels of *planning and studies* of systems or facilities for the movement of supplies, equipment or people by road, air,

water, or rail; deployment logistics (e.g., contingency planning); inventory/property planning, movement, storage, and accountability; and communications and logistics systems that permit rapid deployment and management of supplies and equipment. We have extensive *industrial engineering* experience and expertise in the following:

- Cost and capital analysis
- Process and operation design
- Network programming and project planning
- Job design
- Work measurement
- Production planning and master scheduling
- Resource allocation & linear programming
- Forecasting and market analysis
- Quality control
- Scheduling and production control
- Material requirements planning (MRP)
- Inventory control
- Purchasing and procurements analysis
- Materials handling
- Maintenance analysis
- Reliability centered maintenance

Our efforts in all these areas have been done both in the United States and overseas. Representative Federal clients have included the military services, the U.S. Department of State, and NASA, as well as major corporate clients in the private sector. We also provide training in system operations and automated tools for supply chain management, property and inventory management, distribution and transportation management, and maintenance of equipment and facilities.

SIN C R604 – Mail and Distribution Services. Our firm performs *mail room and distribution center management services* (e.g., acceptance and distribution of incoming mail (bulk and non-bulk); processing of outgoing mail; metering flats, letters, packages, etc.). Related services include *preparing/packaging mail, addressing, labeling, folding, inserting, bursting, collating, mail match, wrapping, software services, metering and stamping mail*. We also *presort high-quantity outgoing mail* to achieve USPS price reductions and savings and *provide list management services* (e.g., data entry, address label printing, lists management, list cleanup, and list coding). E. L. HAMM also provides *cost and ergonomic analysis services* (e.g., workflow analyses, studying and improving mailroom processes, productivity studies, task analysis, time & motion studies, optimal room layout and space planning, and process equipment assessments) to improve performance and achieve cost efficiencies.

Labor Category Descriptions

The following labor categories will be used to perform work on orders under this contract. The category descriptions provide the minimum requirements for personnel provided in a particular labor category. Resumes shall be provided to the Contracting Officer or user Agency upon request.

**C R499 -- OTHER PROFESSIONAL SERVICES
(Management, Organization, and Business Improvement Services – MOBIS)**

LABOR CATEGORIES

Job Title	Position Requirements
Project Manager	<p>Minimum/General Experience: A Project Manager will have a minimum of five (5) years of progressively more responsible project management experience.</p> <p>Functional Responsibility: Acts as the working level manager making day-to-day decisions for assigned projects and delivery orders. The Project Manager will be the liaison between the firm and the Government COR for project-related administrative and technical matters.</p> <p>Minimum Education: A Project Manager will have a Bachelors degree from an accredited college. In lieu of a degree, a project manager will have a minimum of ten (10) additional years of progressive experience in managing, directing, planning, implementing, and staffing complex projects.</p>
Senior Consultant/ Analyst	<p>Minimum/General Experience: A Senior Consultant will have a minimum of five (5) years of progressive experience in applying principles and techniques of management analysis, organizational and process review, and business improvement and reengineering.</p> <p>Functional Responsibility: Acts as a senior technical expert for new and emerging technology; work management productivity improvement; commercial activities assessments; trend analysis; cost benefit analysis; and organizational and process review and reengineering.</p> <p>Minimum Education: A Senior Consultant will have a Bachelors degree from an accredited college. In lieu of a degree, a Senior Consultant will have fifteen (15) years of progressive experience in support of agencies' management, organizational and business improvement efforts to include: management analysis, organizational and process review, and process reengineering.</p>
Consultant/ Analyst	<p>Minimum/General Experience: A Consultant will have a minimum of three (3) years of progressive experience in applying principles and techniques of management analysis, organizational and process review, and business improvement and reengineering.</p> <p>Functional Responsibility: Acts as a technical expert for new and emerging technology; work management productivity improvement; commercial activities assessments; trend analysis; cost benefit analysis; and organizational and process review and reengineering.</p> <p>Minimum Education: A Consultant will have a Bachelors degree from an accredited college. In lieu of a degree, a Consultant will have seven (7) years of progressive experience in support of agencies' management, organizational and business improvement efforts to include: management analysis, organizational and process review, and process reengineering.</p>

