



U.S. General Services Administration



Kelly, Anderson & Associates, Inc.

GENERAL SERVICES ADMINISTRATION
Federal Supply Service



Authorized Federal Supply Schedule Price List

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

Schedule Title:

Human Resources and Equal Employment Opportunity

Federal Supply Group: 738X

Special Item No. (SIN) 595-21, Human Resources General Support Services

Contract No.: GS-02F-0057T

Contract Period: February 12, 2007 through February 11, 2012

Business Size: Large Business

Kelly, Anderson & Associates, Inc.



424 N. Washington St.,
Alexandria, VA 22314
Phone (703) 518-8828
Fax (703) 518-8868
sremer@kellyanderson.com
www.kellyanderson.com

Prices Shown Herein are Net (Discount Deducted)
For more information on ordering from Federal Supply Schedules,
click on the FSS Schedules button at fss.gsa.gov

Updated through Contract Modification No. PO-0002, dated August 20, 2008



Kelly, Anderson & Associates, Inc.

CUSTOMER INFORMATION

- 1a. Awarded Special Item Number(s):** SIN 595-21 – Human Resources General Support Services.
- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract:** See pricing in subsequent page(s).
- 1c. Description of corresponding commercial job titles, experience, functional responsibility, and education for those types of employees:** See descriptions in subsequent page(s).
- 2. Maximum Order:** \$1,000,000.
- 3. Minimum Order:** \$100.
- 4. Geographic Coverage (Delivery Area):** Domestic only.
- 5. Point(s) of production (city, county, and State or foreign country):** Alexandria, VA.
- 6. Discount from list prices or statement of net price:** Prices shown herein are net prices.
- 7. Quantity discounts:** 1% Discount for all orders over \$300,000.
- 8. Prompt payment terms:** 0.50%/20-days, Net 30 days.
- 9a. Government purchase cards are accepted up to the micro-purchase threshold:** Yes.
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** Yes
- 10. Foreign items (list items by country of origin):** N/A
- 11a. Time of Delivery:** 15 Days ARO from start of services.
- 11b. Expedited Delivery:** Items available for expedited Delivery are noted in this price list. Contact Contractor for expedited delivery.
- 11c. Overnight and 2-day delivery:** The schedule customer may contact the Contractor for rates for overnight and 2-day delivery.
- 11d. Urgent Requirements:** The schedule customer may contact the Contractor to effect a faster delivery.
- 12. F.O.B. Point(s):** Destination.
- 13a. Ordering address:** Company's Alexandria, Virginia address (see front page).
- 13b. Ordering procedures:** For services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).
- 14. Payment address:** Same as company's address (see front page).
- 15. Warranty provision:** N/A.
- 16. Export packing charges, if applicable:** N/A.
- 17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor.
- 18. Terms and conditions of rental:** N/A.
- 19. Terms and conditions of installation:** N/A.
- 20. Terms and conditions of repair parts:** N/A.
- 20a. Terms and conditions for any other services:** N/A.
- 21. List of service and distribution points:** N/A.
- 22. List of participating dealers:** N/A.
- 23. Preventive maintenance:** N/A.
- 24a. Special attributes:** N/A.
- 24b. Section 508:** N/A.
- 25. Data Universal Number System (DUNS) number:** 161584073
- 26. Notification regarding registration in Central Contractor Registration (CCR) database:** Registered; CAGE Code 1MWQ9



About Kelly, Anderson & Associates, Inc.

Since the firm's founding in 1984, Kelly, Anderson & Associates, Inc. (KAA), has excelled at forging relationships between the public and private sectors. We bring hands-on knowledge of all major Federal Government agencies to both our private sector and Government clients through a nationwide network of over 650 consultants, most of whom are former Federal executives, managers, and technical experts in a wide variety of disciplines. KAA's Washington D.C. area facility is strategically located near all major U.S. Government agency headquarters offices. Our national network of consultants provides our clients with unique insight into Federal agencies and U.S. Government management policies and procedures.

