

General Services Administration
HUMAN RESOURCES & EQUAL EMPLOYMENT
OPPORTUNITY SERVICES
Federal Supply List Schedule 738X

GAP Solutions, Inc.

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Contract Number
GS-02F-0083V

Contract Period
March 24, 2014 – March 23, 2019

Contact

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Business Size: Other than Small
DUNS: 12-043-9869



U.S. General Services Administration

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage![™], a menu-driven database system. The internet address for GSA Advantage![™] is: <http://www.GSAAvantage.gov>.

Company Overview

At GAP Solutions, Inc., our mission is to be a premier trusted services provider to our federal government customers. We consistently deliver services that are cost effective and supported by our commitment to excellence and provide a dynamic environment where employees achieve professional success. GAP Solutions offers an ISO 9001:2008 accredited quality management system and proven methodologies. Established in 1999, GAP Solutions remains focused on customer satisfaction and retention by developing strong partnerships. Additionally, GAP Solutions offers a unique approach to recruiting and retaining a skilled diverse workforce.

GAP Solutions helps Federal clients accomplish mission critical work, providing varying levels of Human Resources support. Our staff play an integral role in supporting personnel management and actions from the creation of job announcements, recruitment, and on-boarding of government staff. Additionally, GAP Solutions subject matter experts assist with division specific readiness through counseling and advising of management on the most efficient use of organizational HR and staffing resources. GAP Solutions' experience proving Human Resources services includes support to the Department of Health and Human Services, National Aeronautics and Space Administration, and Department of Defense. GAP Solutions' policies, procedures, and plans enable our team to fulfill requirements. We utilize our proven recruitment methodology, quality control plans, standard operating procedures, and our integrated program management system to ensure we fulfill all requirements to the satisfaction of our customer.

Human Resources Services:

- Administrative level HR support
- Employee Relations
- Employee Training and Management
- Recruitment and Internal Placement
- Subject Matter Expertise

Additional mission support services provided by GAP Solutions:

- Professional, Management and Administrative Support
- Emergency Preparedness and Response
- Record and File Maintenance
- Warehouse and Logistics
- Security and Information Management

Other GAP Solutions GSA Schedules:

- Mission Oriented Business Integrated Services (MOBIS) #GS-10F-0294T
- General Purpose Commercial Information Technology (IT) Equipment Services #GS-35F-0514M
- The Office, Imaging, and Document Solution (36) #GS-03F-0027BA
- Logistics Worldwide (LOGWORLD) #GS-10F-206AA

1a. Awarded Special Item Numbers:

SIN	SIN Description
SIN 595-21	Human Resources Services

1b. Pricing List: The following labor rates are applicable to SIN 595-21

SINs	LABOR CATEGORY	HOURLY LABOR RATES
595-21: Employee Relations	Human Resource Assistant II	\$34.17
595-21: Employee Relations	Human Resource Consultant I	\$49.31
595-21: Employee Relations	Human Resource Consultant II	\$59.69
595-21: Employee Relations	Human Resource Consultant III	\$76.20
595-21: Employee Relations	Human Resource Consultant IV	\$88.16
595-21: Employee Relations	Subject Matter Expert I	\$104.69
595-21: Employee Relations	Subject Matter Expert II	\$139.74
595-21: Employee Relations	Subject Matter Expert III	\$166.05
595-21: Employee Relations & Training	Human Resource Specialist I	\$47.18
595-21: Employee Relations & Training	Human Resource Specialist II	\$54.58
595-21: Employee Relations & Training	Human Resource Specialist III	\$65.77
595-21: Employee Relations & Training	Project Manager	\$95.48
595-21: Training	SR Training Specialist	\$147.82
595-21: Training	Training Coordinator I	\$31.52
595-21: Training	Training Coordinator II	\$35.67
595-21: Training	Training Coordinator III	\$39.46
595-21: Training	Training Specialist I	\$58.16
595-21: Training	Training Specialist II	\$69.16
595-21: Recruitment and Internal Placement	Recruitment & Placement Specialist	\$57.85

