

**GENERAL SERVICES ADMINISTRATION  
Federal Acquisition Service**

**AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST**

On-line access to contract ordering information, terms and conditions, and up-to-date pricing are available through GSA Advantage!™, a menu-driven database system. The INTERNET address for GSA Advantage!™ is: <http://www.gsaadvantage.gov>

\*\*\*\*Go to <http://www.fss.gsa.gov/schedules>. Find link to Customers Ordering From Schedules. Find link to Ordering procedures for services requiring a statement of work and Ordering procedures for services not requiring a statement of work.\*\*\*\*

**Schedule Title: HUMAN RESOURCES AND EQUAL EMPLOYMENT  
OPPORTUNITY (EEO) SERVICES**

**Schedule No.: 738 PART X**

**Product/Service Code: R799**

**Contract Number: GS-02F-0046S**

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

**Contract Period: 12/21/05 – 12/21/10**

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**Business Size: Woman-Owned Small Business**

## CUSTOMER INFORMATION FOR ORDERING ACTIVITIES

### 1a. Table of Awarded Special Item Number(s):

SIN 595-27 (C) – Pre-employment Background Investigations

SIN 595-27 (C-I) – NACLC

SIN 595-27 (C- II) – LAC

SIN 595-27 (C- III) – SSBI

SIN 595-27 (C- IV) – SSBI-PR0

SIN 595-27 (C- V) – SSBI-MI

### 1b. Lowest Pricing

SIN 595-27 (C) - Pre-employment Background Investigation  
\$25.24 (National Criminal History - year 1)

SIN 595-27 (C-I) – NACLC \$525.66 (year 1)

SIN 595-27 (C- II) – LAC \$473.10 (year 1)

SIN 595-27 (C- III) – SSBI \$4590 (year 1)

SIN 595-27 (C- IV) – SSBI-PR0 \$3295 (year 1)

SIN 595-27 (C- V) – SSBI-MI \$3295 (year 1)

### 1c.

#### **Program Manager III**

**Functional Responsibility:** Acts as the contract management liaison in a security related project. Consults with Government contracting officials, managers, and technical personnel to fully define, interpret, and implement organizational requirements. Plans, organizes, coordinates, and controls overall activities of programs and projects. Provides technical direction and management oversight to ensure that all efforts conform to the terms and conditions of the contract and individual orders. Monitors and reports on work accomplishments, and cost and labor hour status. Investigates reported problems and initiates actions to provide expedient resolution. Provides management representation and leadership in Government and industry meetings. Performs internal planning and provides guidance and management structure for tracking progress of assigned work.

**Education and Experience:** Bachelor's degree in administration, business, or engineering, or an equivalent combination of education and experience. Eleven (11) years of relevant experience as a manager of complex systems development and implementation efforts. General management experience includes: managing government contract requirements and deliverables, setting up systematic management oversight controls, and bringing program/project efforts to completion within budget and schedule.

#### **Program Manager II**

**Functional Responsibility:** Acts as the contract management liaison in a security related project. Consults with Government contracting officials, managers, and technical personnel to fully define, interpret, and implement organizational requirements. Plans, organizes, coordinates, and controls overall activities of programs and projects. Provides technical direction and management oversight to ensure that all efforts conform to the terms and conditions of the contract and individual orders. Monitors and reports on work accomplishments, and cost and labor hour status. Investigates reported problems and initiates actions to provide expedient resolution. Provides management representation and leadership in Government and industry meetings. Performs internal planning and provides guidance and management structure for tracking progress of assigned work.

**Education and Experience:** Bachelor's degree in administration, business, or engineering, or an equivalent combination of education and experience. Eight (8) years of relevant experience as a manager of complex systems, including development and implementation efforts. General management experience includes: managing government contract requirements and deliverables, setting up systematic management oversight controls, and bringing program/project efforts to completion within budget and schedule.

### **Program Manager I**

**Functional Responsibility:** Acts as the contract management liaison in a security related project. Consults with Government contracting officials, managers, and technical personnel to fully define, interpret, and implement organizational requirements. Plans, organizes, coordinates, and controls overall activities of programs and projects. Provides technical direction and management oversight to ensure that all efforts conform to the terms and conditions of the contract and individual orders. Monitors and reports on work accomplishments, and cost and labor hour status. Investigates reported problems and initiates actions to provide expedient resolution. Provides management representation and leadership in Government and industry meetings. Performs internal planning and provides guidance and management structure for tracking progress of assigned work.