Over 250 of our consultants, from a broad spectrum of agencies, have specialized Federal human resources (HR) expertise. Many of them bring specific experience in HR policy support, merit system staffing, position classification, employee and labor relations, employee development as well as personnel action processing, Official Personnel Files (OPF) recordkeeping, and U.S. Department of Agriculture National Finance Center (NFC) payroll/personnel system processing and implementation all from the broad HR arena. Additionally, our experience in supporting agencies in the human capital strategic and tactical planning initiatives is extensive. We have aligned our corporate capabilities to help Federal agencies achieve results-focused HR management. KAA has extensive experience providing HR consulting services to over 20 Federal agencies, as documented in the three-page Experience section of this Technical Proposal.

The hallmark of KAA's corporate philosophy is client satisfaction. KAA is a relationship-oriented company, continually striving to support its clients with the very best service and consultants available. Counting all our service delivery areas, we have over 400 satisfied clients - we know their needs, cultures, core competencies, history and desires for the future. Through this type of dedication, consistent analysis of the changes taking place in Government, and the relentless pursuit of excellence, integrity and customer satisfaction, KAA is enthusiastically preparing itself for the opportunities and challenges of the future.

KAA's executive management team is comprised of industry specialists in each of their respective fields. Since forming KAA, James F. Kelly, CEO, has led numerous Fortune 100 companies to successful long-term relationships with the U.S. Government. His Federal Government experience includes three Senior Executive assignments in key positions: Deputy Associate Director at the Office of Management and Budget; Director of Administrative and Management Policy at the Department of the Interior; and, Program Manager at the Department of Labor. Nancy Kelly, J.D., Vice President, has extensive experience in policy development with specialties in defense, energy, environmental, management, health and international development. Prior to joining KAA, she served the Federal Government for 14 years in senior positions in both the Executive and Legislative branches. After serving on the staff of two Presidential Commissions, her last position in Government was as Counselor to the Secretary of Energy.

Among KAA's seven business unit managers, Stew Remer is Principal, Human Resources Services, serving primarily Federal Government clients who are seeking value-added support across the full spectrum of HR management. Prior to joining KAA, he served for over 33 years in the Federal HR management field, with all but seven of those years in a management or Senior Executive capacity.



GSA FEDERAL SUPPLY SCHEDULE PRICE LIST

| SIN | HR Labor Category | GSA Rate (Hourly) |
|--------|---|-------------------|
| 595-21 | Senior Program Manager | \$166.31 |
| 595-21 | Senior Project Manager Program Manager | \$153.28 |
| 595-21 | Senior Workforce Planning Strategist Project Manager | \$133.44 |
| 595-21 | Senior Position Classification Specialist Senior Human Resources Specialist Senior Employee Development Specialist Senior Employee Relations Specialist Senior Career Transition Specialist | \$122.14 |
| 595-21 | Workforce Planning Strategist Senior Staffing Specialist | \$114.15 |
| 595-21 | Position Classification Specialist Human Resources Specialist Employee Development Specialist Employee Relations Specialist Career Transition Specialist | \$101.83 |
| 595-21 | Staffing Specialist | \$90.90 |
| 595-21 | Senior Human Resources Assistant | \$70.88 |
| 595-21 | Human Resources Assistant | \$58.93 |

POSITION DESCRIPTIONS

Senior Program Manager

Serves as the overall manager for a large multiple task order contract or a single multi-million dollar contract or order. Serves as the primary interface and point of contact with Government agency authorities and representatives on program issues. Authorizes acquisition and use of corporate resources. Manages and controls financial and administrative aspects of the program/project with respect to contract requirements.

Qualifications: Bachelor’s Degree in Business Administration, Public Administration, Human Resource, or related discipline from an accredited college or university and fifteen (15) years of management and supervisory experience including performance in program management functions.



Kelly, Anderson & Associates, Inc.

Program Manager

Serves as the overall manager for a large multiple task order contract or a single multi-million dollar contract. Serves as the primary interface and point of contact with Government agency authorities and representatives on program issues. Authorizes acquisition and use of corporate resources. Manages and controls financial and administrative aspects of the program/project with respect to contract requirements.

Qualifications: Bachelor's Degree in Business Administration, Public Administration, Human Resource, or related discipline from an accredited college or university and ten (10) years of management and supervisory experience including performance in program management functions.

Senior Project Manager

Applies broad management skills and applicable human resources functional and technical expertise to guide project teams in delivering client solutions or to manage the day-to-day operations of projects. Provides subject matter expertise in HR processes or technology areas.

