



GENERAL SERVICES ADMINISTRATION
Federal Supply Service
Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The internet address for GSA Advantage! is: GSAAdvantage.gov.

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738X 595-21 – Human Resources Services – Planning; Recruitment and Internal Placement; Position Classification; Personnel Actions; Training and Employee Relations.

Contract number: GS-02F-0009U

Contract period: 10/16/2007 through 10/15/2012

Contractor:

FYI-For Your Information, Inc.

11785 Beltsville Drive
Suite 120
Calverton, MD 20705
Phone: (301) 586-8500
Fax: (301) 586-8400
e-mail: fyi@fyinfo.com

Internet address/web site: www.fyinfo.com

Contract Administration:

Bernadette Yu, President - byu@fyinfo.com
Richard Kaiser, Senior Vice President - rhkaiser@fyinfo.com

Business size: Small Business, Woman Owned, & Minority Owned



CUSTOMER INFORMATION

1a. Table of awarded price(s).

| Labor Code | Labor Category | GSA Rate Base Year FY 2008 | GSA Rate Year II FY 2009 | GSA Rate Year III FY 2010 | GSA Rate Year IV FY 2011 | GSA Rate Year V FY 2012 |
|-------------------|--------------------------------|-----------------------------------|---------------------------------|----------------------------------|---------------------------------|--------------------------------|
| HR010 | Project Manager | \$95.80 | \$99.17 | \$102.63 | \$106.22 | \$109.94 |
| HR020 | Sr. Management Advisor | \$202.84 | \$209.94 | \$217.29 | \$224.90 | \$232.78 |
| HR030 | Management Advisor | \$128.81 | \$133.32 | \$138.00 | \$142.82 | \$147.80 |
| HR040 | Human Capital Analyst | \$164.30 | \$170.07 | \$176.01 | \$182.15 | \$188.54 |
| HR050 | Human Resources Analyst | \$116.64 | \$120.72 | \$124.93 | \$129.29 | \$133.81 |
| HR060 | Sr. Human Resources Specialist | \$86.15 | \$89.18 | \$92.29 | \$95.52 | \$98.86 |
| HR070 | Human Resources Specialist | \$57.65 | \$59.66 | \$61.76 | \$63.91 | \$66.16 |
| HR080 | Human Resources Assistant | \$42.58 | \$44.10 | \$45.63 | \$47.23 | \$48.88 |
| HR090 | Data Analyst | \$62.81 | \$65.01 | \$67.30 | \$69.64 | \$72.08 |
| HR100 | Senior Recruiter | \$91.88 | \$95.09 | \$98.41 | \$101.85 | \$105.42 |
| HR110 | Recruiter | \$66.63 | \$68.97 | \$71.38 | \$73.88 | \$76.47 |
| HR120 | Classification Specialist | \$101.78 | \$105.33 | \$109.02 | \$112.84 | \$116.79 |
| HR130 | Sr. Curriculum Developer | \$65.27 | \$67.55 | \$69.91 | \$72.35 | \$74.88 |
| HR140 | Sr. Training Specialist | \$57.65 | \$59.66 | \$61.76 | \$63.91 | \$66.16 |

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. Labor Categories

| Labor Code | Labor Category |
|---|-----------------------|
| HR010 | Project Manager |
| Labor Category Definition | |
| <p><u>Duties:</u></p> <ol style="list-style-type: none">1. Serves as the project manager for a task order (or a group of task orders) and assists company management in working with the customer's representative, management personnel and customer agency representatives.2. Under the guidance of company management, manages the specific task order(s) and ensures that the technical solutions and schedules in the task order are implemented in a timely manner.3. Helps coordinate each task schedule to ensure that solutions developed or implemented are consistent with the customer's objectives, and the statement of work. <p><u>Minimum Qualifications:</u></p> <ol style="list-style-type: none">1. Five (5) years of progressive project leadership and management experience; OR the following two qualifications:2. Bachelor's degree; AND3. Two years of progressive project leadership and management experience. | |