**Education and Experience:** Bachelor's degree in administration, business, or engineering, or an equivalent combination of education and experience. Five (5) years of relevant experience as a manager of well-defined projects. General management experience includes: managing government contract requirements and deliverables, setting up systematic management oversight controls, and bringing program/project efforts to completion within budget and schedule.

### **Project Manager III**

**Functional Responsibility:** Plans, directs, coordinates, and controls technical and administrative activities for an entire project. Planning and directing business improvements and project management implementation. Plans and manages production sequences, developing and maintaining in-process controls and schedules, conducting and evaluating risk analysis. Manages a diverse group of functional activities, and subordinate groups of technical and administrative personnel. Oversees the technology development and/or application, marketing, and resource allocation within assigned projects. Reviews and maintains the quality of technical work performed on the project. Makes technical judgments and provides advice on resolving problems. Ensures goals and objectives of project are accomplished within contract terms and conditions. Maintains the development and execution of business opportunities based on broad, general guidance. Interfaces with client management personnel and is adept in oral and written communications.

**Education and Experience:** Bachelor's degree in administration, business, or engineering, or an equivalent combination of education and experience. Eleven (11) years of relevant experience as a manager of complex systems development and implementation efforts. General management experience includes: managing government contract requirements and deliverables, setting up systematic management oversight controls, and bringing program/project efforts to completion within budget and schedule.

### **Project Manager II**

**Functional Responsibility:** Plans, directs, coordinates, and controls technical and administrative activities for an entire project. Planning and directing business improvements and project management implementation. Plans and manages production sequences, developing and maintaining in-process controls and schedules, conducting and evaluating risk analysis. Manages a diverse group of functional activities, and subordinate groups of technical and administrative personnel. Oversees the technology development and/or application, marketing, and resource allocation within assigned projects. Reviews and maintains the quality of technical work performed on the project. Makes technical judgments and provides advice on resolving problems. Ensures goals and objectives of project are accomplished within contract terms and conditions. Maintains the development and execution of business opportunities based on broad, general guidance. Interfaces with client management personnel and is adept in oral and written communications.

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## **Project Manager**

**Functional Responsibility:** Plans, directs, coordinates, and controls technical and administrative activities for an entire project. Planning and directing business improvements and project management implementation. Plans and manages production sequences, developing and maintaining in-process controls and schedules, conducting and evaluating risk analysis. Manages a diverse group of functional activities, and subordinate groups of technical and administrative personnel. Oversees the technology development and/or application, marketing, and resource allocation within assigned projects. Reviews and maintains the quality of technical work performed on the project. Makes technical judgments and provides advice on resolving problems. Ensures goals and objectives of project are accomplished within contract terms and conditions. Maintains the development and execution of business opportunities based on broad, general guidance. Interfaces with client management personnel and is adept in oral and written communications.

**Education and Experience:** Bachelor's degree in administration, business, or engineering, or an equivalent combination of education and experience. Five (5) years of relevant experience as a manager of well-defined projects. General management experience includes: managing government contract requirements and deliverables, setting up systematic management oversight controls, and bringing program/project efforts to completion within budget and schedule.

## **Managing Adjudicator**

**Functional Responsibility:** Insures that subordinate adjudicators are properly reviewing, evaluating and analyzing investigation data, and preparing written case analysis in accordance with established adjudicative guidelines. Responsible for determining the suitability of applicants, appointees, and employees in cases coming under client jurisdiction and assurance of actions needed to resolve suitability issues; evaluating information developed during inquiries, record searches or personal investigation in order to determine appropriate actions to be taken, including initiating the due process procedure when appropriate. Written correspondence to Federal agencies outlining proposed actions and coordinating and/or advising applicants, employees, agencies, investigators, and others with information regarding suitability matters are key job requirements. Responsible for writing case reports according to predetermined standard referencing suitability.

**Education and Experience:** Position requires Bachelor's degree and a minimum of 5 years work experience plus excellent writing and analytical skills.