Qualifications: Bachelor's Degree in Business Administration, Public Administration, Human Resource, or related discipline from an accredited college or university and twelve (12) years of management and supervisory experience including performance in program management functions.

Project Manager

Applies broad management skills and applicable human resources functional and technical expertise to guide project teams in delivering client solutions or to manage the day-to-day operations of projects. Provides subject matter expertise in HR processes or technology areas.

Qualifications: Bachelor's Degree in Business Administration, Public Administration, Human Resource, or related discipline from an accredited college or university and eight (8) years of management and supervisory experience including performance in program management functions.

Senior Workforce Planning Strategist

Develops key workforce strategies for internal and external pipeline development. Identifies opportunities for improvements related to recruitment, retention and capacity strategies. Works with and collects data to support decision-making approaches for innovative and data driven programs as they relate to workforce development. Provides data interpretation and gap analysis, related to short term and long-term workforce planning and forecasts needs. Analyzes trends and patterns and HR implications of strategic and operating goals and proactively recommends HR strategic and tactical plans to support the business goals. Assesses the need for talent in relation to "business" changes including the need for specific competencies, knowledge or skills and collaborates with the client to develop specific recruitment plans. Designs, develops and implements career management and staff development systems to build capacity and a high performance culture.

Qualifications: Bachelor's Degree in Business Administration, Public Administration, Human Resources, or related discipline with six (6) years of direct experience in all of the areas outlined above.



Workforce Planning Strategist

Develops key workforce strategies for internal and external pipeline development. Identifies opportunities for improvements related to recruitment, retention and capacity strategies. Works with and collects data to support decision-making approaches for innovative and data driven programs as they relate to workforce development. Provides data interpretation and gap analysis, related to short term and long-term workforce planning and forecasts needs. Analyzes trends and patterns and HR implications of strategic and operating goals and proactively recommends HR strategic and tactical plans to support the business goals. Assesses the need for talent in relation to “business” changes including the need for specific competencies, knowledge or skills and collaborates with the client to develop specific recruitment plans. Designs, develops and implements career management and staff development systems to build capacity and a high performance culture.

Qualifications: Bachelor’s Degree in Business Administration, Public Administration, Human Resources, or related discipline with four (4) years of direct experience in all of the areas outlined above.

Senior Position Classification Specialist

Conducts desk audits and prepares written evaluation statements. Prepares necessary documentation as appropriate for the applicable job grading or pay banding system. Prepares advisory opinions on the classification of positions. Provides managers and employees with information about the organization's position classification policies, procedures and guidelines. Develops and carries out occupational analysis, organization-al capabilities and core competency identification. Completes organizational alignment reviews. Implements organizational decisions. Conducts position management analysis and strategies to determine future human capital needs with particular attention to alignment features and makes recommendations on organizational issues.

Qualifications: A Bachelor s degree and six (6) years of directly related progressively responsible experience. An additional four (4) years of directly related experience may be substituted for the Bachelor’s degree.

Position Classification Specialist

Conducts desk audits and prepares written evaluation statements. Prepares necessary documentation as appropriate for the applicable job grading or pay banding system. Prepares advisory opinions on the classification of positions. Provides managers and employees with information about the organization's position classification policies, procedures and guidelines. Develops and carries out occupational analysis, organizational capabilities and core competency identification. Completes organizational alignment reviews. Implements organizational decisions. Conducts position management analysis and strategies to determine future human capital needs with particular attention to alignment features and makes recommendations on organizational issues.

Qualifications: A Bachelor’s degree and four (4) years of directly related progressively responsible experience. An additional four (4) years of directly related experience may be substituted for the Bachelor’s degree.



Kelly, Anderson & Associates, Inc.

Senior Human Resources Specialist

Performs a broad range of responsibilities across two or more functional areas of human resources management that may include: recruitment, staffing and placement; classification and position management; employee relations and performance management, labor relations, pay administration, training and career development.

Qualifications: A Bachelor's degree and six (6) years of directly related progressively responsible experience. An additional four (4) years of directly related experience may be substituted for the Bachelor's degree.

