



# 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: [www.GSAAdvantage.gov](http://www.GSAAdvantage.gov).

6350 Stevens Forest Road Suite 107  
Columbia, MD 21046  
www.hranew.com  
Office: 410 381 5220  
Fax: 410 381 5229



Contract number: GS-02F-0097Y  
Contract Administrator: Deborah Stalling, SPHR  
Email: [Deborah@hranew.com](mailto:Deborah@hranew.com)



[www.hranew.com](http://www.hranew.com)

**Schedule Title:** Human Resources and EEO Services  
FSC GROUP: 738X

**Contract number:** GS-02F-0097Y

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at [fss.gsa.gov](http://fss.gsa.gov).

**Contract Period:** March 16, 2012 – March 15, 2017

**Contractor:** HRANEW, INC.  
**Phone:** 410-381-5220  
**Fax:** 410-381-5229  
**Web:** [www.hranew.com](http://www.hranew.com)

**Contract Administrator:** Deborah Stalling, SPHR  
[Deborah@hranew.com](mailto:Deborah@hranew.com)

**Business Size:** Small

Prices shown herein are NET





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## GENERAL CONTRACT INFORMATION

- 1 a. **Table of awarded Special Item Number(s) with appropriate cross-reference to item description and awarded price(s):**

| SIN    | SIN Title               |
|--------|-------------------------|
| 595-21 | Human Resource Services |
| 595-25 | EEO Services            |

- 1 b. **Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract.**

| SIN             | LOWEST PRICED ITEMS                                | PRICE    |
|-----------------|--|----------|
| 595-21 & 595-25 | Program Specialist                                 | \$46.18  |
| 595-21          | Diversity and Inclusion Training – 8 hours         | \$484.82 |
| 595-25          | EEO and EEO Refresher Training – 16 hours (2 days) | \$484.82 |

- 1 c. **If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item.**  
See Pricing Below

2 **Maximum order:** \$ 1,000,000.00

3 **Minimum order:** \$100

4 **Geographic coverage (delivery area):** Domestic and Overseas

5 **Point(s) of production (city, county and State or foreign country):**  
Same as company address

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

7. **Quantity discounts:** None

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 micropurchase threshold:** No

10. **Foreign items (list items by country of origin):** None

11a. **Time of delivery (Contractor insert number of days):** 30 days ARO

11b. **Expedited delivery :** Contact Contractor



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## GENERAL CONTRACT INFORMATION

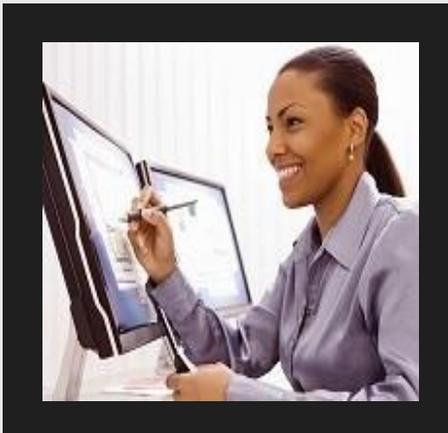
- 11c. **Overnight and 2-day delivery:** Contact Contractor
- 11d. **Urgent requirements:** Contact Contractor
12. **F.O.B. point(s):** Destination
- 13a. **Ordering address:** 6350 Stevens Forest Road, Suite 107, Columbia MD 21046
- 13b. **Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.
14. **Payment address:** 6350 Stevens Forest Road, Suite 107, Columbia MD 21046
15. **Warranty provision:** Standard Commercial Warranty
16. **Export Packing Charges (if applicable):** N/A
17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Accepted on orders at above micro purchase order. No additional discount is being offered.
18. **Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
19. **Terms and conditions of installation (if applicable):** N/A
20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 20a. **Terms and conditions for any other services (if applicable):** N/A
21. **List of service and distribution points (if applicable):** N/A
22. **List of participating dealers (if applicable):** N/A
23. **Preventive maintenance (if applicable):** N/A
- 24a. **Special attributes such as environmental attributes, (e.g., recycled content, energy efficiency, and/or reduced pollutants):** N/A
- 24b. **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 (e.g. contactor's website or other location.) The EIT standards can be found at [www.Section508.gov/](http://www.Section508.gov/):** 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 (e.g. contactor's website or other location.) The EIT standards can be found at [www.Section508.gov/](http://www.Section508.gov/) :** N/A
25. **Data Universal Numbering System (DUNS) number:** 115415338
26. **Notification regarding registration in Central Contractor Registration (CCR) database:** Registration valid until 03/14/2013.