## **Senior Adjudicator**

**Functional Responsibility:** Is responsible for the hiring, development, training and management of investigative personnel. Provide assistance to other investigators as needed, substitute for co-workers in temporary absence situations, and perform flexible unit assignments as needed in emergency response. Plans and personally conducts the most complex investigations Perform specialized, technical work functions associated with background checks. Duties and responsibilities include conducting investigations, collecting information from various local, state and federal databases.- - including commercial databases Prepare detailed investigative reports, case files, written reports, etc.; document all information obtained from database searches. Is able to work numerous investigative efforts simultaneously. Receive and prepare reports, bulletins, correspondence, forms and other documentation; review, process, and/or maintain files and logs. Reviews and coordinates complex investigative reports to ensure procedural sufficiency, and the achievement of national program objectives.

**Education and Experience:** 5 years professional experience in civil investigations, including obtaining various private documents including civil records, criminal records, insurance claims, employment history, financial history, and extensive personal records.

High School diploma/GED, and formal Investigative Services Training.

## **Adjudicator III (Case Worker)**

**Functional Responsibility:** Perform specialized, technical work functions associated with background checks. Duties and responsibilities include conducting investigations, collecting information from various local, state and federal databases. Is familiar with complex commercial databases which supplement government provided databases in support of the overall investigative effort. Prepares detailed investigative reports, case files, written reports, etc.; documents all information obtained from database searches. Is able to work numerous investigative efforts simultaneously. Receive and prepare reports, bulletins, correspondence, forms and other documentation; review, process, and/or maintain files and logs.

**Education and Experience:** 4 years professional experience in civil investigations, including obtaining various private documents including civil records, criminal records, insurance claims, employment history, financial history, and extensive personal records.

High School diploma/GED, and formal Investigative Services Training.

## **Adjudicator II (Case Worker)**

**Functional Responsibility:** Perform specialized, technical work functions associated with background checks. Duties and responsibilities include conducting investigations, collecting information from various local, state and federal databases. Is familiar with complex commercial databases which supplement government provided databases in support of the overall investigative effort. Prepares detailed investigative reports, case files, written reports, etc.; documents all information obtained from database searches. Is able to work numerous investigative efforts simultaneously. Receive and prepare reports, bulletins, correspondence, forms and other documentation; review, process, and/or maintain files and logs.

**Education and Experience:** 3 years professional experience in civil investigations, including obtaining various private documents including civil records, criminal records, insurance claims, employment history, financial history, and extensive personal records.  
High School diploma/GED, and formal Investigative Services Training.

### **Adjudicator I (Case Worker)**

**Functional Responsibility:** Perform specialized, technical work functions associated with background checks. Duties and responsibilities include conducting investigations, collecting information from various local, state and federal databases. Is familiar with complex commercial databases which supplement government provided databases in support of the overall investigative effort. Prepares detailed investigative reports, case files, written reports, etc.; documents all information obtained from database searches. Is able to work numerous investigative efforts simultaneously. Receive and prepare reports, bulletins, correspondence, forms and other documentation; review, process, and/or maintain files and logs.

**Education and Experience:** 2 years professional experience in civil investigations, including obtaining various private documents including civil records, criminal records, insurance claims, employment history, financial history, and extensive personal records.  
High School diploma/GED, and formal Investigative Services Training.

### **Field Investigator**

**Functional Responsibility:** Handles all types of civil investigations for numerous reasons, for example; internal undercover investigations, mystery shopping, witness statements & location services, service of process, surveillance, identity theft, insurance investigations, civil & criminal investigations, photographic evidence, traffic accident investigations, or obtaining civil and criminal records. Obtains data from appropriate official records and sources with personal knowledge to confirm identity and personal history of subject. Establish continuity of subject's claimed activities and accounting for movement from place to place. Provide data to enable the customer to establish the subject's loyalty to the United States. Provide data to enable customer to establish subject's general character, integrity, trustworthiness and overall suitability. Conducts personal interviews with subjects to verify employment and education (if appropriate). Conducts neighborhood inquiries and searches records of police and credit organizations as appropriate. Additionally, performs employment background and/or financial background and verification checks.

**Education and Experience:** 5 years professional experience in civil investigations, including obtaining various private documents including civil records, criminal records, insurance claims, employment history, financial history, and extensive personal records. High School diploma/GED, and formal Investigative Services Training.