<p>Engineer</p>	<p>Minimum/General Experience: An Engineer will have a minimum of five (5) years of progressive experience in applying engineering principles and techniques.</p> <p>Functional Responsibility: Acts as an engineering technical expert for commercial activities assessments; and organizational and process review and reengineering.</p> <p>Minimum Education: An Engineer will have a Bachelors degree from an accredited college in an engineering discipline. In lieu of a degree, an Engineer will have fifteen (15) years of progressive technical experience in support of agencies' engineering analysis, process review and process reengineering.</p>
<p>Facilitator/Trainer</p>	<p>Minimum/General Experience: A Facilitator/Trainer will have a minimum of four (4) years of general teaching experience in various teaching methodologies and tools, class instruction, documentation, presentation, and consultation.</p> <p>Functional Responsibility: Acts as a primary instructor or facilitator for courses/workshops in meeting specific customer requirements for management, organizational and/or business improvement training.</p> <p>Minimum Education: A Facilitator/Trainer will have a Bachelors degree from an accredited college. In lieu of a degree, a Facilitator/Trainer will have ten (10) years of progressive experience performing training and facilitation services.</p>
<p>Technical Writer</p>	<p>Minimum/General Experience: A Technical Writer will have a minimum of four (4) years of general writing and editing experience.</p> <p>Functional Responsibility: Writes and edits materials for reports, manuals, briefs, proposals, instruction books, catalogs and related technical and administrative publications concerned with work methods and procedures as well as analytic documentation.</p> <p>Minimum Education: A Technical Writer will have a Bachelors degree from an accredited college. In lieu of a degree, a Technical Writer will have ten (10) years of progressive experience in writing and editing reports, manuals, briefs, proposals, instruction books, catalogs and related technical and administrative publications.</p>
<p>Multimedia Specialist</p>	<p>Minimum/General Experience: A Multimedia Specialist will have at least two (2) years experience in the use of computer software to generate graphics, or possess a minimum two years experience as a photographer or videographer.</p> <p>Functional Responsibility: Generates text and graphics for visual information products and/or supports production and editing of photographic or video products.</p> <p>Minimum Education: A Multimedia Specialist will possess a 2-year college degree in a related discipline; or at least be a graduate of a technical institute with a certificate in a relevant graphic arts field.</p>

Administrative Support Staff	<p>Minimum/General Experience: At least 2 years of office experience.</p> <p>Functional Responsibility: Performs various administrative functions; accomplishes data entry and compiles records and reports; handles incoming and outgoing correspondence and mail; answers phone and performs word processing; performs a variety of mail and document handling duties involving tracking incoming and outgoing mail, routing and delivery, transport, and related functions.</p> <p>Minimum Education: Administrative Support Staff will have at least a high school education.</p>
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C U008 -- TRAINING/CURRICULUM DEVELOPMENT

LABOR CATEGORIES

Job Title	Position Requirements
Project Manager	<p>Minimum/General Experience: A Project Manager will have a minimum of five (5) years of progressively more responsible project management experience.</p> <p>Functional Responsibility: Acts as the working level manager making day-to-day decisions for assigned projects and delivery orders. The Project Manager will be the liaison between the firm and the Government COR for project-related administrative and technical matters.</p> <p>Minimum Education: A Project Manager will have a Bachelors degree from an accredited college. In lieu of a degree, a project manager will have a minimum of ten (10) years of progressive experience in managing, directing, planning, implementing, and staffing complex management projects.</p>
Senior Consultant/Analyst	<p>Minimum/General Experience: A Senior Consultant/Analyst will a minimum of five (5) years of progressive experience in applying principles and techniques of operational analysis, organizational and process review, and training design and development.</p> <p>Functional Responsibility: Acts as a senior technical expert for new and emerging technology; work management productivity improvement; operational/technical and training analysis and assessment; trend analysis; training and curriculum design and development; and cost benefit analysis for training systems.</p> <p>Minimum Education: A Senior Consultant/Analyst will have at least a Bachelors degree from an accredited college, with Master's degree preferred. In lieu of a degree, a Senior Consultant will have ten (10) years of progressive experience in support of agencies' organizational and business improvement efforts to include: operational/technical and training analysis, training and curriculum design and development, and cost benefit analysis for training systems.</p>