| Labor Code | Labor Category |
|---|---------------------------|
| HR020 | Senior Management Advisor |
| Labor Category Definition | |
| <p><u>Duties:</u></p> <ol style="list-style-type: none">1. Provides program and policy expertise at the highest levels of specialization and competence.2. Serves as a subject matter expert, with authority enough to publish substantial work in area(s) of focus, or to serve as an expert witness in a court of law.3. Carries out a full range of facilitative, analytical and written tasks, either in a very narrow area of expertise that is rarely found in the labor market, or that draws upon an extremely wide array of subjects, and therefore requiring the highest levels of analytical capability. <p><u>Minimum Qualifications:</u></p> <ol style="list-style-type: none">1. A terminal degree in a field related to the work to be carried out, and one (1) year's experience working with senior-level policies and programs similar to those to be studied; OR2. Master's degree in a field of expertise related to the issues to be studied, and three (3) years' experience working with senior-level policies and programs similar to those to be studied; OR3. Bachelor's degree in a field of expertise related to the management issues to be studied, and four (4) years' senior-level experience working with policies or programs similar to those to be studied; OR4. Six (6) years' senior-level experience related to the policies or programs that are similar to those to be studied. | |

| Labor Code | Labor Category |
|--|--------------------|
| HR030 | Management Advisor |
| Labor Category Definition | |
| <p><u>Duties:</u></p> <ol style="list-style-type: none"> 1. Plans, oversees and implements advanced management studies. 2. Oversees HR survey projects. Designs and conducts HR-related surveys; facilitates large and small group meetings; reviews and analyzes data; produces a range of analytical work products, including draft policies and areas of special focus. 3. Plans and analyzes programs. Develops program objectives and structures; develops and constructs models of operations or processes using mathematical or statistical methods or techniques; formulates work plans, time lines, and other management tools; analyzes programmatic information; analyzes staffing requirements; assesses information needs; prepares budgets; and utilizes structured analysis and design methodology to identify and organize problems. Uses management software and other vehicles to convey findings. 4. Analyzes policies. Develops organizational goals; identifies and compares alternative programmatic approaches to achieve goals; develops analytical and mathematical models for long-range planning; assesses cost effectiveness; performs cost benefit analyses. Uses management software to convey best practices and policy recommendations. 5. Evaluates program effectiveness, including development and review of evaluation methodologies and techniques themselves. Determines objective measurement methods and performance indicators; develops evaluation instruments; develops strategies for implementation of analytical findings; analyzes program performance and operational results; evaluates data validity and reliability; examines implications of policy, legislative, or programmatic initiatives; and prepares reports. Carries out meta-analyses when warranted. <p><u>Minimum Qualifications:</u></p> <ol style="list-style-type: none"> 1. A terminal degree in a field related to the work to be carried out; OR 2. Master's degree in a field of expertise related to the issues to be studied, and one (1) year's experience working with senior-level policies and programs similar to those to be studied; OR 3. Bachelor's degree in a field of expertise related to the management issues to be studied, and two (2) years' senior-level experience working with policies or programs similar to those to be studied; OR 4. Five (5) years' senior-level experience related to the policies or programs that are similar to those to be studied. | |

| Labor Code | Labor Category |
|--|-----------------------|
| HR040 | Human Capital Analyst |
| Labor Category Definition | |
| <p><u>Duties</u> include some combination of three or more of the following, at an expert level:</p> <ol style="list-style-type: none"> 1. Supervises one or more subordinate contract employees. 2. Leads a team of subordinate Federal employees, or a mixture of contract and Federal employees. 3. Exercises broad discretion in the support of Federal clients, including providing high-level technical, strategic advice and persuading stakeholders to take action or accept policies in the best interests of the client. 4. Carries out the full range of recruitment and staffing functions for an organization. 5. Advises employees on retirement and benefits packages available to them. 6. Provides career advice to employees. 7. Classifies and audits positions according to Federal rules and practices. 8. Offers expert human resource policy advice to Federal managers and hiring officials (<i>e.g.</i>, compensation, hiring, firing, performance management, planning). 9. Facilitates the relationship among employees, unions and management. 10. Trains human resources specialists, selecting officials and others on matters affecting salaries, benefits, work/life balance, and the like. <p><u>Minimum Qualifications:</u></p> <ol style="list-style-type: none"> 1. Two years' experience as a supervisor, team leader or contracting officer's technical representative (COTR), and three (3) years' work experience related to the area to be managed or led; OR 2. Master's degree in business, human resources management, social work or social science. Five (5) years' progressive work experience managing human resources in the Federal sector, within at least one of the fields of specialty to addressed in the task order(s); OR 3. Bachelor's degree in business, human resources management, social work or social science. Six (6) years' progressive work experience in at least one of the fields of specialty to addressed in the task order(s); OR 4. Associates' degree in business, human resources management, social work or social science. Eight (8) years' progressive work experience in at least one of the fields of specialty to addressed in the task order(s); OR 5. Ten (10) years' progressive work experience in at least one of the fields of specialty to be addressed in the task order(s). | |