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## CONTRACT OVERVIEW

GSA awarded HR Anew a GSA Federal Supply Schedule contract for Human Resources and Equal Employment Opportunity Services (HREEO), Contract Number GS-02F-0097Y. The current contract period is March 16, 2012 through March 15, 2017. GSA may exercise up to three additional 5-year option periods. The contract allows for the placement of Firm Fixed Price or Time and Materials task orders using the labor categories and ceiling rates defined in the contract.

## CONTRACT ADMINISTRATOR

Deborah Stallings, SPHR  
President and Chief Executive Officer  
HR Anew, Inc.  
6350 Stevens Forest Road, Suite 107  
Columbia, MD 21046  
Telephone: 410-381-5220  
Fax Number: 410-381-5229  
Email: [Deborah@hranew.com](mailto:Deborah@hranew.com)

## MARKETING AND TECHNICAL POINT OF CONTACT

Deborah Stallings, SPHR  
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## BRIEF COMPANY OVERVIEW

HR Anew is a full service human resource management, consulting and professional services firm. With corporate offices in Columbia, Maryland, we are productivity scientists helping our government, corporate, and non-profit clients to hire, manage, and retain high performing employees. What differentiates us is that we combine the perspectives of the head and the heart to help organizations create a top-down strategy for the next generation of human capital management; and uncover what influences, engages, and inspires an employer's workforce to help maximize individual and team productivity.

HR Anew is growing organically, and with a team of high performing employees, consultants, and strategic alliances, is exceptional in delivering creative and innovative services and products that add value in client organizations. Our company's team members represent greater than 500 years of combined experience, knowledge, skills, and abilities in government, corporate, and non-profit sectors. We have expertise in many industries including science, engineering, information technology, transportation, housing, medical and healthcare, finance/accounting, higher education, construction, facilities management, and law enforcement.

## CONTRACT USE

This contract is available for use by all federal government agencies, as a source for Human Resource and Equal Employment Opportunity Services, for worldwide use. Executive agencies, other Federal agencies, mixed-ownership Government corporations, and the District of Columbia; government contractors authorized in writing by a Federal agency pursuant to 48 CFR 51.1; and other activities and organizations authorized by statute or regulation to use GSA as a source of supply may use this contract. Additionally, contractors are encouraged to accept orders received from activities within the Executive Branch of the Federal Government.

## CONTRACT SCOPE

The contractor shall provide resources including personnel, management, supplies, services, materials, equipment, facilities and transportation necessary to provide a wide range of professional services as specified in each task order.

Services specified in a task order may be performed at the contractor's facilities or the ordering agencies' facilities. The government will determine the contractor's compensation by any of several different methods (to be specified at the task order level) e.g., a firm-fixed price for services with or without incentives, labor hours or time-and-material.

The Special Item Numbers (SINs) available under this contract provide services across the full life cycle of a project. When task orders are placed, they must identify the SIN under which the task is being executed. HR Anew has been awarded a contract by GSA to provide services under the following SIN:

595-21, Human Resource Services  
595-25, EEO Services

A full description of each SIN definition and examples of the types of work covered by the SIN are provided as follows.



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## SPECIAL ITEM NUMBER (SIN) DESCRIPTION

### TRAINING COURSES

#### HR Services

#### SIN 525-21

|                           |   |  |   |
|---------------------------|---|--|---|
| <b>Title of Course:</b>   | <b>Business Foundation and Working Together Effectively</b> | <b>Length of Course (#. of Hrs/Days)</b> | 14 hours<br>(Full Day & Half Day of Training) |
| <b>Price Per Student:</b> | \$458.71  | <b>Minimum Number of Participants:</b>   | 25  |
|                           |   | <b>Maximum Number of Participants:</b>   | 30  |

**escription of Course:** This course is designed to prepare students to better embrace the foundation of a business unit or organization and work more effectively together. The training program provides practical application training that reinforces the key elements of the business foundation and allows participants to model the culture and competencies by working together to solve real business processes.

The goals for the training program is to ensure that participants understand and embrace the vision, mission, goals, and organizational culture; have a strong commitment to the customer, and are highly productivity and demonstrate performance excellence, which results in goal achievement for the employer. The training program is designed to communicate and weave the business foundation and expectations along with how to work effectively together for any department, project team, or organization. It focuses on ensuring that the team embraces the organization's mission, goals, culture, job descriptions, core competencies, performance expectations, and work environment conditions.