<p>Consultant/ Analyst</p>	<p>Minimum/General Experience: A Consultant/Analyst will have a minimum of three (3) years of progressive experience in applying principles and techniques of operational analysis, organizational and process review, and training design and development.</p> <p>Functional Responsibility: Acts as a technical expert for operational/technical and training analysis and assessment; accomplishes and supports training and curriculum design, development and production; and trend analysis for training systems and programs.</p> <p>Minimum Education: A Consultant/Analyst will have a Bachelors degree from an accredited college. In lieu of a degree, a Consultant/Analyst will have seven (7) years of progressive experience in support of agencies' organizational and business improvement efforts to include: operational/technical training analysis, training and curriculum design and development, and cost benefit analysis for training systems.</p>
<p>Facilitator/Trainer</p>	<p>Minimum/General Experience: A Facilitator/Trainer will have a minimum of four (4) years of general teaching experience in various teaching methodologies and tools, class instruction, documentation, presentation, and consultation.</p> <p>Functional Responsibility: Acts as a primary instructor or facilitator for courses/workshops in meeting specific customer requirements for management, organizational and/or business improvement training.</p> <p>Minimum Education: A Facilitator/Trainer will have a Bachelors degree from an accredited college. In lieu of a degree, a Facilitator/Trainer will have ten (10) years of progressive experience performing training and facilitation services.</p>
<p>Technical Writer</p>	<p>Minimum/General Experience: A Technical Writer will have a minimum of four (4) years of general writing and editing experience.</p> <p>Functional Responsibility: Writes and edits materials for reports, manuals, briefs, proposals, instruction books, catalogs and related technical and administrative publications concerned with work methods and procedures as well as analytic documentation.</p> <p>Minimum Education: A Technical Writer will have a Bachelors degree from an accredited college. In lieu of a degree, a Technical Writer will have ten (10) years of progressive experience in writing and editing reports, manuals, briefs, proposals, instruction books, catalogs and related technical and administrative publications.</p>
<p>Multimedia Specialist</p>	<p>Minimum/General Experience: A Multimedia Specialist will have at least two (2) years experience in the use of computer software to generate graphics; or a minimum 2 years experience as a photographer or as a videographer with one year in editing/post-production.</p> <p>Functional Responsibility: Generates text and graphics for visual information products and/or supports production and editing of photographic and video products for training/curriculum materials.</p> <p>Minimum Education: A Multimedia Specialist will be a graduate of a technical institute with a certificate in the graphic arts; or equivalent technical training related to video production knowledge and skills; or at least a 2-year college degree in a related discipline.</p>

Administrative Support Staff	<p>Minimum/General Experience: At least 2 years of office experience.</p> <p>Functional Responsibility: Performs various administrative functions; accomplishes data entry and compiles records and reports; handles incoming and outgoing correspondence and mail; answers phone and performs word processing; performs a variety of mail and document handling duties involving tracking incoming and outgoing mail, routing and delivery, transport, and related functions.</p> <p>Minimum Education: Administrative Support Staff will have at least a high school education.</p>
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C R706 – LOGISTICS SUPPORT SERVICES	
LABOR CATEGORIES	
Job Title	Position Requirements
Managing Supervisor	<p>Minimum/General Experience: The Managing Supervisor will have a minimum of five (5) years of progressively more responsible project management experience.</p> <p>Functional Responsibility: Functions as the working level manager making day-to-day decisions for assigned logistics projects and delivery orders. When required, acts the liaison between the firm and the Government COR for project-related administrative and technical matters.</p> <p>Minimum Education: A Managing Supervisor will have an Associates degree from an accredited college. In lieu of a degree, a Managing Supervisor will have a minimum of ten (10) years of progressive experience in directly supervising, planning, implementing, and staffing logistics projects and assuring timely work completion.</p>
Logistician	<p>Minimum/General Experience: A Logistician will have a minimum of five (5) years of progressively more responsible experience in the planning, analysis, and execution of a medium- to large-scale organization’s logistical requirements.</p> <p>Functional Responsibility: Performs duties concerned with high-level logistical responsibilities related to all types of supplies, equipment, material, property (except real estate), and certain services to both Government and commercial customers. Logisticians are concerned with one or more aspects of supply activities from initial planning, including requirements analysis and determination, through acquisition, cataloging, storage, distribution, utilization to ultimate issue for consumption or disposal. A logistician will have knowledge of one or more elements or parts of a supply system, and/or supply methods, policies, or procedures.</p> <p>Minimum Education: A Logistician will have an Associates degree from an accredited college. In lieu of a degree, a Logistician will have a minimum of five (5) years of progressive experience in the planning, analysis, and execution of logistical requirements.</p>