Human Resources Specialist

Performs a broad range of responsibilities across two or more functional areas of human resources management that may include: recruitment, staffing and placement; classification and position management; employee relations and performance management, labor relations, pay administration, training and career development.

Qualifications: A Bachelor's degree and four (4) years of directly related progressively responsible experience. An additional four (4) years of directly related experience may be substituted for the Bachelor's degree.

Senior Employee Development Specialist

Applies advanced functional knowledge and training experience to develop and administer training programs and classes. Provides employee development and administration services and interact with clients at the supervisory level. Prepares and administers training needs surveys. Conducts the research necessary to develop and revise training courses. Prepares appropriate training catalogs. Develops all instructor materials including course outline, background material, and training aids. Develops all student materials including course manuals, workbooks, handouts, completion certificates, and course evaluation forms. Serves as an instructor and/or facilitator for formal classroom courses, workshops, seminars, and/or computer based/computer aided training. May provide daily supervision and direction to project team.

Qualifications: A Bachelor's degree and six (6) years of directly related progressively responsible experience. An additional four (4) years of directly related experience may be substituted for the Bachelor's degree.

Employee Development Specialist

Applies advanced functional knowledge and training experience to develop and administer training programs and classes. Provides employee development and administration services and interact with clients at the supervisory level. Prepares and administers training needs surveys. Conducts the research necessary to develop and revise training courses. Prepares appropriate training catalogs. Develops all instructor materials including course outline, background material, and training aids. Develops all student materials including course manuals, workbooks, handouts, completion certificates, and course evaluation forms. Serves as an instructor and/or facilitator for formal classroom courses, workshops, seminars,



Kelly, Anderson & Associates, Inc.

and/or computer based/computer aided training. May provide daily supervision and direction to project team.

Qualifications: A Bachelor's degree and four (4) years of directly related progressively responsible experience. An additional four (4) years of directly related experience may be substituted for the Bachelor's degree.

Senior Employee Relations Specialist

Provides expert assistance in carrying out their authority to suspend, demote, furlough, or remove employees for "such cause as will promote the efficiency of the service". Provides guidance on how to address and resolve poor performance and in carrying out performance-based actions. Provides recommendations based on a review of decisions of the Merit Systems Review Board and arbitrators to ensure that the laws and regulations are properly applied. Provides expert advice in applying alternative methods to traditional, formal dispute resolution including mediation, fact-finding, interest-based negotiation, and arbitration in order to resolve employee-employer disputes in a way that is more efficient and more effective than traditional, adversarial methods of dispute resolution. Provides expert guidance regarding reasonable accommodation issues; advises on the application of reasonable accommodation as it relates to the employment process, for applicants or current Federal employees. Counsels employees and managers on benefit programs and options. Counsels employees on retirement issues and uses agency approved software systems to calculate retirement benefits and to advise on FEGLI, Thrift and Social Security.

Qualifications: A Bachelor's degree and six (6) years of directly related progressively responsible experience. An additional four (4) years of directly related experience may be substituted for the Bachelor's degree.

Employee Relations Specialist

Provides expert assistance in carrying out their authority to suspend, demote, furlough, or remove employees for "such cause as will promote the efficiency of the service". Provides guidance on how to address and resolve poor performance and in carrying out performance-based actions. Provides recommendations based on a review of decisions of the Merit Systems Review Board and arbitrators to ensure that the laws and regulations are properly applied. Provides expert advice in applying alternative methods to traditional, formal dispute resolution including mediation, fact-finding, interest-based negotiation, and arbitration in order to resolve employee-employer disputes in a way that is more efficient and more effective than traditional, adversarial methods of dispute resolution. Provides expert guidance regarding reasonable accommodation issues; advises on the application of reasonable accommodation as it relates to the employment process, for applicants or current Federal employees. Counsels employees and managers on benefit programs and options. Counsels employees on retirement issues and uses agency approved software systems to calculate retirement benefits and to advise on FEGLI, Thrift and Social Security.

Qualifications: A Bachelor's degree and four (4) years of directly related progressively responsible experience. An additional four (4) years of directly related experience may be substituted for the Bachelor's degree.