An important component in this training intervention is to help the client organization to better understand and align employees' natural strengths and work styles when working together – as it is mission critical for goal attainment, business success, and employee satisfaction. To establish expectations and guide the process, this training program includes a Talent Development Tool Suite called 5 Dynamics. This tool suite includes an assessment that is taken once and can be used throughout an employee's entire career. In other words, an individual's natural strengths will be with them for their lifetime. The 5 Dynamics assessment and tool suite is based upon the following three assumptions:

1. Every individual has unique strengths and work preferences as to where they apply their natural energies.
2. Every person and team moves through a common process in performing his or her role and responsibilities at work.
3. Aligning people's natural strengths with the demands of a process is the key to business or organizational success and satisfaction.

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The 5 Dynamics assessment is web based and takes two to five minutes to complete. The accompanying web-based tool suite provides 16 diagnostic reports that can be used to help individuals, project teams, and supervisors to cultivate working relationships, build productive project teams, develop leaders, manage conflict, manage performance, on-board new employees, coach personnel, increase engagement, awaken innovation, and bridge new workforces. The training program expands participants understanding of themselves and others while helping to boost performance and reduce conflict in the workplace. Participants will use the organization or business foundation and 5 Dynamics tools to practice working effectively together to solve a real department or agency business process challenge.

The training program uses methodology for all adult learning styles and may include real world case studies, games, exercises, role-play, experiments, self-assessments, and other training methods to ensure learner retention and the ability to apply new skills and behaviors at work immediately. The training experience will also be highly interactive, fun, and engaging.

This training program also develops and produces customized participant handbooks that are provided to each participant during the trainings and can be used as a future resource and action planner. Videos, interactive games, exercises, case studies, group exercises, mini team presentations, role-play, and other experiential learning techniques that demonstrate key actions and reinforce learning objectives may be used in the training programs. A PowerPoint slide presentation will be developed that complements the participant handbook.

A half day of the training will provide supervisors, team leaders, and administrative personnel with self-service/systems training regarding how to use the 5 Dynamics Talent Development Tool Kit system to set up assessments, access diagnostic reports, plan for project teams, produce useful management reports, and other logistics associated with the use of the tool.

**Follow-On Support.** Our professionals will be available to answer any questions that may arise during and following the training. The training will be evaluated immediately following participation. An evaluation of training can also be provided three to six months following training to assess training effectiveness and to determine next steps.

**Note:** Training cost includes Kickoff/Project Planning Meeting, Focus Group Meetings, Internal Environmental Scan (data and information gathering), 5 Dynamics Assessment and ongoing access to 15 diagnostic reports/tool suites; curriculum design and development, preparation, production of job aids, and training facilitation (two facilitators), Participating Handouts and Training Certificates.

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### EEO Services

#### SIN 525-25

|                           |                                       |  |                   |
|---------------------------|---------------------------------------|--|-------------------|
| <b>Title of Course:</b>   | <b>EEO and EEO Refresher Training</b> | <b>Length of Course (#. of Hrs/Days)</b> | 16 hours (2 Days) |
| <b>Price Per Student:</b> | \$484.82                              | <b>Minimum Number of Participants:</b>   | 25                |
|                           |                                       | <b>Maximum Number of Participants:</b>   | 30                |

**Description of Course:** Equal Employment Opportunity (EEO) practices are part of the fundamental skill set needed by executives, managers, supervisors, team leaders, and others. This course is designed to help students understand the policy of the Government to provide equal opportunity in employment for all persons, prohibit discrimination in employment, and promote the full realization of equal employment opportunity. This course is designed to provide a toolkit for management to help them identify and resolve employee issues as they occur. For executives, managers, supervisors, and team leaders, the emphasis is on helping them to become effective "First Responders" to employee issues and to understand the impact of their personal behavior on their employees. The course content includes:

- Review of Basic EEO principles
- EEO and Affirmative Action (AA) History
- The Business Case for Knowledge and Understanding of EEO
- EEO Toolkit and Job Aids for Supervisors (including agency policies, procedures, practices)
- EEO, AA and Diversity as Management "Best Practices"
- "First Responder" Considerations
- Alternative Dispute Resolution (including agency policies, procedures, practices)
- Understanding Personal Impact

This training intervention includes a full day of EEO foundational training and a half-day of EEO practical application training.

The training program uses methodology for all adult learning styles and may include real world case studies, games, exercises, role-play, experiments, self-assessments, job aids, and other training methods to ensure learner retention and the ability to apply new skills and behaviors at work immediately. The training experience will also be highly interactive, fun, and engaging.

This training program also develops and produces customized participant handbooks and job aids that are provided to each participant during the trainings and can be used as a future resource and action planner. Videos, interactive games, exercises, case studies, group exercises, mini team presentations, role-play, and other experiential learning techniques that demonstrate key actions and reinforce learning objectives may be used in the training programs. A PowerPoint slide presentation will be developed that complements the participant handbook.