| Labor Code | Labor Category |
|---|-------------------------|
| HR050 | Human Resources Analyst |
| Labor Category Definition | |
| <p><u>Duties</u> include some combination of two or more of the following, at an expert level:</p> <ol style="list-style-type: none"> 1. Carries out the full range of recruitment and staffing functions for an organization. 2. Advises employees on retirement and benefits packages available to them. 3. Provides career advice to employees. 4. Classifies and audits positions according to Federal rules and practices. 5. Offers expert human resource policy advice to Federal managers and hiring officials (<i>e.g.</i>, compensation, hiring, firing, performance management, planning). 6. Facilitates the relationship among employees, unions and management. 7. Trains human resources specialists, selecting officials and others on matters affecting salaries, benefits, work/life balance, and the like. <p><u>Minimum Qualifications:</u></p> <ol style="list-style-type: none"> 1. One year's experience as a supervisor, team leader or contracting officer's technical representative (COTR), and two (2) years' work experience related to the area to be managed or led; OR 2. Master's degree in business, human resources management, social work or social science. One (1) year's progressive work experience managing human resources in the Federal sector, within at least one of the fields of specialty to addressed in the task order(s); OR 3. Bachelor's degree in business, human resources management, social work or social science. Four (4) years' progressive work experience in at least one of the fields of specialty to addressed in the task order(s); OR 4. Associates' degree in business, human resources management, social work or social science. Six (6) years' progressive work experience in at least one of the fields of specialty to addressed in the task order(s); OR 5. Eight (8) years' progressive work experience in at least one of the fields of specialty to addressed in the task order(s). | |

| Labor Code | Labor Category |
|--|-----------------------------------|
| HR060 | Senior Human Resources Specialist |
| Labor Category Definition | |
| <p><u>Description:</u></p> <ol style="list-style-type: none"> 1. Oversees and implements straightforward HR/management studies. 2. Leads basic HR survey projects. Designs and conducts surveys; facilitates large and small group meetings; reviews and analyzes data; produces a range of analytical work products, including policy recommendations and areas of special focus. 3. Plans and analyzes HR programs and projects. Completes best practices comparisons and subject matter interviews, and integrates the findings. Uses management software and other vehicles to convey results. 4. Analyzes HR policies. Develops organizational goals; identifies and compares alternative programmatic approaches to achieve goals; develops analytical models for long-range planning; assesses cost effectiveness; performs cost benefit analyses. Uses management software to convey best practices and policy recommendations. 5. Evaluates HR program effectiveness. Determines objective measurement methods and performance indicators; develops evaluation instruments; develops strategies for implementation of analytical findings; analyzes program performance and operational results; examines implications of policy, legislative, or programmatic initiatives; and prepares reports. <p><u>Minimum Qualifications:</u></p> <ol style="list-style-type: none"> 1. Bachelor's degree in a field of expertise related to the management issues to be studied, and two (2) years' experience working with policies, surveys, or programs similar to those to be studied; OR 2. Four (4) years' progressively more challenging experience in analyzing, designing, auditing, or implementing the kinds of policies, programs, or surveys to be analyzed. | |

| Labor Code | Labor Category |
|--|----------------------------|
| HR070 | Human Resources Specialist |
| Labor Category Definition | |
| <p><u>Description:</u></p> <ol style="list-style-type: none"> 1. Implements straightforward HR/management studies. 2. Conducts basic HR survey projects. Facilitates small group meetings; produces a range of analytical work products, including policy recommendations and areas of special focus. 3. Plans and analyzes HR programs and projects. Completes best practices comparisons and subject matter interviews, and integrates the findings. Uses management software and other vehicles to convey results. 4. Analyzes HR policies. Develops organizational goals; identifies and compares alternative programmatic approaches to achieve goals; develops analytical models for long-range planning; assesses cost effectiveness; performs cost benefit analyses. Uses management software to convey best practices and policy recommendations. 5. Carries out basic support duties in some staffing, classification, benefits, training, career counseling, labor/employee relations, or policy. <p><u>Minimum Qualifications:</u></p> <ol style="list-style-type: none"> 1. Associate's degree in a field of expertise related to the HR/management duties to be carried out; OR <p>Six (6) months' experience analyzing, designing, auditing, or implementing the kinds of HR policies, programs, or surveys to be undertaken.</p> | |

