
**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 system are available through *GSA Advantage!*, a menu-driven database system. The INTERNET address for *GSA Advantage!* is: GSAAdvantage.gov.

HUMAN RESOURCES SERVICES

Contract No. GS-02F-0050R

SIN 595-21, FSC 738X

Period Covered by Contract: 11/30/04 - 11/30/09 (plus options)

“Prices Shown Herein are Net (discount deducted)”



**STG, Inc.
11710 Plaza America, Suite 1200
Reston, Virginia 20190
Telephone: (703) 691-2480 • Fax: (703) 636-1054**

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Business Size: Large

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



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INFORMATION FOR ORDERING OFFICES

STG, Inc. 11710 Plaza America Drive, Suite 1200 Reston, VA 20190	Outside Washington, DC Area: (800) 861-9430	Metropolitan Washington, DC Area: (703) 691-2480	Facsimile: (703) 636-1054
	Internet e-mail Address: tgallagher@stginc.com		

1. STG STATISTICAL DATA:

DUNS: 78-041-4652

TIN: 54-1496992

CAGE: OXMZ5

SIZE: Large

2. MAXIMUM ORDER: SIN's 595-21

3. MINIMUM ORDER: \$100

4. GEOGRAPHIC COVERAGE: Worldwide

5. POINTS OF PRODUCTION: Services can be provided On-Site or Off-Site.

6. DISCOUNTS: Prices herein are NET Prices (discounts already applied).

7. QUANTITY DISCOUNTS: Subject to negotiation.

8. PROMPT PAYMENT TERMS: None.

9. GOVERNMENT PURCHASE CARDS:

a. Government purchase cards are accepted at or below the micro-purchase threshold.

b. Government purchase cards are accepted above the micro-purchase threshold.

10. FOREIGN ITEMS: None.

11. DELIVERY SCHEDULE:

a. **Time of Delivery:** As negotiated for each Delivery Order.

b. **Expedited Delivery:** As negotiated for each Delivery Order.

c. **Overnight and 2-day Delivery:** As negotiated for each Delivery Order.

d. **Urgent Requirements:** When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact STG for the purpose of obtaining accelerated delivery. STG shall reply to the inquiry within three (3) workdays after receipt and shall confirm, in writing, telephonic replies.

12. F.O.B. POINTS: Destination or as stated on the Delivery Order.



13. ORDERING ADDRESSES.

- a. Mail and facsimile orders may be sent to:
STG, Inc.
Attn: Contracts Department
11710 Plaza America Drive, Suite 1200
Reston, VA 20190
Telephone: (703) 691-2480
Facsimile Number: (703) 636-1054
Email: TGallagher@stginc.com

- b. For supplies and services, the ordering procedures, information on Blanket Purchase Orders Agreements (BPAs), and a sample BPA can be found on the GSA/FSS Schedule Homepage (fss.gsa.gov/schedules).

14 PAYMENT ADDRESSES:

PAYMENTS by Mail

STG, Inc.
11710 Plaza America Drive, Suite 1200
Reston, VA 20190
Attn: Accounts Receivable
Facsimile Number: (703) 691-3467

EFT Payment Information

STG, Inc.
c/o Wachovia Bank, N.A.
125 Independence Blvd.
Virginia Beach, VA 23462
Attn: Debra Ciampoli
(757) 587-8871
Routing Transit #051001414
Acct #2000008478849

- 15. WARRANTY PROVISION:** No additional warranties offered.

- 16. EXPORT PACKING CHARGES:** Not applicable.

- 17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:** No additional terms and conditions are required for acceptance of Government Purchase Cards.

- 18. SECTION 508 COMPLIANCE:** STG will comply with Section 508 requirements to the extent required for individual solicitations and Delivery Orders.

- 19. DATA UNIVERSAL NUMBER SYSTEM:** 78-041-4652

- 20. CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE:**
STG, Inc., is registered in CCR under Cage Code 0XMZ5.