**Follow-On Support.** Our professionals will be available to answer any questions that may arise during and following the training. The training will be evaluated immediately following participation. An evaluation of training (using a web based survey, focus group, and/or individual meetings) can also be provided three to six months following training to assess training effectiveness and to determine next steps.

**Note:** Training cost includes kickoff/project planning meeting, internal environmental scan/information gathering (including focus group meetings), curriculum design and development, training facilitation (with two trainers), the preparation and production of job aids/participant handbooks and training resources, Participating Handouts and Training Certificates.

## SPECIAL ITEM NUMBER (SIN) DESCRIPTION



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### HR Services

#### SIN 525-21

|                           |   |  |         |
|---------------------------|---|--|---------|
| <b>Title of Course:</b>   | <b>Diversity and Inclusion Training</b> | <b>Length of Course (#. of Hrs/Days)</b> | 8 hours |
| <b>Price Per Student:</b> | \$484.82                                | <b>Minimum Number of Participants:</b>   | 25      |
|                           |   | <b>Maximum Number of Participants:</b>   | 30      |

**Description of Course:** This training course reviews the client's mission, vision, and corporate values; introduces the business case for diversity and inclusion, defines Emotional Intelligence (EI); and identifies diversity and EI competencies needed to effectively contribute to a diverse and inclusive workplace. Participants discuss training objectives and agenda and may read assigned pages from a Diversity/Emotional intelligence article. They are introduced to the Johari Window, a communications framework and trust building tool. As part of introductions, participants will introduce themselves by drawing a coat of arms that depicts diversity competencies. As a fun way to review concepts introduced, participants will play a game of Jeopardy. As a result of attending the training, participants will be better able to:

- Identify competencies that managers need to create and maintain a culture of inclusion where each individual is valued for their similarities and differences.
- Build leadership competencies, which enable managers to effectively lead and support a diverse workforce.
- Become familiar with practical tools that managers can utilize on-the-job to more effectively communicate, resolve conflict and build relationships in order to create and sustain an inclusive environment.

**Dimension of Diversity:** This module starts with discerning commonalities, then moves on to defining diversity and the dimensions of diversity, recognizing that diversity goes beyond race and gender. Looking at the varied dimensions on the diversity wheel, participants will then select the diversity dimension that closely identifies their individual views and actions. The Dyad Conversation entails participants breaking off into pairs and discussing the dimension they identified. The Dyad Conversation concludes with participants sharing their experiences with the group to develop a greater understanding and appreciation of diversity. During Walk in My Shoes, participants work in assigned groups that represent significant populations within the organization. Each group will respond to questions that encourage better understanding of each group. The bead exercise brings some of the experience with beads from the Phase I diversity training to this one. Participants will create a key chain using instructions to select beads.

**Roles, Rights and Responsibilities:** This module ensures participants understand the different expectations for managers, supervisors, and employees in creating and maintaining a respectful workplace. Participants learn about the triangle for EEO, Affirmative Action, and Diversity, define each, and how they are different from each other. Participants will review four key Goodwill policies. Then, participants will confirm their understanding of the policies through a matching exercise.



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**Respectful Communications:** This module will introduce participants to a respectful communications model entitled M.E.ET. It begins with determining how people look at things from varied viewpoints. Next, the facilitator will demonstrate the M.E.ET™ Model being used as a tool to help with difficult conversations and resolve conflict. Additionally, a case study will have participant's role-play and incorporate conversations around what is individually important while applying practical applications. As a result, participants will gain an understanding of the M.E.E.T.™ Model, develop an understanding of how M.E.E.T.™ can be used as a respectful communications tool, and act as a resource for their case study.

**Effectively Managing a Multi-Generational Workforce:** This module explains the impact of workplaces that employ the varied generations and frames it from the perspective of the manager. Participants will work in groups and share significant events and people known in their generations. As a result of these activities, participants will become aware of differences that evolve in the varied generations and how understanding these differences impact them as managers.

**Building Accountability:** This module is designed to identify and promote accountability for diversity among managers and supervisors. Participants will identify tangible actions that they and their colleagues can take to ensure the success of the organization's diversity initiatives.

The training program uses methodology for all adult learning styles and may include real world case studies, games, exercises, role-play, experiments, self-assessments, job aids, and other training methods to ensure learner retention and the ability to apply new skills and behaviors at work immediately. The training experience will also be highly interactive, fun, and engaging.

This training program also develops and produces customized participant handbooks and job aids that are provided to each participant during the trainings and can be used as a future resource and action planner. Videos, interactive games, exercises, case studies, group exercises, mini team presentations, role-play, and other experiential learning techniques that demonstrate key actions and reinforce learning objectives may be used in the training programs. A PowerPoint slide presentation will be developed that complements the participant handbook.