| Labor Code | Labor Category |
|--|---------------------------|
| HR080 | Human Resources Assistant |
| Labor Category Definition | |
| <p><u>Duties:</u></p> <ol style="list-style-type: none"> 1. Completes data entry in support of a variety of human resources projects, programs, or activities. 2. Provides help to specialists and analysts in clerical and administrative aspects of their work, such as filing, organizing, typing, or communicating basic information to one or more job applicants or customer organizations. 3. Researches basic HR policies and procedures, especially related to HR processing. <p><u>Minimum Qualifications:</u></p> <p>Demonstrated skill in organizing, supporting and/or completing office work.</p> | |

| Labor Code | Labor Category |
|---|----------------|
| HR090 | Data Analyst |
| Labor Category Definition | |
| <p><u>Description:</u></p> <ol style="list-style-type: none"> 1. Supports HR/management studies with a range of analytical and statistical deliverables 2. Supports HR survey projects. Carries out segments of surveys; attends and takes notes at group meetings; reviews and analyzes data; produces analytical work products, including policy recommendations. 3. Analyzes data. Uses management software and other vehicles to convey results. 4. Supports human resources tasks, as needed. <p><u>Minimum Qualifications:</u></p> <ol style="list-style-type: none"> 1. Associate's degree in a field of expertise related to the management issues to be studied; OR 2. One (1) year's experience in human resources, information technology, program analysis, or a field related to the work to be carried out. | |

| Labor Code | Labor Category |
|--|------------------|
| HR100 | Senior Recruiter |
| Labor Category Definition | |
| <p><u>Duties:</u></p> <ol style="list-style-type: none"> 1. Uses Office of Personnel Management (OPM) and agency regulations to independently determine optimal methods for advertising and filling positions in the Federal, civilian military, intelligence, and quasi-governmental sectors. 2. Uses OPM and agency regulations to correctly determine minimum qualifications, develop and apply crediting plans, rate and rank candidates, and provide certificates of eligible candidates. 3. Advises management on human resource flexibilities that can be used to creatively and timely fill vacancies, consistent with Equal Opportunity and Merit System principles. 4. Effectively applies differing business rules associated with Excepted service, Schedule B, Schedule C, Competitive Service, and Executive Service/SL recruitments. 5. Serves as an expert in the qualification standards unique to specific job series or job families. <p><u>Minimum Qualifications:</u></p> <ol style="list-style-type: none"> 1. Bachelor's degree in business, human resources management, social work or social science. Two (2) years' progressive work experience in management support work and/or customer service; OR Four (4) years' progressive work experience in management support work and/or customer service. | |

| Labor Code | Labor Category |
|---|----------------|
| HR110 | Recruiter |
| Labor Category Definition | |
| <p><u>Duties:</u></p> <ol style="list-style-type: none"> 1. Represents a hiring organization at job fairs, in a career center, or within a human resources office. 2. Distributes promotional literature and answers basic questions about benefits available to employees, or types of jobs that need to be filled. 3. Collects application materials in person, and assists in their evaluation relative to hiring needs. 4. Able to complete the full range of duties described under HR12: HR Specialist labor category. <p><u>Minimum Qualifications:</u></p> <ol style="list-style-type: none"> 1. Associate's degree in a field of expertise related to the HR/management duties to be carried out, and one (1) year's experience working with policies, surveys, or programs similar to those to be undertaken; OR <p>18 months' experience analyzing, designing, auditing, or implementing the kinds of HR policies, programs, or surveys to be undertaken.</p> | |

| Labor Code | Labor Category |
|--|---------------------------|
| HR120 | Classification Specialist |
| Labor Category Definition | |
| <p><u>Duties:</u></p> <ol style="list-style-type: none"> 1. Uses Office of Personnel Management (OPM) and agency regulations to determine correct job series and title for position(s) that exist, or that will be created or modified, in an organization. 2. Uses OPM and agency regulations to determine correct grade for position(s) that exist, or that will be created or modified in an organization. 3. Uses OPM and agency regulations to determine correct Fair Labor Standards Act (FLSA) codes for position(s) that exist, or that will be created or modified, in an organization. 4. Designs organizations, or components of organizations, using best practices in position management. <p><u>Minimum Qualifications:</u></p> <ol style="list-style-type: none"> 1. Master's degree in business, human resources management, social work or social science AND (2) two years' progressive work experience classifying positions in the Federal sector; OR 2. Bachelor's degree in business, human resources management, social work or social science AND three (3) years' progressive work experience classifying positions in the Federal sector; OR <p>Four years' progressive work experience classifying positions in the Federal sector.</p> | |