<p>Warehouse Specialist</p>	<p>Minimum/General Experience: At least two (2) years experience in warehouse operations.</p> <p>Functional Responsibility: Performs a variety of warehousing duties that require an understanding of the establishment's storage plan. Work involves most of the following: verifying materials (or merchandise) against receiving documents; noting and reporting discrepancies and obvious damages; routing materials to prescribed storage locations; storing, stacking, or palletizing materials in accordance with prescribed storage methods; rearranging and taking inventory of stored materials; examining stored materials and reporting deterioration and damage; removing material from storage and preparing it for shipment. May operate hand or power trucks in performing warehousing duties.</p> <p>Minimum Education: High school education.</p>
<p>Shipping/Receiving Clerk</p>	<p>Minimum/General Experience: At least two (2) years experience in work directly relevant to the shipping and receiving function.</p> <p>Functional Responsibility: Performs clerical and physical tasks in connection with shipping items and receiving incoming shipments. Shipping duties typically involve the following: verifying that orders are accurately filled by comparing items and quantities of goods gathered for shipment against documents; insuring that shipments are properly packaged, identified with shipping information, and loaded into transporting vehicles; and preparing and keeping records of goods shipped, e.g., manifests, bills of lading. Receiving duties typically involve the following: verifying the correctness of incoming shipments by comparing items and quantities unloaded against bills of lading, invoices, manifests, storage receipts, or other records; checking for damaged goods; insuring that goods are appropriately identified for routing to departments within the establishment; preparing and keeping records of goods received. Follows established guidelines in performing day-to-day, routine tasks. In handling unusual non-routine problems, receives specific guidance from supervisor or other officials. May direct and coordinate the activities of other workers engaged in handling items to be shipped or being received.</p> <p>Minimum Education: High school education.</p>
<p>Stock Clerk</p>	<p>Minimum/General Experience: At least two (2) years experience in work directly relevant to the receipt, storage, and issue of supplies and material.</p> <p>Functional Responsibility: Receives, stores, and issues equipment, materials, supplies, merchandise, foodstuffs, or tools, and compiles stock records of items in stockroom, warehouse or storage yard. Counts, sorts, or weighs incoming articles to verify receipt of items on requisition or invoice. Examines stock to verify conformance to specifications. Stores articles in bins, on floor or on shelves, according to identifying information, such as style, size or type of material. Fills orders or issues supplies from stock. Prepares periodic, special or perpetual inventory of stock. Requisitions articles to fill incoming orders. Compiles reports on use of stock handling equipment, adjustments of inventory counts and stock records, spoilage of or damage to stock, location changes, and refusal of shipments. May mark identifying codes, figures, or letters on articles. May distribute stock among production workers, keeping records of material issued. May make adjustments or repairs to articles carried in stock.</p> <p>Minimum Education: High school education.</p>

