GENERAL SERVICES ADMINISTRATION  
FEDERAL ACQUISITION SERVICE  
AUTHORIZED FEDERAL SUPPLY SCHEDULE CATALOG/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 is available through GSA Advantage!, a menu-driven database system. The INTERNET address for GSA Advantage! is http://www.gsaadvantage.gov

**Schedule Title:** Temporary Administrative and Professional Staffing (TAPS)  
**FSC Group:** 736  
**Contract Number:** GS-02F-002DA  
**Contract Period:** October 13, 2015 to October 12, 2020

For more information on ordering from Federal Supply Schedules click on the GSA Schedules link at www.gsa.gov

**Contractor:**  
BioPhase Solutions  
5405 Morehouse Dr. Ste 135  
San Diego, CA 92121  
Phone number: 858-552-2000  
Fax number: 858-552-0033  
http://www.biophaseinc.com/

**Contractor’s Administration Source:**  
Jeff Prekker

**Business Size:**  
Small Business  
SBA Certified Small Disadvantaged Business

**Los Angeles / Orange County office:**  
401 East Ocean Blvd, Suite 510  
Long Beach, CA 90802

**Bay Area / San Francisco office:**  
140 Gregory Lane, Suite 190  
Pleasant Hill, CA 94523

We are strategically positioned to find the right temporary or direct candidate for your specific position. Our expertise in the Biotech, Pharmaceutical, Medical Device and related industries is unprecedented. We pride ourselves on delivering the top talent in the industry to you. Our reputation for excellence in the industry is based on our ability to develop long lasting and professional relationships built on a foundation of trust.

We specialize in the following disciplines:  
Scientific, Clinical Research, Quality, Regulatory Affairs, Administrative, and related areas.
CUSTOMER INFORMATION:

1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)

<table>
<thead>
<tr>
<th>SIN</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>736 1</td>
<td>ADMINISTRATIVE SUPPORT AND CLERICAL OCCUPATIONS</td>
</tr>
<tr>
<td>736 5</td>
<td>TECHNICAL AND PROFESSIONAL OCCUPATIONS</td>
</tr>
</tbody>
</table>

1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN: N/A

1c. HOURLY RATES: See page 4

2. MAXIMUM ORDER*: $100,000

   *Ordering activities may request a price reduction at any time before placing an order, establishing a
   BPA, or in conjunction with the annual BPA review. However, the ordering activity shall seek a price
   reduction when the order or BPA exceeds the simplified acquisition threshold. Schedule contractors
   are not required to pass on to all schedule users a price reduction extended only to an individual
   ordering activity for a specific order or BPA.

3. MINIMUM ORDER: $100

   Territories, and to a port or consolidation point within the aforementioned locations for orders
   that are received from overseas activities.

5. POINT(S) OF PRODUCTION: 5405 Morehouse Dr. Ste 135, San Diego, CA 92121

6. DISCOUNT FROM LIST PRICES: Prices shown are GSA Net, discount deducted.

7. QUANTITY DISCOUNT(S): Any location listed in SCA Wage Index Matrix

8. PROMPT PAYMENT TERMS: None

9a. Government Purchase Cards must be accepted at or below the micro-purchase threshold.

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

10. FOREIGN ITEMS: N/A

11a. TIME OF DELIVERY: Determined on task order level

11b. EXPEDITED DELIVERY: Contact contractor

11c. OVERNIGHT AND 2-DAY DELIVERY: Contact contractor

11d. URGENT REQUIREMENTS: Agencies can contact the Contractor’s representative to affect a faster
     delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated
     delivery.

12. FOB POINT: As Negotiated

13a. ORDERING ADDRESS: 5405 Morehouse Dr. Ste 135, San Diego, CA 92121
13b. **ORDERING PROCEDURES:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3