### **Investigative Technician**

**Functional Responsibility:** Conducts LAC/Records & Document records checks in accordance with clients' rules, regulations, and policies to ensure that a thorough and complete background investigation has been achieved. These activities include, but are not limited to, law enforcement checks (LACs), court records checks, acquiring court documents, verifying or acquiring criminal records, civil records, medical information, education verification and other investigative leads that might be necessary to determine an individual's suitability for a security clearance. Must be fully capable of performing duties in an efficient, reliable, and professional manner.

**Education and Experience:** 3 years general investigative experience that demonstrates the ability to plan and organize work and communicate effectively orally and in writing. Must have strong written and oral communication skills; competence with the use of a personal computer to the extent of producing, in a timely manner, documents, reports Microsoft Word and Microsoft Excel.

### **Records Courier**

**Functional Responsibility:** Performs local and national agency checks. Conducts research, analysis and evaluation of large database material. Interfaces with investigative and administrative personnel on complex issues and/or trends of specific interest to government clients. Uses scientific principles, mathematical methods and modeling techniques in support of the investigative process. Analyzes database processes at various stages of operation, recommends performance metrics, and other mission related factors to enhance current research trends and develops business software objects for integration into future management information systems. Performs analysis using specialized software applications such as Government Database System.

**Education and Experience:** 5 years professional experience in civil investigations, including obtaining various private documents including civil records, criminal records, insurance claims, employment history, financial history,

and extensive personal records.  
High School diploma/GED, and formal Investigative Services Training.

#### **Investigative Analyst IV (Case Manager)**

**Functional Responsibility:** Conducts research, analysis and evaluation of large database material. Interfaces with investigative and administrative personnel on complex issues and/or trends of specific interest to government clients. Uses scientific principles, mathematical methods and modeling techniques in support of the investigative process. Analyzes database processes at various stages of operation, recommends performance metrics, and other mission related factors to enhance current research trends and develops business performance objects for integration into future management information systems. Performs analysis using specialized software applications such as Government Database System.

**Education and Experience:** 5 years professional experience in civil investigations, including obtaining various private documents including civil records, criminal records, insurance claims, employment history, financial history, and extensive personal records.

High School diploma/GED, and formal Investigative Services Training.

#### **Investigative Analyst III (Case Worker)**

**Functional Responsibility:** Conducts research, analysis and evaluation of large database material. Interfaces with investigative and administrative personnel on complex issues and/or trends of specific interest to government clients. Uses scientific principles, mathematical methods and modeling techniques in support of the investigative process. Analyzes database processes at various stages of operation, recommends performance metrics, and other mission related factors to enhance current research trends and develops business performance objects for integration into future management information systems. Performs analysis using specialized software applications such as Government Database System.

**Education and Experience:** 4 years professional experience in civil investigations, including obtaining various private documents including civil records, criminal records, insurance claims, employment history, financial history, and extensive personal records.

High School diploma/GED, and formal Investigative Services Training.

#### **Investigative Analyst II (Case Worker)**

**Functional Responsibility:** Conducts research, analysis and evaluation of large database material. Interfaces with investigative and administrative personnel on complex issues and/or trends of specific interest to government clients. Uses scientific principles, mathematical methods and modeling techniques in support of the investigative process. Analyzes database processes at various stages of operation, recommends performance metrics, and other mission related factors to enhance current research trends and develops business performance objects for integration into future management information systems. Performs analysis using specialized software applications such as Government Database System.

**Education and Experience:** 3 years professional experience in civil investigations, including obtaining various private documents including civil records, criminal records, insurance claims, employment history, financial history, and extensive personal records.

High School diploma/GED, and formal Investigative Services Training.

#### **Investigative Analyst I (Case Worker)**

**Functional Responsibility:** Conducts research, analysis and evaluation of large database material. Interfaces with investigative and administrative personnel on complex issues and/or trends of specific interest to government clients. Uses scientific principles, mathematical methods and modeling techniques in support of the investigative process. Analyzes database processes at various stages of operation, recommends performance metrics, and other mission related factors to enhance current research trends and develops business performance objects for integration into future management information systems. Performs analysis using specialized software applications such as Government Database System.

**Education and Experience:** 2 years professional experience in civil investigations, including obtaining various private documents including civil records, criminal records, insurance claims, employment history, financial history, and extensive personal records.

High School diploma/GED, and formal Investigative Services Training.

