



AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICELIST

738X - HUMAN RESOURCES AND EEO SERVICES

Contract Number: GS-02F-009DA
Contract Period: 12/30/2015 thru 12/29/2020

Contract Administration: Donna N. Cooper, President/CEO
Business Size: Woman Owned Small Disadvantaged Business

Contractor: ProSource Consulting, LLC
1325 G Street NW, Suite 500
Washington, DC 20005-3136
Or
7450 Heritage Village Plaza Suite 201
Gainesville, VA 20155

Telephone: 571-202-1500 Fax: 703-997-7433
Email: cooperd@prosourcenow.com
www.prosourcenow.com

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 addresses *GSA Advantage!* is: GSAAdvantage.gov.

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

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INFORMATION FOR ORDERING ACTIVITIES

1. Table of Awarded Special Item Numbers (SIN):

SIN	DESCRIPTION
595-21	Human Resource Services (Excluding EEO Services)
595-21	Training
595-21	Recruitment and Internal Placement

2. Maximum Order: **\$1,000,000 USD**
3. Minimum Order: **\$100 USD**
4. Geographic Coverage: **50 States and the District of Columbia**
5. Points of Production: **US**
6. Prices herein are **net**
7. Quantity Discounts: **2% for orders of \$250k and above**
8. Prompt Payment Terms: **2% 10 day net 30**
9. Government purchase cards **are** accepted below and above the micro-purchase threshold.
10. Foreign Item: **Not applicable**
11. Delivery Time: **As negotiated at task order level**
12. FOB Points: **Destination**
13. Ordering Address: **ProSource Consulting, LLC
1325 G Street NW, Suite 500
Washington, DC 20005-3136
TAX ID #: 20-0049822
CAGE CODE: 3HS74**
14. Payment Address: **ProSource Consulting, LLC
1325 G Street NW, Suite 500
Washington, DC 20005-3136**
- 15-16. Not applicable

17. Terms and conditions of Gov't Credit Cards: **Accepted above micro-purchase threshold.**

18-24. Not applicable

25. DUNS: **134345326**

26. Central Contractor Registration: **Current**

SIN Proposed	Labor Category	Minimum Education / Certification Level	Minimum Years of Experience	GSA Proposed Price Year 1	Year 2	Year 3	Year 4	Year 5
595-21	Program Manager	Bachelors	8	\$ 134.75	\$137.45	\$140.19	\$143.00	\$145.86
595-21	Consultant	Bachelors	4	\$ 152.13	\$155.17	\$158.28	\$161.44	\$164.67
595-21	Sr. HR Specialist	Bachelors	6	\$ 104.28	\$106.37	\$108.49	\$110.66	\$112.88
595-21	HR Specialist	Bachelors	3	\$ 78.45	\$80.02	\$81.62	\$83.25	\$84.92
595-21	HR Assistant	Bachelors	2	\$ 56.66	\$57.79	\$58.95	\$60.13	\$61.33
595-21	Sr. Recruiter	Bachelors	5	\$ 82.62	\$84.27	\$85.96	\$87.68	\$89.43
595-21	Research Analyst	Bachelors	3	\$ 78.33	\$79.90	\$81.49	\$83.12	\$84.79
595-21	Administrative Assistant	Bachelors	2	\$ 43.32	\$44.19	\$45.07	\$45.97	\$46.89
Additional 2% Discount for orders of \$250k and above								

DESCRIPTION OF SERVICES-Labor Category Descriptions

Program Manager

Duties

- Provides overall leadership, advice and guidance to employees. The Program Manager identifies budgetary and staffing requirements, defines plans and organizes assigned staff and other resources to accomplish organizational objectives.

Experience/Education

- At least eight years of related work experience. A BA/BS in a related discipline is required. An MBA or similar graduate degree is preferred.

Consultant

Duties

- Assist with the development of the organizational structure, management policies, standard operating procedures, initial staffing estimates, proposed business processes and ensure the new organization aligns with the proposed requirements of the tactical and strategic plans. Provide assistance that involves providing the subject matter expertise to assist staff to meet deadlines and deliverables requirements.

Experience/Education

- At least four years of management consulting experience with an emphasis on Federal human capital management. At least a BS/BA degree in a related discipline.

Sr. Human Resource Specialist

Duties

- Performs HR duties in one or more areas such as development of position descriptions, classification, staffing, recruiting, benefits administration, employee relations or labor relations. May specialize in one or more disciplines. Possesses expert level knowledge of the rules and regulations and addresses the technical requirements associated with complex problems in the area to which assigned.

Experience/Education

- At least six years of related work experience that includes at least two years of Federal Human Resources experience and demonstrated expertise as a specialist in one or more of the following areas: classification, staffing, recruiting, benefits administration, employee relations or labor relations. A BA/BS degree is required. Four additional years of work experience may substitute for the degree requirement.

Human Resource Specialist

Duties

- Performs HR duties in one or more areas such as classification, staffing, recruiting, benefits administration, employee relations or labor relations. May specialize in one or more disciplines. Works independent of supervision on routine assignments. Develops and implements new employee orientation programs and may design and administer exit interviews.

Experience/Education

- At least three years of related work experience that includes at a minimum of 12 months of Federal HR experience and demonstrated expertise as a specialist in one or more of the following areas: as classification, staffing, recruiting, benefits administration, employee relations or labor relations. A BA/BS degree is required. Four additional years of related work experience may substitute for the degree requirement.

Human Resource Assistant

Duties

- Performs basic HR duties in one or more areas such as classification, staffing, recruiting, benefits administration, employee relations or labor relations. Works under the supervision of a more seasoned HR generalist or specialist.

Experience/Education

- This is an entry level position. Strong interpersonal skills and a demonstrated customer service orientation are required. Two years of related work experience is required. Some Federal HR experience is desired. A BA/BS degree is required. Four additional years of related work experience may substitute for the degree requirement.

Senior Recruiter

Duties

- Collaborates with senior leadership to develop annual recruiting plans to ensure timely identification of current and future hiring needs. Designs and implements annual recruiting strategies using creative recruitment techniques to identify well qualified candidates. Provide supplemental recruitment support for hard to fill vacant positions that often require a unique/ critical skill set at a senior level. Develops action plans that include writing and placing of advertisements in professional journals, national newspapers and on professional web sites.

Experience/Education

- At least five years of recruiting experience including at least three years of experience recruiting for candidates in specifically identified occupations. Prior federal recruiting experience is desired. At least a BS/BA in a related discipline.

Research Analyst

Duties

- Establishes and maintains external and internal relationships with subject matter experts and other team members to maintain critical staff/workforce data such as with-in-grade increases, promotion eligibility, recruitment action status, etc. Assists subject matter expertise to meet deadlines and deliverables requirements.

Experience/Education

- At least three years of related experience including at least one year of research experience within the Federal HR section. At least a BS/BA in a related discipline.

Administrative Assistant

Duties

- Provides basic day-to-day general administrative assistance such as routing phone calls, making copies, filing and managing office supplies. The administrative assistant may also assist in coordinating meetings, conferences, and interviews to support recruitment and hiring efforts.

Experience/Education

- This is an entry level position. Strong interpersonal skills and a demonstrated customer service orientation are required. Two years of related work experience is required. Some Federal HR experience is desired. A BA/BS degree is required. Four additional years of related work experience may substitute for the degree requirement