14. **PAYMENT ADDRESS:** 5405 Morehouse Dr. Ste 135, San Diego, CA 92121

15. **WARRANTY PROVISION:** None

16. **EXPORT PACKING CHARGES:** N/A

17. **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:** N/A

18. **TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE):** N/A

19. **TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE):** N/A

20. **TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE):** N/A

20a. **TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE):** N/A

21. **LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE):** N/A

22. **LIST OF PARTICIPATING DEALERS (IF APPLICABLE):** N/A

23. **PREVENTIVE MAINTENANCE (IF APPLICABLE):** N/A

24a. **SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants):** N/A

24b. **Section 508 Compliance for EIT:** N/A

25. **DUNS NUMBER:** 170349190

26. Contractor has an active registration in the SAM database.
# GSA Pricing

<table>
<thead>
<tr>
<th>SIN(s)</th>
<th>Service</th>
<th>Unit of Issue</th>
<th>GSA Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>736 5</td>
<td>Scientific Staffing - entry level</td>
<td>Per Hour</td>
<td>$35.14</td>
</tr>
<tr>
<td>736 5</td>
<td>Scientific Staffing - low level</td>
<td>Per Hour</td>
<td>$42.17</td>
</tr>
<tr>
<td>736 5</td>
<td>Scientific Staffing - mid level</td>
<td>Per Hour</td>
<td>$59.55</td>
</tr>
<tr>
<td>736 5</td>
<td>Scientific Staffing - high level</td>
<td>Per Hour</td>
<td>$93.70</td>
</tr>
<tr>
<td>736 5</td>
<td>Clinical Research Staffing</td>
<td>Per Hour</td>
<td>$112.44</td>
</tr>
<tr>
<td>736 1</td>
<td>Administrative Staffing - entry/low level</td>
<td>Per Hour</td>
<td>$32.33</td>
</tr>
<tr>
<td>736 1</td>
<td>Administrative Staffing - mid/high level</td>
<td>Per Hour</td>
<td>$61.21</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SCA Eligible Contract Labor Category</th>
<th>SCA Equivalent Code and Title</th>
<th>WD Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Staffing - Entry/ Low Level</td>
<td>01020 - Administrative Assistant</td>
<td>2005-2057</td>
</tr>
<tr>
<td>Administrative Staffing - Mid/ High Level</td>
<td>01020 - Administrative Assistant</td>
<td>2005-2057</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 offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.”
<table>
<thead>
<tr>
<th>Job Title</th>
<th>Detailed Position Description and functional responsibilities</th>
<th>Min Years of Experience</th>
<th>Min Years of Education</th>
<th>Any Applicable Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scientific Staffing - entry level</td>
<td>Supports laboratory staff by assisting with basic scientific experiments in Chemistry, Biology or related Life Science areas. Duties also include maintaining glassware; maintaining logs and record books; troubleshooting and resolving problems; helping with special projects.</td>
<td>0</td>
<td>High School Diploma</td>
<td></td>
</tr>
<tr>
<td>Scientific Staffing - low level</td>
<td>Functioning somewhat independently, incumbent assists with and conducts laboratory experiments on research projects within well-defined guidelines; keeps abreast of current publications relative to methods, techniques, and developments within area of research; collects, prepares, and analyzes specimens (or animal subjects); evaluates results of (or response to) process; summarizes data; may provide supervision and guidance to junior level technicians. BS Degree in in any Life/Health Science preferred.</td>
<td>1</td>
<td>Bachelor's</td>
<td></td>
</tr>
<tr>
<td>Scientific Staffing - mid level</td>
<td>Functions more independently, and work is more complex and specialized. Often responsible for maintaining the efficient operation of the laboratory. Assists principal investigator with summarization, analysis, and organization of data for publication; may assist with preparation of grant applications; assists and/or teaches graduate students and others rotating through the lab; often responsible for supervision and training of junior research personnel.</td>
<td>3</td>
<td>Bachelor's</td>
<td></td>
</tr>
<tr>
<td>Scientific Staffing - high level</td>
<td>Plans, organizes, and conducts highly independent research upon approval of the principal investigator; designs, tests, and evaluates methods and protocol for research projects; analyzes, summarizes, and organizes collected data; together with principal investigator, generally publishes results of investigations in professional journals. Purchase and/or recommend purchase of new equipment for research projects; under the direction of the principal investigator, generally responsible for the scientific operations of the laboratory; may supervise laboratory/unit personnel.</td>
<td>6</td>
<td>Bachelor's</td>
<td></td>
</tr>
<tr>
<td>Clinical Research Staffing</td>
<td>Runs clinical trials to test drugs for their effectiveness, risks and benefits to ensure they are safe to allow on to the market. They may work on new as well as existing drugs and are usually employed by either a pharmaceutical company or a contract research organization (CRO) which works on behalf of pharmaceutical companies. The CRA will typically be involved in all stages of the clinical trial, including identifying an investigational site and setting up, initiating, monitoring and closing down the trial. Clinical Data Management (CDM) roles and duties are often included.</td>
<td>1</td>
<td>Bachelor's</td>
<td>May also require state nursing licensure and Certified Clinical Research Professional</td>
</tr>
</tbody>
</table>
| Administrative Staffing - entry/low level | • Organize and provide documents, reports and information to department and external clients in an useful and well-organized manner  
• Create and maintain active files  
• Order office supplies and equipment  
• Maintain files and folders  
• Handle and screen telephone calls, routine mail and reallocate as required  
• Process client orders, invoices and payments  
• Perform basic bookkeeping activities  
• Create and maintain database records  
• Front office operations | 0 | High School Diploma |
| Administrative Staffing - mid/high level | • Organize and provide documents, reports and information to department and external clients in an useful and well-organized manner  
• Create and maintain active files  
• Schedule travel, coordinate with travel agency to obtain the best possible trip and prepare travel expense reports accordingly  
• Plan meetings and conference calls and arrange and manage meetings  
• Take and compile minutes of meeting  
• Initiate purchase requisitions  
• Liaise with local authorities and vendors  
• Manage calendars  
• Plan and organize meetings and events  
• Track and process annual fixed asset inventory  
• Train and supervise casual and clerical staff  
• Perform basic bookkeeping activities  
• Create and maintain database records | 4 | High School Diploma |