| Labor Code | Labor Category |
|---|-----------------------------|
| HR130 | Senior Curriculum Developer |
| Labor Category Definition | |
| <p><u>Duties:</u></p> <ol style="list-style-type: none"> 1. Develops curricula. Determines, in conjunction with management, the scope and sequencing of highly technical training for staff at various levels of expertise. Determines, in conjunction with management, the level of knowledge required to function successfully in broad job categories. 2. Develops course materials, including script, exercises, and classroom or self-study manuals and other teaching aids. 3. Conducts assessments of present and anticipated training needs. <p><u>Minimum Qualifications:</u></p> <ol style="list-style-type: none"> 1. Bachelor's degree in the field of education or employee development; and two (2) years' experience teaching related material, relevant to the task order(s); OR <p>Four (4) years' experience teaching or training in any field, with one of those years spent on material closely related to topics similar to those in the task order.</p> | |

| Labor Code | Labor Category |
|---|----------------------------|
| HR140 | Senior Training Specialist |
| Labor Category Definition | |
| <p><u>Duties:</u></p> <ol style="list-style-type: none"> 1. Presents training materials to a variety of audiences. 2. Uses course materials (including script, exercises, and classroom or self-study manuals and other teaching aids) to educate audience on a range of topics. <p><u>Minimum Qualifications:</u></p> <ol style="list-style-type: none"> 1. Bachelor's degree in the field of education or employee development; and one (1) year's experience teaching related material, relevant to the task order(s); OR 2. Associate's degree in the field of education or employee development; and two (2) years' experience teaching material relevant to the task order(s); OR <p>Three (3) years' experience teaching or training in any field.</p> | |



2. Maximum order. \$1,000,000.00
3. Minimum order. \$100.00
4. Geographic coverage: Domestic Delivery Only
5. Point(s) of production: Calverton, MD 20705
6. Discount: FYI-For Your Information, Inc. is offering the Government the following discounts from their Commercial Price List: 12% - 15% for labor categories.
7. Quantity discounts: No quantity/volume discounts are offered.
8. Prompt payment terms: No prompt payment terms are offered.
- 9a. FYI-For Your Information, Inc. will accept the Government-wide commercial purchase card for purchases equal to or less than the micro-purchase threshold.
- 9b. FYI-For Your Information, Inc. will also accept the Government-wide commercial purchase card for purchases over the micro-purchase threshold.
10. Foreign items: None
- 11a. Time of delivery. Will adhere to delivery specifications in individual task orders.
- 11b. Expedited Delivery: Not Applicable
- 11c. Overnight and 2-day delivery: Not Applicable
- 11d. Urgent Requirements. Please contact FYI's Contract Administrator for more information.
12. F.O.B. point(s). FOB destination, Domestic Deliveries Only.
- 13a. Ordering address:
FYI-For Your Information, Inc.
11785 Beltsville Drive
Suite 120
Calverton, MD 20705
fyi@fyinfo.com
- 13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample EPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).



14. Payment address:

FYI-For Your Information, Inc.

11785 Beltsville Drive

Suite 120

Calverton, MD 20705

15. Warranty provision: FYI-For Your Information, Inc. warrants and implies that the items delivered hereunder are merchantable and fit for the particular purpose described in this contract.

16. Export packing charges, if applicable: Not Applicable

17. Terms and conditions of Government purchase card acceptance: See 9b.

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

19. Terms and conditions of installation: Not Applicable.

20. Terms and conditions of repair parts: Not Applicable.

20a. Terms and conditions for any other services: Not Applicable

21. List of service and distribution points: Not Applicable.

22. List of participating dealers: Not Applicable.

23. Preventive maintenance: Not Applicable.

24. Special attributes such as environmental attributes: Not Applicable

25. Data Universal Number System (DUNS) number: 17-531-9912

26. FYI-For Your Information, Inc. is registered in the Central Contractor Registration (CCR) database.