**Follow-On Support.** Our professionals will be available to answer any questions that may arise during and following the training. The training will be evaluated immediately following participation. An evaluation of training (using a web based survey, focus group, and/or individual meetings) can also be provided three to six months following training to assess training effectiveness and to determine next steps.

**Note:** Training cost includes kickoff/project planning meeting, internal environmental scan/information gathering (including focus group meetings), curriculum design and development, training facilitation (two trainers), the preparation and production of job aids/participant handbooks and training resources, Participating Handouts and Training Certificates.

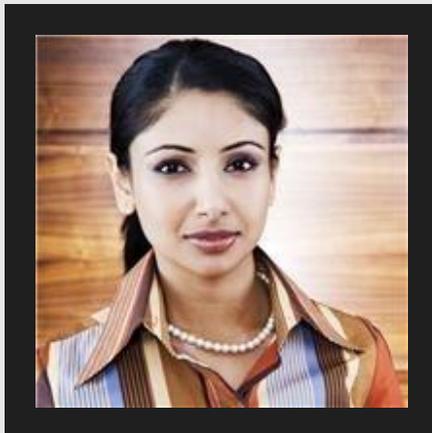


## REQUIREMENTS EXCEEDING THE MAXIMUM ORDER

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| SIN(S) | COURSE(S)  | COURSE LENGTH        | MINIMUM PARTICIPANTS | MAXIMUM PARTICIPANTS | PRICE    |
|--------|--|----------------------|----------------------|----------------------|----------|
| 595-21 | Business Foundation and Working Together Effectively | 14 Hours (Full Days) | 25                   | 30                   | \$458.71 |
| 595-25 | EEO and EEO Refresher Training                       | 16 Hours (2 Days)    | 25                   | 30                   | \$484.82 |
| 595-21 | Diversity and Inclusion Training                     | 8 Hours              | 25                   | 30                   | \$484.82 |



## LABOR CATEGORY DESCRIPTIONS

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### Commercial Job Title: Program Manager

#### **Minimum/General Experience:**

Seven years of project management experience in the field. May be PMP certified. Familiar with standard concepts: practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Work under general supervision. A certain degree of creativity and latitude is required. Efficient use of personal computer and other office equipment such as fax, copier, printer, etc. is essential. Knowledge of: Microsoft Office Suite including Word, Excel, PowerPoint, Publisher, and Outlook, internal and other technical resources. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on; instruction, system, procedures, and pre-established guidelines to perform the essential functions of the job. Bilingual skills may be required.

#### **Functional Responsibility:**

Responsible for managing all aspects of the project ensuring that the project deliverables specified is delivered on time, according to scope, and within budget. Create a Project Management Work; Plan (PMP) that defines the approach and specific tasks undertaken to accomplish the project goals for EEO or HR Services. The project work plans contain the project scope, requirements, approach, schedule, measurement plan, and communications plan. Responsible for the project schedule, project budget, quality management, change management, risk management, contract administration, client relations, and supervision of contractor personnel.

**Minimum Education:** Bachelor's Degree in a related field

**Rate:** \$109.88

### Commercial Job Title: Alternate Program Manager

#### **Minimum/General Experience:**

Five years of project management experience in the field. May be PMP certified. Familiar with standard concepts: practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Work under general supervision. A certain degree of creativity and latitude is required. Efficient use of personal computer and other office equipment such as fax, copier, printer, etc. is essential. Knowledge of: Microsoft Office Suite including Word, Excel, PowerPoint, Publisher, and Outlook, internal and other technical resources. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on; instructions, systems, processes, procedures, and pre-established guidelines to perform the essential functions of the job. Bilingual skills may be required.

#### **Functional Responsibility:**

Responsible for managing all aspects of the project ensuring that the project deliverables specified is delivered on time, according to scope, and within budget. Create a Project Management Work Plan (PMP) that defines the approach and specific tasks undertaken to accomplish the project goals for EEO or HR Services. The project work plans contain the project scope, requirements, approach, schedule, measurement plan, and communications plan. Responsible for the project schedule; project budget, quality management, change management, risk management, contract administration, client relations, and supervision of contractor personnel.

**Minimum Education:** Bachelor's Degree in a related field

**Rate:** \$104.81



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### Commercial Job Title: EEO Subject Matter Expert/Trainer

#### **Minimum/General Experience:**

Fifteen years of specialist experience in the field. Be familiar with standard concepts, practices, and procedures within the field. May performs a variety of tasks. Work under general supervision. A certain degree of creativity and latitude is required. Efficient use of personal computer and other office equipment such as fax, copier, printer, etc. is essential. Have a knowledge of Microsoft Office Suite including Word, Excel, PowerPoint, Publisher, and Outlook, internal and other technical resources. Has knowledge of commonly used concepts, practices, and procedures within the EEO field. Bilingual skills may be required.