HUMAN RESOURCES SERVICES GSA SCHEDULE INFORMATION

1. SPECIAL ITEM NUMBER (SIN) AND DESCRIPTIONS

SIN 595-21 GENERAL SUPPORT SERVICES

- A. ORGANIZATIONAL ANALYSIS:** STG, Inc. assists customers with ensuring that they identify and develop supporting documentation for their authorized and funded functions. STG, Inc. applies its knowledge of and experience with best practices and performance-based approaches to advise and assist customers on optimal structures. STG, Inc. assists customers with workload analyses and realignment of resources to the organization's highest priorities.
- B. RECRUITMENT AND INTERNAL PLACEMENT:** STG, Inc. conducts a broad range of support to customers' new hire and merit-based internal placement requirements. This may extend to planning, coordinating, and recruiting using printed and electronic media to reach prospective job applicants at trade schools, job fairs, and colleges and universities with a focus on facilitating a diverse, qualified applicant base; managing comprehensive internal recruitment, placement, and career development programs, which may include merit promotion, transfer of function (TOF), reassignment, temporary promotion, detail, realignment, change to lower grade, upward mobility, rotational training assignments, reductions in force (RIF), secondment, and limited non-career appointment; analyzing qualifications; managing special recruitment programs such as Senior Executive Service (SES), Outstanding Scholar, Veteran's Readjustment, Disabled, and Student Aid programs; using assessment centers for selection purposes; preparing job vacancy announcements; and providing employment information, as appropriate, regarding employment opportunities with the Federal Government in general and with agency-supported activities specifically. Our staffing advice to current customers has enabled them to use unique appointing authorities and facilitate the conversion of positions between personnel and pay systems to accomplish mission priorities. Because of our understanding of Federal HR legislation, rules, regulations, policies, and guides as well as our insistence on ensuring the viability of our recommendations with Agency decision makers, customers who have had uncommon success in winning approval of staffing requests that reflect our advice seek our services.
- C. PRE-EMPLOYMENT SCREENING:** STG, Inc. provides extensive support to customers' requirements for ensuring that essential pre-employment clearances are obtained, including those for security, medical and special skill certifications. STG, Inc. will apply extensive expertise to assist customers in ensuring that job applicants' qualifications map to positions' requirements. This pre-employment screening support may include providing, submitting, or tracking the status of background investigations (background checks) of potential or existing employees in accordance with applicable Federal, state, and local regulations. STG, Inc. may verify employment data with previous employers, validate salary histories, coordinate criminal records checks, perform education verification, advise line managers on or directly perform reference checks, conduct professional license verification, ensure residence verification, perform family and neighbor verifications, and check credit history. All investigative activities are conducted in compliance with the Fair Credit Reporting Act, as amended. Satisfied customers have used STG, Inc.'s services with major programs and projects including intake for specialties within the U.S. Foreign Service.
- D. POSITION CLASSIFICATION:** STG, Inc. is sought after for its exceptional expertise in Federal Civil Service and Foreign Service position classification. This expertise enables

- customers to create and update descriptions of positions with the correct titles, occupational series or skill codes and grade levels to support new and evolving staffing requirements. Examples of classification support include, but are not limited to: writing authorizing regulations; developing accurate, adequate position descriptions for new organizations and those with changed authorities; reviewing current or proposed position descriptions for adequacy; implementing classification standards; preparing evaluation statements; conducting audits; counseling employees who wish to submit classification appeals; providing advice on position management, organization structure, supervisor and worker ratio, and impact of mission and workload changes; and assisting managers and supervisors to ensure adequacy and accuracy in the preparation of position descriptions. STG, Inc. has performed organizational analysis and position description services to enable customers to stand up new organizations, realign resources within existing ones and meet new U.S. Government legal, program and policy priorities.
- E. TRAINING:** STG, Inc. is experienced in providing training for the roll-out of new and enhanced human resource management automation tools. STG, Inc. combines its subject matter expertise in human resource management and information technology to bring best value to customers' training requirements. Examples of training support include, but are not limited to, rendering advice, guidance, and assistance to supervisors and employees as well as HR and personnel staff to manage self-improvement training resources; providing assistance in identifying discrete individual and unit training needs and requirements; coordinating the availability of various training programs, developmental career programs, executive leadership programs, and tuition assistance programs; encouraging participation and accountability from management and employees in the training program(s); counseling management and employees to determine the best and most cost-effective (scheduling, expenditure of time and funds, and payback periods) methods of meeting organizational and career developmental needs. STG, Inc. can also identify and recommend effective interactive, multimedia, and distance-learning techniques particularly for field units and deployed personnel.
- F. EMPLOYEE RELATIONS:** STG, Inc. provides technical support services covering a range of employee and labor relations services. The scope of employee relations support includes, but is not limited to, providing comprehensive support in disciplinary actions as they relate to complaints, grievances, and appeals; administering leave, recognition and awards, performance management and appraisal, insurance benefits, Thrift Savings Plan, and retirements; providing guidance and assistance in completing necessary processes and documentation; providing guidance and assistance to monitor and assess the value of or to operate complaint receipt systems, such as an agency complaint hotline; performing case management; reviewing proposed correspondence for regulatory compliance; and serving as an interface with legal staff, union representatives, Department of Labor (DOL), OPM, other appropriate outside agencies, and the appropriate internal agency activities, as required.
- G. PERSONNEL ACTIONS AND PAYROLL:** STG, Inc. provides technical support services in processing a range of Federal personnel actions and in payroll processing. Examples of personnel actions and payroll support include, but are not limited to, processing Standard Form 50 and related forms and documents manually or electronically to effect the full range of personnel actions for Senior Executive Service (SES), General Schedule, Federal Wage System, and other employee pay systems; maintain online data in HR information systems (HRIS) and any automated personnel subsystems, including, if needed, electronic interface with finance and Office of Personnel Management (OPM) systems; providing advice and assistance on technical matters related to employee records; preparing reports; processing