1c. LABOR CATEGORY DESCRIPTIONS

LABOR CATEGORIES	DESCRIPTION
<p>Human Resource Assistant II</p>	<p>Duties and Responsibilities: Provides support under the guidance of supervision in all functional areas of human resources, including recruitment and employment, personnel records, employee and labor relations, job evaluation, compensation management, benefits administration, training and administrative duties.</p> <p>Minimum Education: Associates Degree or BA/BS degree in Human Resources, Business or related field.</p> <p>Minimum Experience: Must have 2-4 years of experience with an Associates Degree or 0-2 years of experience with a BA/BS degree in related field</p>
<p>Human Resource Consultant I</p>	<p>Duties and Responsibilities: Functions as a liaison between the human resources division and other departments, and groups to facilitate the achievement of current and future business objectives. Consultants responsibilities can include: employee relations, performance management, and compensation practices, research and analysis, developing strategies for retaining and upgrading workforce, provide group facilitation, presentations, organizational development, and review and improve human resource polices and procedures.</p> <p>Minimum Education: BA or BS degree in Human Resources, Business, Management or other related field.</p> <p>Minimum Experience: Must have 5 years of experience with a bachelor degree or 10 years of experience without a degree. May substitute MS degree for 2 years of experience.</p>
<p>Human Resource Consultant II</p>	<p>Duties and Responsibilities: Functions as a liaison between the human resources division and other departments, and groups to facilitate the achievement of current and future business objectives. Consultant responsibilities can include: Performance Management, Employee Relations, Talent Development, Workforce Planning, Retention Planning, Employee Engagement Action Planning, Strategic Business Priorities, Restructuring, Skills Assessments, and HR Compliance Reporting. May be responsible for creating and rolling out new human resource materials and policies such as employee handbook, annual reviews, polices and procedures, etc.</p> <p>Minimum Education: BA or BS degree in Human Resources, Business, Management or other related field.</p> <p>Minimum Experience: Must have 5-10 years of experience with a bachelor degree or 15 years of experience without a degree. May substitute a MS degree for 2 years of experience.</p>
<p>Human Resource Consultant III</p>	<p>Duties and Responsibilities: Functions as a liaison between the human resources division and other departments, and groups to facilitate the achievement of current and future business objectives. Consultant's responsibilities can include: Performance Management, Employee Relations, Talent Development, Workforce Planning, Retention Planning, Employee Engagement Action Planning, Strategic Business Priorities,</p>

LABOR CATEGORIES	DESCRIPTION
	<p>Restructuring, Skills Assessments, and HR Compliance Reporting. May be responsible for creating and rolling out new human resource materials and policies such as employee handbook, annual reviews, polices and procedures, etc. Serves as a team leader handling multiple projects. May be required to oversee staff.</p> <p>Minimum Education: BA or BS degree in Human Resources, Business, Management or other related field.</p> <p>Minimum Experience: Must have 10-15 years of experience with a bachelor degree or 15 years of experience without a degree. May substitute a MS degree for 2 years of experience. Must have a PHR or SPHR.</p>
<p>Human Resource Consultant IV</p>	<p>Duties and Responsibilities: Senior Member leading a team to accomplish projects. Consultants responsibilities can include: employee relations, performance management, and compensation practices, research and analysis, developing strategies for retaining and upgrading workforce, provide group facilitation, presentations, organizational development, and review and improve human resource polices and procedures. Serves as a consulting member and may lead multiple tasks/projects. Creates methodologies and strategic plans.</p> <p>Minimum Education: BA or BS degree in Human Resources, Business, Management or other related field.</p> <p>Minimum Experience: Must have at least 15 plus years of experience with a BA or BS or 24 plus years of experience without a degree. May substitute a MS degree for 2 years of experience. Must have a PHR or SPHR.</p>
<p>Subject Matter Expert I</p>	<p>Duties and Responsibilities: Responsible for providing expertise on specific projects including to but not limited to: compensation analysis, employment and retention, research and analysis, performance appraisals/plans, evaluation of human resource polices and procedures, creating reports of findings, facilitating small working groups, designing schedules, conducting analyses, writing reports and preparing presentations.</p> <p>Minimum Education: BA or BS degree in Human Resources, Business or other related field.</p> <p>Minimum Experience: Must have 5-10 years of experience with a bachelor degree or 15 years of experience without a degree. May substitute a MS degree for 2 years of experience.</p>
<p>Subject Matter Expert II</p>	<p>Duties and Responsibilities: Responsible for providing expertise on specific projects including to but not limited to: compensation analysis, employment and retention , research and analysis, performance appraisals/plans, evaluation of human resource polices and procedures, creating reports of findings, facilitating small working groups, designing schedules, conducting analyses, writing reports and preparing presentations.</p> <p>Minimum Education: BA or BS degree in Human Resources, Business or other related field.</p> <p>Minimum Experience: Must have 10-15 years of experience with a bachelor degree or 20 years of experience without a degree. May substitute a MS degree for 2 years of experience. Must have a PHR or SPHR.</p>