#### **Functional Responsibility:**

EEO subject matter expertise to include curriculum design, training, investigation of discrimination complaints and preparation of reports of investigation, Alternative Dispute Resolution, reference materials relating to equal opportunity programs, EEO training and consulting, and EEO counseling. Administer equal employment opportunity and affirmative employment programs to promote fair employment practices and diversity in the workplace. Helps develop and communicate the organization's EEO policies and procedures. Able to lead in alleged employment, discrimination, harassment, and retaliation investigations. Maintains records of workforce demographics and prepares affirmative employment reports. Ensure organizational compliance with laws and regulations.

**Minimum Education:** Bachelor's Degree in a related field

**Rate:** \$308.56

### Commercial Job Title: Curriculum Designer/Trainer

#### **Minimum/General Experience:**

Seven years of curriculum design and/or training experience. Familiar with standard concepts, practices, and procedures within the field. May performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Efficient use of personal computer and other office equipment such as fax, copier, printer, etc. is essential. Have a knowledge of Microsoft Office Suite including Word, Excel, PowerPoint, Publisher, and Outlook, internal and other technical resources. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Bilingual skills may be required.

#### **Functional Responsibility:**

Design training programs that are based on adult learning principles, which relate content to participant experiences, interactivity, collaboration and application. Uses a variety of methodologies that include experiential learning, action learning, trust building, "real world" issues, challenging assignments, program design participation, entertainment, video, story-centered, learning from peers, assessments, drag and drop exercise, quizzes and multiple choice questions, high quality graphics and multi-media, animation, e-Collaboration and instant messaging, brainstorming, simulations, large group discussion, small group work, games, role playing, case studies, mentoring, and collaborative learning. Plan, designs, develops, delivers, and evaluates training interventions. Ensures training interventions are aligned with client organization's policies, procedures, processes, practices, mission and goals.

**Minimum Education:** Bachelor's Degree in a related Field

**Rate:** \$109.88



## LABOR CATEGORY DESCRIPTIONS

6350 Stevens Forest Road Suite 107  
Columbia, MD 21046  
www.hranew.com  
Office: 410 381 5220  
Fax: 410 381 5229



Contract number: GS-02F-0097Y  
Contract Administrator: Deborah Stalling, SPHR  
Email: Deborah@hranew.com



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### Commercial Job Title: Sr. HR Consultant

#### **Minimum/General Experience:**

Ten years of human resource specialist or generalist experience and may be certified by the Society for Human Resource Management (SHRM) as a Senior Professional in Human Resources (SPHR) or a Professional in Human Resources (PHR). Experience includes program/project management, contract administration, management and supervision of employees, employee and labor relations, recruitment and placement, compensation design and administration, position classification, leadership training, human resource development/training and professional development, risk management and safety, employment law compliance, outplacement and career transition services, strategic human resources, as well as operational and administrative human resources. Understands the business and strategic targets for each client to ensure effective and impactful HR consulting and advisement is provided throughout the life of the contract. Familiar with standard concepts: practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. A certain degree of creativity and latitude is required. Efficient use of personal computer and other office equipment such as fax, copier, printer, etc. is essential. A working knowledge of Microsoft Office Suite including Word, Excel, PowerPoint, Publisher, and Outlook, internal and other technical resources. Bilingual skills may be required.

#### **Functional Responsibility**

Provide onsite and virtual human resource services to clients. Serves as an expert: on federal, state, and local employment law rules, and regulations. Collaborates with other subject matter experts and colleagues/peers. Provide information on environmental trends, client feedback, evolving business needs, and process / systems improvement so that the quality and innovation of services and products remain relevant.

**Minimum Education:** Requires a Bachelor's degree in human resource management, psychology, organization development, or related field.

**Rate:** \$95.89

### Commercial Job Title: HR Consultant

#### **Minimum/General Experience:**

Seven years of human resource specialist or generalist experience and may be certified by the Society for Human Resource Management (SHRM) as a Senior Professional in Human Resources (SPHR) or a Professional in Human Resources (PHR). Experience includes program/project management, contract administration, management and supervision of employees, employee and labor relations, recruitment and placement, compensation design and administration, position classification, leadership training, human resource development/training and professional development, risk management and safety, employment law compliance, outplacement and career transition services, strategic human resources, as well as operational and administrative human resources. Understands the business and strategic targets for each client to ensure effective and impactful HR consulting and advisement is provided throughout the life of the contract. Bilingual skills may be required.