#### **Security Assistant IV (Manager)**

**Functional Responsibility:** Work is in a non-classified environment in support of a federal client on site at secure facilities. Duties include performing support to Case Analysts and Investigators. Provides general office administrative and clerical support functions to ensure smooth operation of the office; filing, completing forms and preparing meeting materials and handouts; scheduling meetings, responding to telephonic inquiries; composing electronic mail messages, cables, and calendars; performing data entry, retrieval, sorting and distribution; performing other similar tasks as assigned

**Education and Experience:** 4 years professional experience supporting civil investigations. High School diploma/GED.

### **Security Assistant III**

**Functional Responsibility:** Work is in a non-classified environment in support of a federal client on site at secure facilities. Duties include performing support to Case Analysts and Investigators. Provides general office administrative and clerical support functions to ensure smooth operation of the office; filing, completing forms and preparing meeting materials and handouts; scheduling meetings, responding to telephonic inquiries; composing electronic mail messages, cables, and calendars; performing data entry, retrieval, sorting and distribution; performing other similar tasks as assigned

**Education and Experience:** 3 years professional experience supporting civil investigations. High School diploma/GED.

### **Security Assistant II**

**Functional Responsibility:** Work is in a non-classified environment in support of a federal client on site at secure facilities. Duties include performing support to Case Analysts and Investigators. Provides general office administrative and clerical support functions to ensure smooth operation of the office; filing, completing forms and preparing meeting materials and handouts; scheduling meetings, responding to telephonic inquiries; composing electronic mail messages, cables, and calendars; performing data entry, retrieval, sorting and distribution; performing other similar tasks as assigned

**Education and Experience:** 2 years professional experience supporting civil investigations. High School diploma/GED.

### **Security Assistant I**

**Functional Responsibility:** Work is in a non-classified environment in support of a federal client on site at secure facilities. Duties include performing support to Case Analysts and Investigators. Provides general office administrative and clerical support functions to ensure smooth operation of the office; filing, completing forms and preparing meeting materials and handouts; scheduling meetings, responding to telephonic inquiries; composing electronic mail messages, cables, and calendars; performing data entry, retrieval, sorting and distribution; performing other similar tasks as assigned

**Education and Experience:** 1 year professional experience supporting civil investigations. High School diploma/GED.

### **Administrative Assistant IV (Manager)**

**Functional Responsibility:** Responsible for the effective administration of the business operations of an office, department, or division involved in security related projects. Assures that acceptable administrative services are provided to the client within budget, on schedule and with a minimum of disruption. Assists in the preparation of budgets. Performs office procedures independently. Reviews outgoing materials and correspondence for internal consistency and conformance with office procedures; assures that proper clearances have been obtained. Composes correspondence requiring some technical understanding. May assign and supervise the work of support personnel.

**Education and Experience:** Bachelor's degree plus 8 years of relevant experience in dealing with senior executive officials, VIPs, and dignitaries and must be able to work as a liaison to high-level officials. Experience should include familiarity with word processing, spreadsheet, and presentation software.

### **Administrative Assistant III**

**Functional Responsibility:** Responsible for the effective administration of the business operations of an office, department, or division involved in security related projects. Assures that acceptable administrative services are provided to the client within budget, on schedule and with a minimum of disruption. Assists in the preparation of budgets. Performs office procedures independently. Reviews outgoing materials and correspondence for internal consistency and conformance with office procedures; assures that proper clearances have been obtained. Composes correspondence requiring some technical understanding. May assign and supervise the work of support personnel.

**Education and Experience:** Bachelor's degree plus 5 years of relevant experience in dealing with senior executive officials, VIPs, and dignitaries and must be able to work as a liaison to high-level officials. Experience should include familiarity with word processing, spreadsheet, and presentation software.

### **Administrative Assistant II**

**Functional Responsibility:** Responsible for the effective administration of the business operations of an office, department, or division involved in security related projects. Assures that acceptable administrative services are provided to the client within budget, on schedule and with a minimum of disruption. Assists in the preparation of budgets. Performs office procedures independently. Reviews outgoing materials and correspondence for internal consistency and conformance with office procedures; assures that proper clearances have been obtained. Composes correspondence requiring some technical understanding. May assign and supervise the work of support personnel.

**Education and Experience:** High school diploma or equivalent plus 3 years of relevant experience in dealing with senior executive officials, VIPs, and dignitaries and must be able to work as a liaison to high-level officials. Experience should include familiarity with word processing, spreadsheet, and presentation software.