- payroll; electronic processing of resumes; providing for custody and maintenance of Official Personnel Files (OPF); maintaining OPFs in a secured area, protected from unauthorized access in accordance with regulatory requirements; forwarding OPFs to National Records Center; providing required employment verification; performing time and attendance processing; supporting interfaces with National Finance Center (NFC); and assisting with other payroll-related processes.
- H. REPORTING:** STG, Inc. utilizes its extensive knowledge of Federal Government laws and reporting requirements to assist federal agency managers in fulfilling the Agency's HR reporting requirements, including OPM and the President's Management Agenda (PMA) requirements. STG, Inc. researches changes in requirements and assists by providing advisory consulting services to better enable its customers to prepare and submit legally mandated and regulated human capital reports. Significantly, STG, Inc. uses its reachback capability to apply knowledge gained from supporting other customers across the range of HR, information technology, and budget requirements, where the breadth and depth of STG, Inc.'s expertise are exceptional.
- I. WORKER'S COMPENSATION:** STG, Inc. can provide technical support services to assist in the management of claims processing under the Federal Employees' Compensation Act (FECA) pursuant to the DOL Office of Workers' Compensation Program (OWCP). Examples of workers' compensation support may include, but are not limited to, providing complete case management for employees with the aim to reduce lost work hours and workers' compensation costs for the Federal customer, including technical and managerial assistance; monitoring hearing and appeal responses; counseling claimants in filing injury reports and establishing the essential elements of the claim; developing training programs for employees and management; developing return-to-work strategies; and providing claims revalidation assessments and administrative inquiries to confirm or refute suspicions or allegations of invalid claim status.

2. LABOR CATEGORY DESCRIPTIONS AND QUALIFICATIONS

JOB DUTIES AND QUALIFICATIONS FOR EACH LABOR CATEGORY

1: Commercial Job Title: Human Resource Management Consultant
Education: Masters degree in Business Administration, Public Administration, Organizational Development or Industrial Psychology
Minimum/General Experience: Level IV: 15+ years providing direction to organizations on multiple complex managerial issues with a focus on workforce structure, position classification, position management, staffing policy and processes, performance management, employee benefits, morale and workplace conducts and ethics, including 12 years of direct management experience in multi-disciplined human resource management or transaction processing operations. Level III: 15 years providing direction to organizations on multiple complex managerial issues with a focus on workforce structure, position classification, position management, staffing policy and processes, performance management, employee benefits, morale and workplace conducts and ethics, including 10 years of direct management experience in multi-disciplined human resource management or transaction processing operations. Level II: 10 years providing direction to organizations on multiple complex managerial issues with a focus on workforce structure, position classification, position management, staffing policy and processes, performance management, employee benefits, morale and workplace conducts and ethics, including seven years of direct management experience in multi-disciplined human resource management or transaction processing operations. Level I: Five years providing direction to organizations on multiple complex managerial issues with a focus on workforce structure, position classification, position management, staffing policy and processes, performance management, employee benefits, morale and workplace conducts and ethics, including three years of direct management experience in multi-disciplined human resource management or transaction processing operations.
Functional Responsibility: Acts as subject matter functional expert related to primary disciplines and functional specialties for strategic planning and implementation oriented to higher value, lower cost human resource management systems and programs. Tasks encompass concept development and requirements analysis, and cover life cycle management services activities across a range of human resource disciplines, assisting managers with resolution of their most complex challenges. Integrates subject matter knowledge with identification of how best to apply information technology solutions to increase accuracy and improve service delivery. Expertise should be in two or more areas of human resource management areas and in associated technology areas. Often works under direction of Project Manager.

2: Commercial Job Title: Senior Human Resource Manager

Education: Bachelors degree in Business Administration, Public Administration or the Social Sciences or equivalent

Minimum/General Experience:

Level IV: 12+ years providing direction to organizations on multiple complex issues and human resource management related projects including nine years of direct management experience in multi-disciplined human resource management or transaction processing operations.