<p>General Clerk</p>	<p>Minimum/General Experience: At least one (1) year experience working as a general clerk.</p> <p>Functional Responsibility: Uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps that vary in nature and sequence. 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; verifying statistical reports for accuracy and completeness; and handling and adjusting complaints. May also direct lower level clerks. Such positions require workers to use knowledge of an office's work and routine to: 1) choose among widely varying methods and procedures to process complex transactions; and 2) select or devise steps necessary to complete assignments.</p> <p>Minimum Education: High school education.</p>
<p>Forklift Operator</p>	<p>Minimum/General Experience: At least 6 months experience operating a powered forklift to transport goods and materials.</p> <p>Functional Responsibility: Operates a manually controlled gasoline, electric or liquid propane gas powered forklift to transport goods and materials of all kinds about a warehouse, manufacturing plant, or other establishment.</p> <p>Minimum Education: High school education or equivalent.</p>
<p>Truck Driver, Medium Truck</p>	<p>Minimum/General Experience: At least 6 months experience operating a 1½ to 4 ton truck.</p> <p>Functional Responsibility: Drives a truck, 1½ to 4 tons inclusive, usually 6 wheels, to transport materials, merchandise, equipment, or workers between various types of facilities such as manufacturing plants, freight depots, warehouses, or wholesale and retail establishments. May also load or unload truck with or without helpers, make minor mechanical repairs, and keep truck in good working order.</p> <p>Minimum Education: High school education or equivalent.</p>

C R604 – MAIL AND DISTRIBUTION SERVICES

LABOR CATEGORIES

Job Title	Position Requirements
Manager/ Supervisor	<p>Minimum/General Experience: The Manager/Supervisor will have a minimum of five (5) years of progressively more responsible project management experience.</p> <p>Functional Responsibility: Functions as the working level manager making day-to-day decisions for assigned projects and delivery orders. Acts the liaison between the firm and the Government COR for project-related administrative and technical matters.</p> <p>Minimum Education: A Manager/Supervisor will have an Associates degree from an accredited college. In lieu of a degree, a Manager/Supervisor will have a minimum of ten (10) years of progressive experience in directly managing and supervising personnel, planning, implementing, and staffing complex projects and assuring completion in a timely manner.</p>
Warehouse Specialist	<p>Minimum/General Experience: At least two (2) years experience in warehouse operations.</p> <p>Functional Responsibility: Performs a variety of warehousing duties that require an understanding of the establishment's storage plan. Work involves most of the following: verifying materials (or merchandise) against receiving documents; noting and reporting discrepancies and obvious damages; routing materials to prescribed storage locations; storing, stacking, or palletizing materials in accordance with prescribed storage methods; rearranging and taking inventory of stored materials; examining stored materials and reporting deterioration and damage; removing material from storage and preparing it for shipment. May operate hand or power trucks in performing warehousing duties.</p> <p>Minimum Education: High school education.</p>
Shipping/Receiving Clerk	<p>Minimum/General Experience: At least two (2) years experience in work directly relevant to the shipping and receiving function.</p> <p>Functional Responsibility: Performs clerical and physical tasks in connection with shipping items and receiving incoming shipments. Shipping duties typically involve the following: verifying that orders are accurately filled by comparing items and quantities of goods gathered for shipment against documents; insuring that shipments are properly packaged, identified with shipping information, and loaded into transporting vehicles; and preparing and keeping records of goods shipped, e.g., manifests, bills of lading. Receiving duties typically involve the following: verifying the correctness of incoming shipments by comparing items and quantities unloaded against bills of lading, invoices, manifests, storage receipts, or other records; checking for damaged goods; insuring that goods are appropriately identified for routing to departments within the establishment; preparing and keeping records of goods received. Follows established guidelines in performing day-to-day, routine tasks. In handling unusual non-routine problems, receives specific guidance from supervisor or other officials. May direct and coordinate the activities of other workers engaged in handling items to be shipped or being received.</p> <p>Minimum Education: High school education.</p>