### **Administrative Assistant**

**Functional Responsibility:** Provides general Administrative Assistant to security related projects. Receives and routes incoming correspondence, answers telephone, types correspondence, reports and records. Must be able to use word processing, presentation, and spreadsheet software. Establishes and maintains unit filing system. Makes travel arrangements. Exercises judgment in accomplishing tasking, and works independently. Performs other related duties as assigned.

**Experience and Education:** High School Diploma or equivalent, and 2 years experience with word processing, spreadsheet, and presentation software.

#### **C-I: National Agency Check w/Local Agency Checks and Credit Checks (NACLC):**

Performance includes interviews and reviews of pertinent records including law enforcement (LAC's) coverage for all locations, regardless of duration, where the Subject resided, worked, or went to school for the past five years. Additionally, NACLC will include credit coverage for all locations where the Subject resided, worked, or went to school for six months or more for the past seven years. The cost for NACLC does not include any fees charged by local agencies, credit bureaus, or federal agencies for supporting documentation.

#### **C-II: Local Agency Check (LAC):**

Performance includes multiple agency checks in one or several geographic areas of law enforcement records or state's central history record depository of a single Subject's full name and known aliases and other identifying data. This will be used to compare against government records to determine if Subject has a criminal record. LAC's may include federal law enforcement agencies and/or base military police records. In jurisdictions where local agencies require a payment before records are released, the LAC may be substituted with a court records check. The cost for LAC does not include any fees charged by local agencies.

#### **C-II: Local Agency Check (Individual Local):**

Performance includes one agency review of law enforcement files or state's central history record depository of a single Subject's full name and known aliases and other identifying data which will be used to compare against government records to determine if Subject has a criminal record. LAC's may include federal law enforcement agencies and/or base military police records. In jurisdictions where local agencies require a payment before records are released, the LAC may be substituted with a court records check. The cost for LAC does not include any fees charged by local agencies.

#### **C-III: Single-Scope Background Investigations (SSBI):**

Contractors shall perform personal security investigation for critical sensitive positions and for access to SCI or for a collateral TS clearance. The scope for an SSBI varies-some time require seven years coverage (such as financial reviews) and others require ten years (such as local agency checks), or from the date of the subject's 19<sup>th</sup> birthday, whichever is shorter, provided it covers at least the last two full years but does not precede the subject's 16<sup>th</sup> birthday.

#### **C-IV: SSBI Periodic Reinvestigation (SSBI-PR0):**

The contractor shall perform an investigation conducted to update a previously completed background investigation (SSBI or PR) on persons occupying positions with access to sensitive and/or classified DOD information (Top Secret, Top Secret SAP, and SCI). The scope of the SSBI-PR is the most recent five years, or the period since the last investigation, whichever is longer (However, the financial review will not exceed the last seven years).

#### **C-V: Misconduct Investigations (SSBI-MI):**

The contractor shall conduct investigations of the misconduct by agency employees. The misconduct may concern violations of policy, rules, and regulations, or the law that the government has determined to not warrant criminal prosecution but could result in discipline, disqualification, or disbarment from government employment, contracts entitlements or benefits. These investigations may include, but not limited to: absence without leave and attendance irregularities; conducting personal business during the duty hours; fighting, threatening, harassing, or abusing co-workers, supervisors, or the public; refusal or failure to follow lawful instructions or procedures; insubordination or

neglect of duty; misuse of government vehicles, facilities, personnel, or equipment; falsification of employment application or other government documents; alcohol or drug abuse; violations of employee ethical conduct standards. This is not products and service for agencies to implement the requirements of HSPD-12

2. MAXIMUM ORDER:

<u>SIN</u>	<u>MAXIMUM ORDER</u>
595-27 C	\$1,000,000.00
595-27 C-I	\$1,000,000.00
595-27 C-II	\$1,000,000.00
595-27 C-III	\$1,000,000.00
595-27 C-IV	\$1,000,000.00
595-27 C-V	\$1,000,000.00

3. MINIMUM ORDER LIMITATION: \$100.00

4. GEOGRAPHIC COVERAGE (DELIVERY AREA):

**The 48 contiguous states, Alaska, Hawaii, Puerto Rico and Washington, DC**

5. Points of Production: Performance will be rendered at **both** the ordering agency's facility or the contractor's facility

6. Statement of net prices: Net prices are included on this price list.

7. Quantity/Volume Discounts: none

8. Prompt Payment Terms: Net 30 days

9. 9a. Government purchase cards are accepted at or below to the micro-purchase threshold of \$2,500.00.