Level III: 12 years providing direction to organizations on multiple complex issues and human resource management related projects including seven years of direct management experience in multi-disciplined human resource management or transaction processing operations.

Level II: Eight years providing direction to organizations on multiple complex issues and human resource management related projects including seven years of direct management experience in multi-disciplined human resource management or transaction processing operations.

Level I: Five years providing direction to organizations on multiple complex issues and human resource management related projects including three years of direct management experience in multi-disciplined human resource management or transaction processing operations.

Functional Responsibility: Works with customers to analyze and evaluate all aspects of human resource management system and transaction processing requirements. Applies a broad knowledge of federal competitive and excepted service human resource management laws, rules, regulations, programs, principles and practices to analyses of emerging requirements and opportunities and the implementation of continuing vital activities. Adapts processes and applies theories across business management disciplines to varying organizations of all sizes. Participates in organizational, strategic planning and analysis, change management, information systems, or program development related to human resource management, transaction processing, and outsourcing support activities. Assists in providing multi-function processing support for a wide range of human resource functions including organizational development/analysis, recruiting, staffing, classification, position management, compensation and employee relations (benefits, performance management, etc.)

3: Commercial Job Title: Human Resource Program Management Specialist

Education: Bachelor's degree from an accredited college or university in Business Administration, Public Administration, the Social Sciences, or equivalent

Minimum/General Experience:

- Level IV:** 20+ years human resource policy, program and operational experience with ten years at the Program or Project Manager level.
- Level III:** 15 to 20 years human resource policy, program and operational experience with eight years at the Program or Project Manager level.
- Level II:** 10 to 15 years human resource policy, program and operational experience with six years at the Program or Project Manager level.
- Level I:** Five to 10 years on major human resource programs, policy roles and/or operating environments with broad experience in a variety of personnel management related areas.

Functional Responsibility: Reports to Operational Vice President. Plans, directs and coordinates major human resource management programs including requirements for profit and losses and unit efficiencies. Responsible for organizational analysis, recruiting, position classification, training and/or employee relations and benefits administration support. Provides technical and managerial oversight. Supervises project managers and task leaders, providing high-level personnel management and/or transaction processing operations expertise. Participates in briefings and meetings. Frequently provides subject matter or functional area expertise for personnel management and related transaction processing tasks in addition to fulfilling managerial responsibilities. Responsible for overall management of assigned task orders and for ensuring that the technical solutions and schedules in the task order are accomplished in a timely manner. Familiarity with advanced human resources and related administrative processing systems. Formulates and enforces work standards, assigns schedules, reviews work discrepancies, supervises contractor personnel, and communicates policies, goals, and purposes of the organization. Serves as corporate representative responsible for overall contract performance, deliverables and associated briefings and reports. Assigned to complex programs that frequently involve multiple tasks, a variety of performing organizations and complex responsibilities.

4: Commercial Job Title: Project Management Control Specialist

Education: Bachelor's degree from an accredited college or university in Business Administration, Public Administration, the Social Sciences or equivalent

Minimum/General Experience:

Level IV: 15+ years human resource program and operational supervisory/managerial experience with nine years at the Project Manager level.

Level III: 15 years human resource program and operational supervisory/managerial experience with seven years at the Project Manager level.

Level II: 10 years human resource program and operational supervisory/management experience with five years at the Project Manager level.

Level I: Five years on major human resource management program support or other similar support projects with broad experience in a variety of human resource and related administrative management areas.

Functional Responsibility: Responsible for resource allocation; technical and management oversight; providing high-level business operations expertise; and participation in briefings and meetings. Frequently provides subject matter or functional area expertise for human resource program and business tasks in addition to fulfilling management responsibilities. Responsible for overall management of assigned task orders and for ensuring that the technical solutions and schedules in the task order are accomplished in a timely manner. Formulates and enforces work standards, assigns schedules, reviews work discrepancies, supervises contractor personnel, and communicates policies, goals, and purposes of the organization. Serves under Program Manager as representative responsible for overall contract performance. Generally does not serve in any other capacity under this contract. Assigned to complex programs involving, typically, multiple tasks, multiple performing organizations, and complex responsibilities.

5: Commercial Job Title: Classification Specialist

Education: Bachelors degree in Business Administration, Public Administration or the Social Sciences.