Senior Career Transition Specialist

Provides personal and career assessment services to include a comprehensive evaluation of personal skills, strengths, values and accomplishments, and an exploration of career options. Assists employees requiring outplacement services in the preparation of a resume, cover letters and other written materials as well as offering in-depth interview and networking training, guidance in working with search firms, and development of a self-marketing plan.

Qualifications: A Bachelor's degree and six (6) years of directly related progressively responsible experience. An additional four (4) years of directly related experience may be substituted for the Bachelor's degree.

Career Transition Specialist

Provides personal and career assessment services to include a comprehensive evaluation of personal skills, strengths, values and accomplishments, and an exploration of career options. Assists employees requiring outplacement services in the preparation of a resume, cover letters and other written materials as well as offering in-depth interview and networking training, guidance in working with search firms, and development of a self-marketing plan.

Qualifications: A Bachelor's degree and four (4) years of directly related progressively responsible experience. An additional four (4) years of directly related experience may be substituted for the Bachelor's degree.

Senior Staffing Specialist

Performs the full range of internal staffing activities including strategic recruitment, placement, and merit promotion. Prepares a job analysis and resulting knowledge, skills, and abilities and evaluation criteria to be included in the crediting plan, and the vacancy announcements. Plans and manages organizational recruitment, branding and marketing strategies. Develops strategic sourcing plan that facilitates diversity of applicants and selected employee retention. Conducts qualification determinations. Rates and ranks candidates and convenes panels. Supports delegated examining unit (DEU) functions according to prescribed OPM procedures. In automated staffing system environment, prepares question library. Conducts project tracking methodologies to ensure the success and efficiency of the staffing process and to improve timeliness based on established metrics.

Qualifications: A Bachelor's degree and six (6) years of directly related progressively responsible experience performing the foregoing functions. An additional four (4) years of directly related experience may be substituted for the Bachelor's degree.

Staffing Specialist

Performs the full range of internal staffing activities including strategic recruitment, placement, and merit promotion. Prepares a job analysis and resulting knowledge, skills, and abilities and evaluation criteria to be included in the crediting plan, and the vacancy announcements. Plans and manages organizational recruitment, branding and marketing strategies. Develops strategic sourcing plan that facilitates diversity



Kelly, Anderson & Associates, Inc.

of applicants and selected employee retention. Conducts qualification determinations. Rates and ranks candidates and convenes panels. Supports delegated examining unit (DEU) functions according to prescribed OPM procedures. In automated staffing system environment, prepares question library. Conducts project tracking methodologies to ensure the success and efficiency of the staffing process and to improve timeliness based on established metrics.

Qualifications: A Bachelor's degree and four (4) years of directly related progressively responsible experience performing the foregoing functions. An additional four (4) years of directly related experience may be substituted for the Bachelor's degree.

Senior Human Resources Assistant

Reviews Official Personnel Folders and other records, validates information including Service Computation Dates and performs calculations using authorized software to determine retirement eligibility and to estimate retirement annuities and other benefits. Assists in assembling materials, coordinating and convening meetings, maintaining hard and electronic copies of HR case files and researches materials on precedents and case law. Coordinates with management officials and/or employees on the submitting of case-related materials and requests for personnel action. Reviews and maintains official records. Inputs data into electronic files and data bases and extracts information for reporting purposes. Processes transactions needed to update or change discretionary and non-discretionary personnel actions. Handles problem resolution activities in support of personnel and pay processing and insures the accuracy of information.

Qualifications: Has a minimum of five (5) years of a combination of training and work experience in an HR operations setting directly related to the functions to be performed.

Human Resources Assistant

Reviews Official Personnel Folders and other records, validates information including Service Computation Dates and performs calculations using authorized software to determine retirement eligibility and to estimate retirement annuities and other benefits. Assists in assembling materials, coordinating and convening meetings, maintaining hard and electronic copies of HR case files and researches materials on precedents and case law. Coordinates with management officials and/or employees on the submitting of case-related materials and requests for personnel action. Reviews and maintains official records. Inputs data into electronic files and data bases and extracts information for reporting purposes. Processes transactions needed to update or change discretionary and non-discretionary personnel actions. Handles problem resolution activities in support of personnel and pay processing and insures the accuracy of information.

Qualifications: Has a minimum of three (3) years of a combination of training and work experience in an HR operations setting directly related to the functions to be performed.