9b. Government purchase cards are accepted above the micro-purchase threshold of \$2,500.00.

10. Foreign Items: N/A

11. 11a. Time of Delivery: Within required timeframes as established by Government regulations and/or within the period specified in the ordering agency's performance-based statement of work and the order.

11b. Expedited Delivery: available

11c. Urgent Requirements: Contact the Contractor for the purpose of obtaining accelerated delivery pursuant to Clause No. I-FSS-140-B, Urgent Requirements.

12. F.O.B Point(s): destination

13. Ordering Address: ANASEC, LLC

2046 Jefferson Davis Hwy., Suite D

Stafford, VA 22554

14. Payment address: ANASEC, LLC

2046 Jefferson Davis Hwy., Ste. D

Stafford, VA 22554

15. Warranty Provision: The contractor warrants and implies that the services rendered under the contract are merchantable and fit for the particular purpose described in the contract.

16. Data Universal Number System (DUNS) number: **12-733-2323**

17. ANASEC, LLC is registered in the Central Contractor Registration (CCR) database.

## HUMAN RESOURCE SERVICES – PRE-EMPLOYMENT SCREENING

SIN		12/21/05- 12/20/06	12/21/06- 12/20/07	12/21/07 - 12/20/08	12/21/08- 12/20/09	12/21/09- 12/20/10
595-27C-I	C-I: National Agency Check w/Local Agency Checks and Credit Checks (NACLC)	\$525.66	\$546.69	\$568.56	\$591.30	\$614.95
595-27C-II	C-II: Local Agency Check (LAC)	\$473.10	\$492.02	\$511.70	\$532.17	\$553.46
595-27C-II	C-II: Local Agency Check (Individual Local)	\$50.21	\$52.22	\$54.31	\$56.48	\$58.74
595-27C-III	C-III: Single-Scope Background Investigations (SSBI)	\$4590	\$4773.60	\$4964.54	\$5163.13	\$5369.65
595-27C-IV	C-IV: SSBI Periodic Reinvestigation (SSBI-PR0)	\$3295	\$3426.80	\$3563.87	\$3706.43	\$3854.68
595-27C-V	C-V: Misconduct Investigations (SSBI-MI)	\$3295	\$3426.80	\$3563.87	\$3706.43	\$3854.68
595-27C	Credit History Check	\$10.51	\$10.93	\$11.37	\$11.83	\$12.30
595-27C	County Criminal History (7 Year Residential)	\$15.78	\$16.41	\$17.07	\$17.75	\$18.46
595-27C	County Criminal History (10 year Residential)	\$26.29	\$27.34	\$28.44	\$29.58	\$30.76
595-27C	Statewide Criminal History	\$14.71	\$15.30	\$15.91	\$16.55	\$17.21
595-27C	Federal District Criminal History	\$14.71	\$15.30	\$15.91	\$16.55	\$17.21
595-27C	National Criminal History KwikScreen (elec. database search)	\$25.24	\$26.25	\$27.30	\$28.39	\$29.53
595-27C	Education Verification	\$12.61	\$13.11	\$13.63	\$14.18	\$14.75
595-27C	Employment Verification	\$12.61	\$13.11	\$13.63	\$14.18	\$14.75
595-27C	Motor Vehicle Report Driving Record Check	\$6.31	\$6.56	\$6.82	\$7.09	\$7.37
595-27C	Professional Credential Verification	\$14.71	\$15.30	\$15.90	\$16.54	\$17.20
595-27C	Name and Address History (Trace Report)	\$7.36	\$7.65	\$7.96	\$8.28	\$8.61
595-27C	Shared Access Report Archive Search S.A.R.A. (database)	\$21.03	\$21.87	\$22.75	\$23.66	\$24.61
595-27C	Civil Suits and Judgments	\$26.29	\$27.34	\$28.44	\$29.58	\$30.76
595-27C	Military Verification	\$21.03	\$21.87	\$22.75	\$23.66	\$24.61
595-27C	Reference Check	\$9.47	\$9.85	\$10.24	\$10.65	\$11.08
595-27C	Worker's Compensation History	\$15.78	\$16.41	\$17.07	\$17.75	\$18.46
595-27C	OFAC (Terrorist Database )	\$5.26	\$5.47	\$5.69	\$5.92	\$6.16
595-27C	National Sex Offenders Search	\$10.51	\$10.93	\$11.37	\$11.83	\$12.30
595-27C	National Wants and Warrants Search	\$15.78	\$16.41	\$17.07	\$17.75	\$18.46
595-27C	Salary History Check	\$26.29	\$27.34	\$28.43	\$29.57	\$30.72
595-27C	Family/ Neighbor Verification	\$16.82	\$17.49	\$18.19	\$18.92	\$19.68
595-27C	Criminal History Check (In-person) (not credentialed)	\$26.29	\$27.34	\$28.44	\$29.58	\$30.76