Minimum/General Experience:

- Level IV:** More than ten years providing advice and assistance to organizations on multiple organizational structure, position classification and position management issues and human resource management-related projects, including five years of direct supervisory/team leader experience in multi-disciplined human resource management or transaction processing operations.
- Level III:** Ten years providing advice and assistance to organizations on multiple organizational structure, position classification and position management issues and human resource management-related projects, including three years of direct supervisory/team leader experience in multi-disciplined human resource management or transaction processing operations.
- Level II:** Six years providing advice and assistance to organizations on multiple organizational structure, position classification and position management issues and human resource management-related projects, including one year of direct supervisory/team leader experience in multi-disciplined human resource management or transaction processing operations.
- Level I:** Three years providing advice and assistance to organizations on multiple organizational structure, position classification and position management issues and human resource management-related projects, including one year of direct supervisory/team leader experience in multi-disciplined human resource management or transaction processing operations.

Functional Responsibility: The Classification Analyst works independently or within a team to determine position classification requirements as they pertain to documenting current and proposed organizational entities and achieving optimal staffing. Provides technical advice to customers and performs position management and classification work. Assignments include highly complex traditional and matrix organizations and often involve a wide variety of positions and personnel actions, which are often sensitive and extremely difficult in nature. Independently resolves difficult issues and problems requiring consideration of the customer's total human resource management program. Applies a comprehensive knowledge of position management and classification principles and rules specific to the personnel systems utilized to assist customers in accomplishing position management responsibilities and achieve optimal results. Serves as a technical expert on classification matters to advise customers on program requirements and practices. He or she demonstrates superior oral and written communication skills with ability to prepare and present special reports of assessments or findings.

6: Commercial Job Title: Training Specialist

Education: Bachelors degree in Business Administration, Public Administration or the Social Sciences or equivalent

Minimum/General Experience:

Level IV: Eight to ten years teaching/training in human resource management disciplines and related systems, including thorough subject matter knowledge and proficiency in relevant software applications and databases for processing personnel actions. Demonstrated mastery of position classification, staffing and employee relations laws, rules, regulations and processes to attain accurate, timely personnel actions. Must have demonstrate skill in curriculum design and presentation.

Level III: Five to eight years teaching/training in human resource management disciplines and related systems, including thorough subject matter knowledge and proficiency in relevant software applications and databases for processing personnel actions. Demonstrated mastery of position classification, staffing and employee relations laws, rules, regulations and processes to attain accurate, timely personnel actions.

Level II: Three to four years experience teaching/training in human resource management disciplines and related systems, including thorough subject matter knowledge and proficiency in relevant software applications and databases for processing personnel actions.

Level I: Two years experience teaching/training in human resource management disciplines and related systems, including thorough subject matter knowledge and proficiency in relevant software applications and databases for processing personnel actions.

Functional Responsibility: Develops course curriculum, instructor guides, presentation materials, training materials using different media types, organizes, prepares, schedules, and conducts training sessions. Develops testing packages, lab training sessions, and course effectiveness reporting feedback surveys to validate students' acquired and applied knowledge of course content. Sets up and manages training facilities and associated equipment. Provides instruction on specific human resource management disciplines and related systems, databases or specific software packages, including word processing and other office automation packages, but may sometimes provide instruction on team building and may conduct desk-side and/or help desk type training and facilitative assistance. May assist customer in developing and/or applying certification criteria as basis for employee advancement/retention based on acquired and applied subject matter knowledge and accuracy and timeliness of personnel actions authorized/processed.

7: Commercial Job Title: Recruiter

Education: High School diploma or GED with clerical training in typing, word processing, and/or data processing. Associates degree preferred.

Minimum/General Experience:

Level IV: Ten years experience analyzing labor markets, developing recruiting campaigns and conducting recruitment, candidate assessments and referral of qualified, cleared candidates for managers' selection for most complex technical and managerial positions and direct experience in building applicant supply files; some supervisory experience required.

Level III: Eight years experience analyzing labor markets, developing recruiting campaigns and conducting recruitment, candidate assessments and referral of qualified, cleared candidates for managers' selection for most complex technical and managerial positions and direct experience in building applicant supply files.

Level II: Five years experience performing analytical and operational work in a complex human resource management environment with progressively increasing responsibility for recruiting and assessing candidates' qualifications and rapidly referring best qualified, cleared candidates.

Level I: Three years experience performing analytical and operational work in a complex human resource management environment with responsibility for staffing customers' requirements with a qualified, motivated workforce.