#### **Functional Responsibility:**

Works

closely with the Contracting Officer and Procurement Analyst to compile data for proposals. Reviews solicitations to ensure that data is in line with evaluation criteria and Statement of Work; informs of data that is not in line with solicitation requirements; coordinates the proposal documents for review by the proposal review team. Efficient use of personal computer and other office equipment such as fax, copier, printer, etc. is essential. Working knowledge of Microsoft Office Suite including Word, Excel, PowerPoint, Publisher, and Outlook, internal and other technical resources.

**Minimum Education:** Bachelor's Degree in a related Field.

**Rate:** \$89.20

### Commercial Job Title: Recruitment Consultant

**Minimum/General Experience:**

Seven or more years of recruitment and placement experience. Certified as a specialist in recruitment and placement or executive search. Should be familiar with standard concepts and practices including procedures within the recruitment and placement field. Relies on experience and judgment to plan and accomplish goals. May perform a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Efficient use of personal computer and other office equipment such as fax, copier, printer, etc. is essential. A working knowledge of Microsoft Office Suite including Word, Excel, PowerPoint, Publisher, and Outlook, internal and other technical resources. Bilingual skills may be required.

**Functional Responsibility:**

Manage the full cycle of the recruitment process. Performs in all areas of the recruiting cycle including collaborating with key stakeholders within the client organization, developing a recruitment plan and strategy for each unique position, writing employment advertisements, posting jobs both in print and online, sourcing candidates, screening resumes/employment applications, interviewing viable candidates, preparing interview summaries, referring qualified candidates to the hiring manager, coordinating interviews for hiring manager and/or interview team, influencing and retaining candidate interest, negotiating employment offers, and assisting with the new employee hiring process. Is a generalist or specialist and can recruit and place highly qualified professionals in various government, corporate, and non-profit positions including non-exempt, exempt, and management/executive level positions. Builds and maintains a pipeline of prospective candidates for each unique position. Uses print, online, resume databases, social media, networks, forums, cold calling, and referrals to identify diverse and top talent candidate slates.

**Minimum Education:** Bachelor's Degree in a related field.

**Rate:** \$60.21

### Commercial Job Title: Program Specialist

**Minimum/General Experience:**

Two or more years of EEO, HR Services and Training, may be certified as a Professional in Human Resources (PHR) by the Human Resource Certification Institute (HRCI). An advanced degree may serve as equivalency for experience. Familiar with standard concepts, practices, and procedures and seeks guidance from immediate supervisor to accomplish goals. May perform a variety of tasks and works under general supervision.

A certain degree of creativity and latitude is required. Efficient use of personal computer and other office equipment such as fax, copier, printer, etc. is essential. A working knowledge of Microsoft Office Suite including Word, Excel, PowerPoint, Publisher, and Outlook, internal and other technical resources. Bilingual skills may be required.

**Functional Responsibility:**

Provides operational, administrative, and logistical support to EEO, Training, and HR Services personnel. Is a generalist and supports the project team. Responsible for understanding the project work plan goals to ensure effective and impactful EEO, HR Services, or Training support is provided throughout the life of the client relationship. Make continuous process improvement in the practice area. Maintains a solid knowledge of federal, state, and local employment laws, rules, and regulations; and client's policies, procedures, processes, and practices. Collaborates with leaders and other colleagues to achieve client targets. Shares and implements best practices.

**Minimum Education:** Requires a bachelor's degree in human resource management, psychology, human resource development or related field.

**Rate:** \$46.18

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Contract number: GS-02F-0097Y  
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Email: Deborah@hranew.com





## HOURLY RATES FOR SERVICES

6350 Stevens Forest Road Suite 107

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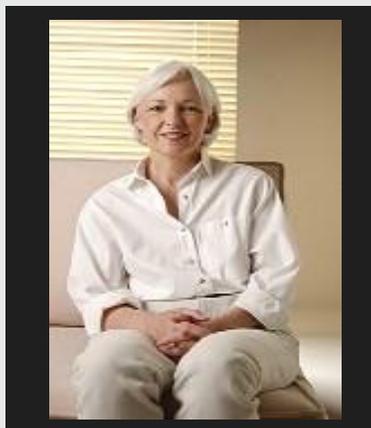
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| SIN(s)            | LABOR CATEGORIES                  | GSA PRICE |
|-------------------|-----------------------------------|-----------|
| 595-21 and 595-25 | Program Manager                   | \$109.88  |
| 595-21 and 595-25 | Alternate Program Manager         | \$104.81  |
| 595-21 and 595-25 | EEO Subject Matter Expert/Trainer | \$308.56  |
| 595-21 and 595-25 | Curriculum Designer/Trainer       | \$109.88  |
| 595-21 and 595-25 | Sr. HR Consultant                 | \$95.89   |
| 595-21 and 595-25 | HR Consultant                     | \$89.20   |
| 595-21 and 595-25 | Recruitment Consultant            | \$60.21   |
| 595-21 and 595-25 | Program Specialist                | \$46.18   |