### SIN 595-27 General Support Services

SIN	Labor Category	Hourly Rate				
		12-21-05 to 12-20-06	12-21-06 to 12-20-07	12-21-07 to 12-20-08	12-21-08 to 12-20-09	12-21-09 to 12-20-10
595-27 C-I, 595-27 C-II	Program Manager III	123.59	128.53	133.67	139.02	144.58

595-27 C-I, 595-27 C-II	Program Manager II	114.32	118.89	123.65	128.60	133.74
595-27 C-I, 595-27 C-II	Program Manager I	105.13	109.34	113.71	118.26	122.99
595-27 C-I, 595-27 C-II	Project Manager III	105.13	109.34	113.71	118.26	122.99
595-27 C-I, 595-27C-II	Project Manager II	94.25	98.02	101.94	106.02	110.26
595-27 C-I, 595-27C-II	Project Manager I	89.36	92.93	96.65	100.52	104.54
595-27 C-I, 595-27 C-II	Managing Adjudicator	77.34	80.44	83.66	87.01	90.49
595-27 C-I, 595-27 C-II	Senior Adjudicator	71.07	73.91	76.87	79.95	83.15
595-27 C-I, 595-27 C-II	Adjudicator III (Case Worker)	58.70	61.05	63.49	66.03	68.67
595-27 C-I, 595-27 C-II	Adjudicator II (Case Worker)	54.07	56.23	58.48	60.82	63.25
595-27 C-I, 595-27 C-II	Adjudicator I (Case Worker)	49.07	51.03	53.07	55.19	57.40
595-27 C-I, 595-27 C-II	Field Investigator	78.85	82.00	85.28	88.69	92.24
595-27 C-I, 595-27 C-II	Investigative Technician	68.34	71.07	73.91	76.87	79.95
595-27 C-I, 595-27 C-II	Records Courier	68.34	71.07	73.91	76.87	79.95
595-27 C-I, 595-27 C-II	Investigative Analyst IV (Case Manager)	63.19	65.72	68.35	71.08	73.92
595-27 C-I, 595-27 C-II	Investigative Analyst III (Case Worker)	55.62	57.85	60.16	62.57	65.07
595-27 C-I, 595-27 C-II	Investigative Analyst II (Case Worker)	50.98	53.02	55.14	57.35	59.64
595-27 C-I, 595-27 C-II	Investigative Analyst I (Case Worker)	49.07	51.03	53.07	55.19	57.40
595-27 C-I, 595-27 C-II	Security Assistant IV (Manager)	49.07	51.03	53.07	55.19	57.40
595-27 C-I, 595-27 C-II	Security Assistant III	43.56	45.30	47.11	49.00	50.96
595-27 C-I, 595-27 C-II	Security Assistant II	39.45	41.03	42.67	44.38	46.16
595-27 C-I, 595-27 C-II	Security Assistant I	33.64	34.99	36.39	37.85	39.36
595-27 C-I, 595-27 C-II	Administrative Assistant IV (Manager)	49.07	51.03	53.07	55.19	57.40
595-27 C-I, 595-27 C-II	Administrative Assistant III	39.61	41.19	42.84	44.55	46.33
595-27 C-I, 595-27 C-II	Administrative Assistant II	35.87	37.31	38.80	40.35	41.96
595-27 C-I, 595-27 C-II	Administrative Assistant I	30.58	31.80	33.07	34.39	35.77