Functional Responsibility: Performs comprehensive recruiting and staffing support mapped against customer's funded and projected employment ceilings. Advertises and recruits qualified, motivated individuals who possess or are capable of acquiring requisite national security or public trust clearances. Apply knowledge of customer's human resources business plan in concert with end-user serviced organizations to respond proactively to staffing requirements. Advise customers on Federal government merit principles, recruitment sources, affirmative recruitment and various staffing methods to use to reach and refer best-qualified candidates for interview for appointment, transfer, promotion or reassignment. Analyze jobs and occupations to determine skills, abilities, experience, and training needed for effective work performance in a variety of positions in international relations, science and engineering, law enforcement, and other professional, technical and administrative fields, producing crediting plans, qualifications analyses and related documentation, as needed. Teams with the customer's human resources staff and end-users to facilitate accurate, responsive staffing and recruitment actions that fully comply with the Code of Federal Regulations.

8: Commercial Job Title: Human Resource Management Assistant

Education: Bachelor's degree required in Education, Business Administration, Public Administration or the Social Sciences or equivalent.

Minimum/General Experience:

Level IV: Six years experience using keyboard or other device to input personnel data, process requests for personnel action and associated forms (performance plans, performance evaluations, position description cover sheets, benefit enrollment forms, etc.). Perform reviews of key data fields for accuracy and completeness and enters human resource data into (and retrieves from) computer-based employee management system; requires Mid-level supervisory experience.

Level III: Four years experience using keyboard or other device to input personnel data, process requests for personnel action and associated forms (performance plans, performance evaluations, position description cover sheets, benefit enrollment forms, etc.). Perform reviews of key data fields for accuracy and completeness and enters human resource data into (and retrieves from) computer-based employee management system; requires some supervisory experience.

Level II: Two years experience using a keyboard or other device to input personnel data, process requests for personnel action and associated forms (performance plans, performance evaluations, position description cover sheets, benefit enrollment forms, etc.). Perform reviews of key data fields and verifies accuracy and completeness. Enters human resource data into (and retrieves from) computer-based employee management system.

Level I: Six months experience using a keyboard or other device to input personnel data, process requests for personnel action and associated forms (performance plans, performance evaluations, position description cover sheets, benefit enrollment forms, etc.). Perform reviews of key data fields and verifies accuracy and completeness. Enters human resource data into (and retrieves from) computer-based employee management system.

Functional Responsibility: Responsible for personnel assistant computer operations, data entry and quality control support activities necessary to support daily operations of a moderately complex personnel operation and data inputs a predefined and documented set of regulations, rules, procedures and directions critical to efficient, legal operation. Responsible for support various personnel management and transaction processing functions related to personnel actions including appointments, reassignments, promotions, transfers, retirements, performance reviews, training and pay adjustments. Visual inspections of the personnel actions being processed will be performed. Reviews will be made against the Guidelines for Processing Personnel Actions, the Handbook of Qualification Standards and associated reference tools. Attempts will be made to clarify questionable documentation for personnel action requests.

9: Commercial Job Title: Subject Matter Expert	
Education: Bachelor's degree from an accredited college or university in Business Administration, Human Resources, or equivalent.	
Minimum/General Experience:	
Level IV:	20+ years human resource policy, program and operational experience with ten years at the Program or Project Manager level.
Level III:	15 to 20 years human resource policy, program and operational experience with eight years at the Program or Project Manager level.
Level II:	10 to 15 years human resource policy, program and operational experience with six years at the Program or Project Manager level.
Level I:	Five to 10 years on major human resource programs, policy roles and/or operating environments with broad experience in a variety of personnel management related areas.
Functional Responsibility: Provides subject matter or functional area expertise for personnel management and related transaction processing tasks in addition to fulfilling managerial responsibilities. Familiarity with advanced human resources and related administrative processing systems. Expertise in all aspects of an organization's human resources policies, objectives, and initiatives. Provide industry knowledge on the practice areas of employment, placement, orientation and training, labor relations, compensation, benefits, and employee services. Ensures company compliance with current, applicable labor laws. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals.	

10: Commercial Job Title: Human Resources Information Systems Specialist

Education: Bachelor's degree from an accredited college or university in Business Administration, Human Resources, or equivalent.

Minimum/General Experience:

Level IV: 10+ years human resource policy, program and operational experience with ten years at the Program or Project Manager level.

Level III: 7 to 10 years human resource policy, program and operational experience with eight years at the Program or Project Manager level.

Level II: 4 to 6 years human resource policy, program and operational experience with six years at the Program or Project Manager level.

Level I: 1 to 3 years on major human resource programs, policy roles and/or operating environments with broad experience in a variety of personnel management related areas.

Functional Responsibility: Evaluates, analyzes, designs, and maintains company Human Resources Information Systems (HRIS). Assists in identifying new HR needs and the software products to fulfill these needs. Makes alterations to existing programs to gather and report data as necessary. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. May have working knowledge of industry standard HRIS packages such as PeopleSoft, Sage Abra, etc

3. EQUIVALENT EXPERIENCE MATRIX

When determining the qualifications of an individual to fill one of the labor category positions offered herein, substitutions for education and experience requirements may be made as shown in the following table. The minimum education and experience will be met when the educational equivalencies in the tables below are considered.