<p>Stock Clerk</p>	<p>Minimum/General Experience: At least two (2) years experience in work directly relevant to the receipt, storage, and issue of supplies and material.</p> <p>Functional Responsibility: Receives, stores, and issues equipment, materials, supplies, merchandise, foodstuffs, or tools, and compiles stock records of items in stockroom, warehouse or storage yard. Counts, sorts, or weighs incoming articles to verify receipt of items on requisition or invoice. Examines stock to verify conformance to specifications. Stores articles in bins, on floor or on shelves, according to identifying information, such as style, size or type of material. Fills orders or issues supplies from stock. Prepares periodic, special or perpetual inventory of stock. Requisitions articles to fill incoming orders. Compiles reports on use of stock handling equipment, adjustments of inventory counts and stock records, spoilage of or damage to stock, location changes, and refusal of shipments. May mark identifying codes, figures, or letters on articles. May distribute stock among production workers, keeping records of material issued. May make adjustments or repairs to articles carried in stock.</p> <p>Minimum Education: High school education.</p>
<p>General Clerk</p>	<p>Minimum/General Experience: At least one (1) year experience working as a general clerk.</p> <p>Functional Responsibility: Uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps that vary in nature and sequence. 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; verifying statistical reports for accuracy and completeness; and handling and adjusting complaints. May also direct lower level clerks. Such positions require workers to use knowledge of an office's work and routine to: 1) choose among widely varying methods and procedures to process complex transactions; and 2) select or devise steps necessary to complete assignments.</p> <p>Minimum Education: High school education.</p>
<p>Forklift Operator</p>	<p>Minimum/General Experience: At least 6 months experience operating a powered forklift to transport goods and materials.</p> <p>Functional Responsibility: Operates a manually controlled gasoline, electric or liquid propane gas powered forklift to transport goods and materials of all kinds about a warehouse, manufacturing plant, or other establishment.</p> <p>Minimum Education: High school education or equivalent.</p>
<p>Truck Driver, Medium Truck</p>	<p>Minimum/General Experience: At least 6 months experience operating a 1½ to 4 ton truck.</p> <p>Functional Responsibility: Drives a truck, 1½ to 4 tons inclusive, usually 6 wheels, to transport materials, merchandise, equipment, or workers between various types of facilities such as manufacturing plants, freight depots, warehouses, or wholesale and retail establishments. May also load or unload truck with or without helpers, make minor mechanical repairs, and keep truck in good working order.</p> <p>Minimum Education: High school education or equivalent.</p>

INFORMATION FOR ORDERING ACTIVITIES

Geographic Scope of Contract:

The geographic scope of this contract is the 48 contiguous states, the District of Columbia, Alaska, Hawaii, and Puerto Rico. Orders for overseas work are available on a case-by-case basis. Please contact Mr. Robert Davis of E. L. HAMM at (757) 497-5000 or via e-mail at elhamm@verizon.net. Our website is at www.elhamm.com.

Ordering Address:

E. L. HAMM & ASSOCIATES, INC.
4801 Columbus Street
Virginia Beach, VA 23462
e-mail: elhamm@verizon.net
TEL: (757) 497-5000
FAX: (757) 497-4757

Payment Address:

<i>Check:</i> E. L. Hamm & Associates, Inc. 4801 Columbus Street, Suite 400 Virginia Beach, VA 23462	<i>EFT:</i> Contact our Controller, Ms. B. Boler, VP, for correct bank routing data to use. The firm <u>is</u> registered with CCR.
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Government purchase cards will be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

Points of Contact:

The following telephone number(s) and e-mail address can be used by ordering agencies to obtain technical and/or ordering assistance:

Bob Davis, Contracts Manager	(757) 497-5000	bobby.davis@elhamm.com
Paul Brown, Senior Vice President	(757) 497-5000	elhamm@verizon.net
Ed Hamm, President	(757) 497-5000	ed.hamm@elhamm.com

PRICING

The contract was awarded in April 2001 with a 5-year base period and three 5-year option periods. The current contract option period (Option Period 1) exercised on April 18, 2006 is for five years, ending on April 17, 2011. The following *updated* price list went into effect **April 18, 2008** and remains current. *It is to be used for pricing any*

delivery order issued prior to April 17, 2009. Labor category prices to be used in pricing delivery orders to be issued during any 12-month period *after* that date will be *no higher than* the prices shown below, escalated at a 3% annual rate.

Any required travel or material costs can be handled on a cost-reimbursable basis under the terms of a delivery order.