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<p>Subject Matter Expert III</p>	<p>Duties and Responsibilities: Responsible for providing expertise on specific projects including to but not limited to: compensation analysis, employment and retention , research and analysis, performance appraisals/plans, evaluation of human resource polices and procedures, creating reports of findings, facilitating small working groups, designing schedules, conducting analyses, writing reports and preparing presentations. Identifies problems and develops recommendations. Keeps government authorities, and management abreast of any problems or solutions.</p> <p>Minimum Education: BA or BS degree in Human Resources, Business, Management or other related field.</p> <p>Minimum Experience: Must have at least 15 plus years of experience with a bachelor degree or 24 plus years of experience without a degree. May substitute a MS degree for 2 years of experience. Must have a PHR or SPHR.</p>
<p>Human Resource Specialist I</p>	<p>Duties and Responsibilities: Responsible for managing the day-to-day operations of the Human Resource Office. Responsibilities include functional areas such as departmental development, Human Resource Information Systems (HRIS), employee relations, training and development, benefits, compensation, organizational development, and recruitment and employment.</p> <p>Minimum Education: BA or BS degree in Human Resources, Business or other related field.</p> <p>Minimum Experience: Must have 0-3 years of experience with a BA or BS degree.</p>
<p>Human Resource Specialist II</p>	<p>Duties and Responsibilities: Responsible for managing the day-to-day operations of the Human Resource Office. Responsibilities include functional areas such as departmental development, Human Resource Information Systems (HRIS), employee relations, training and development, benefits, compensation, organizational development, and recruitment and employment.</p> <p>Minimum Education: BA or BS degree in Human Resources, Business or other related field.</p> <p>Minimum Experience: Must have 2-4 years of experience with a BA or BS degree. May substitute a MS degree for 2 years of experience.</p>
<p>Human Resource Specialist III</p>	<p>Duties and Responsibilities: Responsible for managing the day-to-day operations of the Human Resource Office. Responsibilities include functional areas such as departmental development, Human Resource Information Systems (HRIS), employee relations, training and development, benefits, compensation, organizational development, and recruitment and employment.</p> <p>Minimum Education: BA or BS degree in Human Resources, Business or other related field.</p> <p>Minimum Experience: Must have 4-8 years of experience with a BA or BS degree. May substitute a MS degree for 2 years of experience. Must have a PHR or SPHR.</p>