Additional experience in excess of requirements can be substituted for educational requirements. Additional educational achievements in excess of requirements can be substituted for experience requirements.

Required Education	Actual Education Obtained	Additional Years of Experience Credited the STG Employee
MA/MS	Ph.D.	4
BA/BS	Ph.D.	6
BA/BS	MA/MS	2
HS/GED	BA/BS	4
HS/GED	AA/AS	2

Actual Education	Required Education	Additional Years of Experience Needed for Educational Requirements Equivalency
None	HS/GED	2
HS/GED	Tech-Inst./Military Train.	2
HS/GED	BA/BS	4
HS/GED	MA/MS	6
HS/GED	Ph.D.	No equivalency
BA/BS	MA/MS	2
BA/BS	Ph.D.	6
MA/MS	Ph.D.	4

4. PRICE LIST

SIN 595-21 GENERAL SUPPORT SERVICES Government Site Rates

Labor Categories	Year Three 11/30/06 - 11/29/07	Year Four 11/30/07 - 11/29/08	Year Five 11/30/08 - 11/29/09
Human Resource Mgmt Consultant - I	\$ 89.33	\$ 92.01	\$ 94.77
Human Resource Mgmt Consultant - II	\$ 112.46	\$ 115.83	\$ 119.30
Human Resource Mgmt Consultant - III	\$ 135.45	\$ 139.51	\$ 143.70
Human Resource Mgmt Consultant - IV	\$ 159.83	\$ 164.62	\$ 169.56
Sr. Human Resource Manager - I	\$ 110.68	\$ 114.00	\$ 117.42
Sr. Human Resource Manager - II	\$ 118.84	\$ 122.41	\$ 126.08
Sr. Human Resource Manager - III	\$ 122.41	\$ 126.08	\$ 129.86
Sr. Human Resource Manager - IV	\$ 144.44	\$ 148.77	\$ 153.23
HR Program Mgmt Specialist - I	\$ 99.54	\$ 102.53	\$ 105.61
HR Program Mgmt Specialist - II	\$ 117.88	\$ 121.42	\$ 125.06
HR Program Mgmt Specialist - III	\$ 129.98	\$ 133.88	\$ 137.90
HR Program Mgmt Specialist - IV	\$ 153.37	\$ 157.97	\$ 162.71
Project Mgmt Control Specialist - I	\$ 82.00	\$ 84.46	\$ 86.99
Project Mgmt Control Specialist - II	\$ 89.15	\$ 91.82	\$ 94.57
Project Mgmt Control Specialist - III	\$ 110.97	\$ 114.30	\$ 117.73
Project Mgmt Control Specialist - IV	\$ 130.94	\$ 134.87	\$ 138.92
Classification Specialist - I	\$ 64.76	\$ 66.70	\$ 68.70
Classification Specialist - II	\$ 78.87	\$ 81.24	\$ 83.68
Classification Specialist - III	\$ 96.23	\$ 99.12	\$ 102.09
Classification Specialist - IV	\$ 100.00	\$ 103.00	\$ 106.09
Training Specialist - I	\$ 56.50	\$ 58.20	\$ 59.95
Training Specialist - II	\$ 78.62	\$ 80.98	\$ 83.41
Training Specialist - III	\$ 85.70	\$ 88.27	\$ 90.92
Training Specialist - IV	\$ 101.13	\$ 104.16	\$ 107.28
Recruiter (Staffing Specialist) - I	\$ 59.84	\$ 61.64	\$ 63.49
Recruiter (Staffing Specialist) - II	\$ 67.53	\$ 69.56	\$ 71.65
Recruiter (Staffing Specialist) - III	\$ 74.26	\$ 76.49	\$ 78.78
Recruiter (Staffing Specialist) - IV	\$ 87.63	\$ 90.26	\$ 92.97
Human Resource Management Assistant - I	\$ 35.86	\$ 36.94	\$ 38.05
Human Resource Management Assistant - II	\$ 42.76	\$ 44.04	\$ 45.36
Human Resource Management Assistant - III	\$ 51.30	\$ 52.84	\$ 54.43
Human Resource Management Assistant - IV	\$ 60.53	\$ 62.35	\$ 64.22
Subject Matter Expert - I	\$ 120.48	\$ 124.09	\$ 127.81
Subject Matter Expert - II	\$ 142.16	\$ 146.42	\$ 150.81
Subject Matter Expert - III	\$ 167.75	\$ 172.78	\$ 177.96
Subject Matter Expert - IV	\$ 197.95	\$ 203.89	\$ 210.01
HRIS Specialist - I	\$ 81.96	\$ 84.42	\$ 86.95
HRIS Specialist - II	\$ 96.02	\$ 98.90	\$ 101.87
HRIS Specialist - III	\$ 116.48	\$ 119.97	\$ 123.57
HRIS Specialist - IV	\$ 131.28	\$ 135.22	\$ 139.28