## INSTRUCTIONS FOR PLACING ORDERS FOR SERVICES BASED ON GSA SCHEDULE HOURLY RATES

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GSA provides a streamlined, efficient process for ordering the services you need. GSA has already determined that HR Anew meets the technical requirements and that our prices offered are fair and reasonable. Agencies may use written orders; facsimile orders, credit card orders, blanket purchase agreement orders or individual purchase orders under this contract.

If it is determined that your agency needs an outside source to provide HR or EEO services, follow these simple steps:

### Step 1. Develop a Statement of Work (SOW)

In the SOW, include the following information:

- Work to be performed,
- Location of work,
- Period of performance;
- Deliverable schedule, and
- Special standards and any special requirements, where applicable.

### Step 2. Select Contractor and Place Order

- If the order is at or below the micro-purchase threshold, select the contractor best suited for your needs and place the order.
- If the order is exceeding the micro-purchase threshold, but less than the maximum order threshold (MOT), prepare an RFQ;
- If the order is in excess of the MOT, prepare an RFQ. Consider expansion of competition and seek price reductions.

### Step 3. Prepare a Request for Quote (RFQ)

- Include the SOW and evaluation criteria;
- Request fixed price, ceiling price, or, if not possible, labor hour or time and materials order;
- If preferred, request a performance plan from contractors and information on past experience; and include information on the basis for selection.
- May be posted on GSA's electronic RFQ system, e-Buy

### Step 4. Provide RFQ to at least Three Firms

### Step 5. Evaluate Offers, Select Best Value Firm, and Place Order

Vendors may:

Offer a new lower price for this requirement (the Price Reduction clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations.)

- Offer the lowest price available under the contract; or
- Decline the order (orders must be returned in accordance with FAR 52.216-19).

A task order that exceeds the maximum order may be placed with the Contractor selected in accordance with FAR 8.404. The order will be placed under the contract.

Sales for orders that exceed the Maximum Order shall be reported in accordance with GSAR 552.238-74.



## BLANKET PURCHASE AGREEMENT

Ordering activities may establish BPAs under any schedule contract to fill repetitive needs for supplies or services. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPAs and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). In determining how many BPAs to establish, consider:

- The scope and complexity of the requirement(s);
- The need to periodically compare multiple technical approaches or prices;
- The administrative costs of BPAs; and
- The technical qualifications of the schedule contractor(s).

Establishment of a single BPA, or multiple BPAs, shall be made using the same procedures outlined in 8.405-1 or 8.405-2. BPAs shall address the frequency of ordering, invoicing, discounts, requirements (*e.g.* estimated quantities, work to be performed), delivery locations, and time.

When establishing multiple BPAs, the ordering activity shall specify the procedures for placing orders under the BPAs.

Establishment of a multi-agency BPA against a Federal Supply Schedule contract is permitted if the multi-agency BPA identifies the participating agencies and their estimated requirements at the time the BPA is established.

Ordering from BPAs:

**Single BPA.** If the ordering activity establishes one BPA, authorized users may place the order directly under the established BPA when the need for the supply or service arises.

**Multiple BPAs.** If the ordering activity establishes multiple BPAs, before placing an order exceeding the micro-purchase threshold, the ordering activity shall:

- Forward the requirement, or statement of work and the evaluation criteria, to an appropriate number of BPA holders, as established in the BPA ordering procedures; and
- Evaluate the responses received, make a best value determination (see 8.404(d)), and place the order with the BPA holder that represents the best value.

**BPAs for hourly rate services.** If the BPA is for hourly rate services, the ordering activity shall develop a statement of work for requirements covered by the BPA. All orders under the BPA shall specify a price for the performance of the tasks identified in the statement of work.

**Duration of BPAs.** BPAs generally should not exceed five years in length, but may do so to meet program requirements. Contractors may be awarded BPAs that extend beyond the current term of their GSA Schedule contract, so long as there are option periods in their GSA Schedule contract that, if exercised, will cover the BPA's period of performance.

**Review of BPAs:**

The ordering activity that established the BPA shall review it at least once a year to determine whether:

- The schedule contract, upon which the BPA was established, is still in effect;
- The BPA still represents the best value (see 8.404(d)); and
- Estimated quantities/amounts have been exceeded and additional price reductions can be obtained.

The ordering activity shall document the results of its review.