Hourly Fixed Price Rates for Delivery Orders

SIN C R499 - Other Professional Services (MOBIS)		
Category	Government Site Project	Contractor Site Project
Project Manager	\$83.71	\$99.43
Senior Consultant/Analyst	\$75.11	\$89.22
Consultant/Analyst	\$59.02	\$70.10
Engineer	\$60.08	\$71.38
Facilitator/Trainer	\$51.52	\$61.20
Technical Writer	\$48.29	\$57.34
Multimedia Specialist	\$42.91	\$50.97
Logistician	\$37.55	\$44.61
Admin Support	\$26.84	\$31.88

Click on SIN title to hyperlink to labor category descriptions above.

SIN C U008 – Training/Curriculum Development		
Category	Government Site Project	Contractor Site Project
Project Manager	\$83.71	\$99.43
Senior Consultant/Analyst	\$75.11	\$89.22
Consultant/Analyst	\$59.02	\$70.10
Engineer	\$60.08	\$71.38
Facilitator/Trainer	\$51.52	\$61.20
Technical Writer	\$48.29	\$57.34
Multimedia Specialist	\$42.91	\$50.97
Logistician	\$37.55	\$44.61
Admin Support	\$26.84	\$31.88

Click on SIN title to hyperlink to labor category descriptions above.

SIN C R706 – Logistics Support Services		
Category	Government Site Project	Contractor Site Project
Manager/Supervisor	\$45.05	\$53.53
Logistician	\$37.55	\$44.61
Warehouse Specialist	\$26.94	\$32.01
Ship/Receiving Clerk	\$22.72	\$26.99
Stock Clerk	\$23.45	\$27.85
Forklift Operator	\$23.13	\$27.46
Truck Driver, Medium	\$21.01	\$25.00
General Clerk	\$18.75	\$22.26

Click on SIN title to hyperlink to labor category descriptions above.

SIN C R604 – Mail and Distribution Services		
Category	Government Site Project	Contractor Site Project
Manager/Supervisor	\$45.05	\$53.53
Warehouse Specialist	\$26.94	\$32.01
Ship/Receiving Clerk	\$22.72	\$26.99
Stock Clerk	\$23.45	\$27.85
Forklift Operator	\$23.13	\$28.69
Truck Driver, Medium	\$21.01	\$25.00
General Clerk II	\$18.75	\$22.26

Click on SIN title to hyperlink to labor category descriptions above.

ORDERING PROCEDURES

GSA has determined that the rates for professional services contained in this price list are fair and reasonable. The ordering office using this contract is responsible for considering labor proposed by the contractor to perform a specific project and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

Procedures for professional services priced at hourly rates on a GSA Corporate Contract. When ordering professional services under this Corporate Contract, the ordering office/agency shall –

(1) Prepare a Request for Quotation:

(a) A performance-based statement of work (SOW) that outlines the work to be performed, location of work, period of performance, delivery schedule, applicable

standards, acceptance criteria, and any special requirements (i. e., security clearances, travel, special knowledge, etc.) should be prepared.

(b) A request for quotation should also be prepared which includes the performance-based statement of work and requests the contractors submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering office makes a determination that it is not possible at the time of placing the order to estimate the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials proposal may be requested. The firm-fixed price shall be based on the hourly rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any travel costs or other direct costs related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor hour and time and material orders.

(c) The request for quotation may request the contractors, if necessary or appropriate, submit a project plan and information on their experience and/or past performance performing similar tasks.

(d) The request for quotation shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical acceptability of responses.

(2) Transmit the Request for Quotation to Three Contractors:

(a) Based upon an initial evaluation of pricelists, the ordering office should identify the contractors that appear to offer the *best value* (considering the scope of services offered, hourly rates, and other factor such as contractors' experience, as appropriate).

(b) The request for quotation should be made to three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not to exceed the maximum order threshold (\$1,000,000). Ordering offices should strive to minimize the contractors' costs associated with responding to requests for proposals for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement.

(3) Evaluate proposals and select the contractor to receive the order:

After responses have been evaluated against the factors identified in the request for quotation, the order should be placed with the contractor that represents *the best value* and results in the lowest overall cost alternative (considering price, special qualifications,

administrative costs, etc.) to meet the Government's needs. *Any* government Contracting Office that routinely supports your office or agency can actually sign out and place the order against this GSA contract.

We hope that you will select E. L. HAMM as the best value contractor for your service requirements.