SIN 595-21 GENERAL SUPPORT SERVICES
Contractor Site Rates

Labor Categories	Year Three 11/30/06 - 11/29/07	Year Four 11/30/07 - 11/29/08	Year Five 11/30/08 - 11/29/09
Human Resource Mgmt Consultant - I	\$ 102.73	\$ 105.81	\$ 108.98
Human Resource Mgmt Consultant - II	\$ 129.33	\$ 133.21	\$ 137.21
Human Resource Mgmt Consultant - III	\$ 155.77	\$ 160.44	\$ 165.25
Human Resource Mgmt Consultant - IV	\$ 183.80	\$ 189.32	\$ 195.00
Sr. Human Resource Manager - I	\$ 127.28	\$ 131.10	\$ 135.03
Sr. Human Resource Manager - II	\$ 136.67	\$ 140.77	\$ 144.99
Sr. Human Resource Manager - III	\$ 140.77	\$ 144.99	\$ 149.34
Sr. Human Resource Manager - IV	\$ 166.11	\$ 171.09	\$ 176.22
HR Program Mgmt Specialist - I	\$ 114.47	\$ 117.91	\$ 121.45
HR Program Mgmt Specialist - II	\$ 135.56	\$ 139.63	\$ 143.82
HR Program Mgmt Specialist - III	\$ 149.48	\$ 153.96	\$ 158.58
HR Program Mgmt Specialist - IV	\$ 176.38	\$ 181.67	\$ 187.12
Project Mgmt Control Specialist - I	\$ 94.30	\$ 97.13	\$ 100.04
Project Mgmt Control Specialist - II	\$ 102.52	\$ 105.60	\$ 108.77
Project Mgmt Control Specialist - III	\$ 127.62	\$ 131.44	\$ 135.38
Project Mgmt Control Specialist - IV	\$ 150.58	\$ 155.10	\$ 159.75
Classification Specialist - I	\$ 74.47	\$ 76.71	\$ 79.01
Classification Specialist - II	\$ 90.70	\$ 93.42	\$ 96.22
Classification Specialist - III	\$ 110.66	\$ 113.98	\$ 117.40
Classification Specialist - IV	\$ 115.00	\$ 118.45	\$ 122.00
Training Specialist - I	\$ 64.98	\$ 66.92	\$ 68.93
Training Specialist - II	\$ 90.41	\$ 93.13	\$ 95.92
Training Specialist - III	\$ 98.56	\$ 101.51	\$ 104.56
Training Specialist - IV	\$ 116.30	\$ 119.79	\$ 123.38
Recruiter (Staffing Specialist) - I	\$ 68.82	\$ 70.88	\$ 73.01
Recruiter (Staffing Specialist) - II	\$ 77.66	\$ 79.99	\$ 82.39
Recruiter (Staffing Specialist) - III	\$ 85.40	\$ 87.96	\$ 90.60
Recruiter (Staffing Specialist) - IV	\$ 100.77	\$ 103.80	\$ 106.91
Human Resource Management Assistant - I	\$ 41.24	\$ 42.48	\$ 43.75
Human Resource Management Assistant - II	\$ 49.17	\$ 50.65	\$ 52.17
Human Resource Management Assistant - III	\$ 59.00	\$ 60.76	\$ 62.58
Human Resource Management Assistant - IV	\$ 69.61	\$ 71.70	\$ 73.85
Subject Matter Expert - I	\$ 138.55	\$ 142.71	\$ 146.99
Subject Matter Expert - II	\$ 163.48	\$ 168.39	\$ 173.44
Subject Matter Expert - III	\$ 192.91	\$ 198.70	\$ 204.66
Subject Matter Expert - IV	\$ 227.64	\$ 234.47	\$ 241.50
HRIS Specialist - I	\$ 94.25	\$ 97.08	\$ 99.99
HRIS Specialist - II	\$ 110.42	\$ 113.74	\$ 117.15
HRIS Specialist - III	\$ 133.95	\$ 137.97	\$ 142.11
HRIS Specialist - IV	\$ 150.97	\$ 155.50	\$ 160.17