LABOR CATEGORIES	DESCRIPTION
<p>Project Manager</p>	<p>Duties and Responsibilities: Function as main point of contact for project inquires and issues. Responsibilities include but not limited to: creating and executing project work plans and revising as needed, setting deadlines, assigning responsibilities, monitoring and summarizing progress of project, managing day-to-day operational aspects of project and scope, reviewing deliverables prepared by team, preparing for engagement reviews and quality assurance procedures, managing project budget, analyzing project profitability, revenue, margins, bill rates and utilization, confirming project documents are complete, current, and stored appropriately, and preparing reports for upper management regarding status of project.</p> <p>Minimum Education: BA or BS degree in Human Resources, Business, Management or other related field.</p> <p>Minimum Experience: Must have at least 10-15 years of experience with a BA or BS degree or 24 plus years of experience without a degree. May substitute a MS degree for 2 years of experience.</p>
<p>SR Training Specialist</p>	<p>Duties and Responsibilities: Function as lead trainer in ensuring that consistent, high quality training is developed and implemented; participates in the analysis, design, development, and facilitation of training efforts and integrates best practices; focuses on training programs that will increase the performance of individuals and various departments/units served; develops and implements organizational development services; coordinates programming for professional development; and evaluates and reports on program effectiveness. Conduct the research necessary to develop and revise training courses and prepares appropriate training materials. Responsible for preparing all instructor materials (course outline, background material, and training aids) and student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms), training personnel by conducting formal and informal classroom courses, workshops, and seminars, and providing functional guidance, supervision, technical support, training and quality assurance/quality control to junior personnel.</p> <p>Minimum Education: BA or BS degree in Human Resources, Organizational Development, Education, or related field.</p> <p>Minimum Experience: Must have 10-15 years of experience with a bachelor degree or 20 years of experience without a degree. May substitute a MS degree for 2 years of experience.</p>
<p>Training Coordinator I</p>	<p>Duties and Responsibilities: Responsible for supporting all aspects of training including set-up, assigned delivery of specific training information, and follow-up. Duties include: collaborating and communicating with manager to achieve training goals through prepared materials, assisting in preparing materials through verbal and written material such as PowerPoint and handouts, assembling and shipping training materials to designated training sites, maintaining training materials in virtual office, tracking employee participation, generating certificates of completion, and troubleshooting, as needed, assisting with day of train such as the distribution of classroom materials, to trainees, assisting with reviewing and updating training modules, assisting with managing the training sessions, as directed by Trainer and performing other duties as assigned.</p> <p>Minimum Education: BA or BS degree in Human Resources,</p>

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	<p>Organizational Development, Education, or related field.</p> <p>Minimum Experience: Must have 0-2 years of experience with a BA or BS degree or 2-4 years of experience with an Associates degree.</p>
<p>Training Coordinator II</p>	<p>Duties and Responsibilities: Responsible for supporting all aspects of training including set-up, assigned delivery of specific training information, and follow-up. Duties include: collaborating and communicating with manager to achieve training goals through prepared materials, assisting in preparing materials through verbal and written material such as PowerPoint and handouts, assembling and shipping training materials to designated training sites, maintaining training materials in virtual office, tracking employee participation, generating certificates of completion, and troubleshooting, as needed, assisting with day of train such as the distribution of classroom materials, to trainees, assisting with reviewing and updating training modules, assisting with managing the training sessions, as directed by Trainer and performing other duties as assigned.</p> <p>Minimum Education: BA or BS degree in Human Resources, Organizational Development, Education, or related field.</p> <p>Minimum Experience: Must have 2-4 years of experience with a BA or BS degree or 4-6 years of experience with an Associates degree.</p>
<p>Training Coordinator III</p>	<p>Duties and Responsibilities: Responsible for supporting all aspects of training including set-up, assigned delivery of specific training information, and follow-up. Duties include: collaborating and communicating with manager to achieve training goals through prepared materials, assisting in preparing materials through verbal and written material such as PowerPoint and handouts, assembling and shipping training materials to designated training sites, maintaining training materials in virtual office, tracking employee participation, generating certificates of completion, and troubleshooting, as needed, assisting with day of train such as the distribution of classroom materials, to trainees, assisting with reviewing and updating training modules, assisting with managing the training sessions, as directed by Trainer and performing other duties as assigned. Coordinator may assist with conducting training as needed.</p> <p>Minimum Education: BA or BS degree in Human Resources, Organizational Development, Education, or related field.</p> <p>Minimum Experience: Must have 4-8 years of experience with a BA or BS degree.</p>
<p>Training Specialist I</p>	<p>Duties and Responsibilities: Responsible for ensuring that consistent, high quality training is developed and implemented. Responsibilities include assisting with developing, delivering, and evaluating training programs (including on-line courses, self-study, and blended learning opportunities) for support, professional, and managerial staff, coordinating training activities, schedules, and instructors for professional development programming and performing special projects and other duties as assigned.</p> <p>Minimum Education: BA or BS degree in Human Resources, Organizational Development, Education, or related field.</p> <p>Minimum Experience: Must have 2 plus years of experience with a BA or BS degree. May substitute a MS degree for 2 years of experience.</p>

