



## FEDERAL ACQUISITION 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 addresses GSA Advantage! is: [GSAAdvantage.gov](http://GSAAdvantage.gov).

**Schedule Title:** HUMAN RESOURCES AND EQUAL EMPLOYMENT OPPORTUNITY (EEO) SERVICES

**Schedule No.:** Schedule 738 Part X, SIN 595-21

**Product/Service Code:** R799

**Contract Number:** GS-02F-0133U

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*For more information on ordering from Federal Supply Schedules, go to the Internet address: [www.gsa.gov](http://www.gsa.gov). Find link to GSA Schedules. Then find link to Customers Ordering from Schedules. Next, find links to Ordering Procedures for Services Requiring a Statement of Work and Ordering Procedures for Services not requiring a Statement of Work.*

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**Contract Period:** August 6, 2008 through August 5, 2013

**Contractor Administration Sources:**



<p><b><i>Business Points of Contact</i></b> Ken Taunton Managing Director The Royster Group, Inc. 934 Glenwood Avenue Atlanta, GA 30316-1870 Suite 280 770-507-3353x105 (Office) 770-507-4034 (Fax) <a href="http://www.roystergroup.com">www.roystergroup.com</a> <a href="mailto:krtaunton@roystergroup.com">krtaunton@roystergroup.com</a></p>	<p><b><i>Contractual Contact</i></b> Carlos Lopez Managing Director The Royster Group, Inc. 934 Glenwood Avenue Atlanta, GA 30316-1870 Suite 280 770-507-3353x102 (Office) 770-507-4034 (Fax) <a href="http://www.roystergroup.com">www.roystergroup.com</a> <a href="mailto:clopez@roystergroup.com">clopez@roystergroup.com</a></p>
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**Business Size:** SBA Certified Small Disadvantaged Business, SBA Certified 8(a) Program Participant, Minority Owned Business, Small Disadvantaged Business, Small Business

## **CUSTOMER INFORMATION FOR ORDERING ACTIVITIES**

- 1a. Table of awarded special item number (s) -- (with appropriate cross-reference to the items descriptions and awarded prices):**

SIN 592-21- Recruitment and Internal Placement.

- 1b. Identification of the lowest priced services for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession-affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. N/A.**

- 1c. If the Contractor is proposing, ANY hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees r subcontractors who will perform services shall be provided. N/A**

- 2. MAXIMUM ORDER:** \$1,000,000 maximum order is a breakpoint for possible additional discounts.

- 3. MINIMUM ORDER LIMITATION:** \$100.

- 4. GEOGRAPHIC COVERAGE (DELIVERY AREA):** The 48 contiguous states, Alaska, Hawaii, Puerto Rico and Washington DC.

- 5. Points of Production:** Work will be performed at the contractor's facility.

- 6. Discount from list prices or statement of net prices:** Net prices are included on the price list.

- 7. Quantity/Volume Discounts:** A one percent (1%) discount will be applied to all orders that consist of five (5) or more placements.

- 8. Prompt Payment Terms:** Net 30 days.

- 9a. Government purchase cards are accepted up to the micro-purchase threshold.** Accepted.

- 9b. Government purchase cards are accepted or are not accepted above the micro-purchase threshold.** Accepted.

- 10. Foreign Items:** N/A
- 11a. Time of Delivery:** Ordering agency's statement of work and the order.
- 11b. Expedited Delivery:** Available between contractor and ordering agency.
- 11c. Urgent Requirements:** Contact the Contractor for the purpose of obtaining accelerated delivery pursuant to Contract Clause NO. I-FSS-140-B, Urgent Requirements. N/A
- 12. F.O.B. Point (s):** N/A
- 13a. Ordering Address:**  
The Royster Group  
934 Glenwood Avenue  
Suite 280  
Atlanta, GA 30316-1870
- 13b. Ordering procedures:** For supplies and services, the ordering procedures, information blanket purchase agreement (BPA) are found in Federal Acquisition regulation (FAR)
- 14. Payment Address:**
- PLEASE REMIT CHECK PAYMENTS TO:**
- For Standard Delivery and Overnight Delivery*  
The Royster Group  
934 Glenwood Avenue  
Suite 280  
Atlanta, GA 30316-1870
- 15. Warranty Provision:** the contractor warrants and implies that the services rendered under the contract are merchantable and fit for the particular purpose described in the contract. **Ninety-days (90 days)**
- 16.** Terms and conditions of Government purchase card acceptance. N/A.
- 17.** Data Universal Number System (DUNS) number. **114091684**
- 18.** Central Contractor Registration (CCR). **The Royster Group is registered in the CCR - CAGE Code 3B9T9**

SIN – 595-21	Recruitment & Internal Placement
<p><b>Services</b></p>	<p>Executive, Professional and Medical Recruitment of all level of Federal Employees. The following are positions that we specialize in:</p> <ul style="list-style-type: none"> <li>❖ Senior Executive Services (SES)</li> <li>❖ Senior Management</li> <li>❖ Physicians</li> <li>❖ Nurses</li> <li>❖ Medical Services</li> </ul>
<p><b>Pricing</b></p>	<ul style="list-style-type: none"> <li>❖ 24.56% of first year annual salary, plus an administrative fee of 11% of the placement fee, which includes video conference, research, postage, express mail.</li> <li>❖ Discount: A one percent (1%) discount will be applied to all orders that consist of five (5) or more searches.</li> </ul>
<p><b>Guarantee</b></p>	<ul style="list-style-type: none"> <li>❖ If our placement resigns or is terminated in the first three months, The Royster Group will redo the search assignment for FREE plus expenses.</li> </ul>