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<p>Training Specialist II</p>	<p>Duties and Responsibilities: Responsible for ensuring that consistent, high quality training is developed and implemented. Responsibilities include assisting with developing, delivering, and evaluating training programs (including on-line courses, self-study, and blended learning opportunities) for support, professional, and managerial staff, coordinating training activities, schedules, and instructors for professional development programming and performing special projects and other duties as assigned.</p> <p>Minimum Education: BA or BS degree in Human Resources, Organizational Development, Education, or related field.</p> <p>Minimum Experience: Must have 2-4 years of experience with a BA or BS degree. May substitute a MS degree for 2 years of experience.</p>
<p>Recruitment & Placement Specialist</p>	<p>Duties and Responsibilities: Supports recruiting and staffing efforts within company and division. Responsibilities include: sourcing for qualified candidates through job boards, career fairs and research, determine candidate eligibility (discussing qualifications, position details, agency details, salary requirements, etc), and perform phone and in person interviews. Specialist will need to match candidate qualifications with Performance Work Statement (PWS)/Statement of Work (SOW). Specialist may also be responsible for creating/writing job descriptions, posting jobs on line and in print, making verbal offers, checking references and preparing various documents such as contingent offer letters and non-disclosure agreements and identifying and presenting necessary training programs for recruiting staff development. May serve as a team lead or supervisor.</p> <p>Minimum Education: BA or BS degree in Human Resources, Business or other related field.</p> <p>Minimum Experience: Must have 2-4 years of experience with a BA or BS degree. May substitute a MS degree for 2 years of experience.</p>

2. Maximum Order: \$1,000,000.00

3. Minimum Order: \$300.00

4. Geographic Coverage: Domestic Only

5. Points of Production: Same as address

6. Discount from list prices or statement of net price: Government Prices (discounts already deducted)

7. Quantity discounts: To be negotiated at purchase

8. Prompt payment terms: Net 30 days

9a. Notification that government purchase cards are accepted at or below the micro-purchase threshold: Yes

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: Will accept over \$3,000.00

10. Foreign items: None

11a. Time of delivery: Specified on the task order

11b. Expedited Delivery: Items available for expedited delivery are notes in this price list

11c. Overnight and 2-day delivery: Specified in task order

11d. Urgent Requirements: Please contact GAP Solutions

12. FOB Points: Destination

13a. Ordering Address: Same as company address.

13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3. The ordering procedures for supplies and services, information on BPA's, and a sample BPA can be found at the GSA/FSS Schedule homepage at <http://fsa.gsa.gov/schedules>.

14. Payment address (es): Same as company address

15. Warranty provision: Contractor's standard commercial warranty

16. Exporting Packing Charges (if applicable): N/A

17. Terms and conditions of Government purchase card acceptance: Contact Contractor

18. Terms and conditions of rental, maintenance and repair: N/A

19. Terms and conditions of installation: N/A

20. Terms and conditions of repair parts indicating date of parts lists and any discounts from list prices: N/A

20a. Terms and conditions for any other services: N/A

21. List of service distribution points: N/A

22. List of participating dealers: N/A

23. Preventive maintenance: N/A

24a. Special attributes such as environmental attributes: N/A

24b. If applicable, indicate that Section 508 compliance information is available on electronic and information technology (EIT) supplies and services and show where full details can be found: N/A

24. Data Universal numbering System DUNS Number: 120439869

25. Notification regarding registration in Central Contractor Registration: Contractor is registered in SAM database.