

The logo for Noor Associates features the company name in white lowercase letters on a dark blue background. A red, swoosh-like graphic element is positioned behind the text, curving from the bottom left towards the top right.

noor associates

Noor Associates, Inc

A trusted partner for your employment needs and staffing solutions

Minority Owned Small Business

GENERAL SERVICES ADMINISTRATION



Contract Number: GS-02F-0157Y

Schedule : **Human Resources**
FSC Group : **738 Part X**
SIN : **SIN 595-21**
NAICS Codes : **541612**
Contract Period : **06/18/2012 to 06/18/2017**
Business Type : **Minority Owned Small Business**
DUNS : **965566842**
CAGE : **672G5**
TIN : **20-3236508**

Company Name : **Noor Associates, Inc**
Address : **115 Overlook Rd**
Pomona, NY 10970
Contact Person : **Habib Noor**
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Web: www.noorinc.com

SECTION I **CORPORATE OVERVIEW**

Noor Associates offer a broad range of services and solutions to our clients. Every firm has a unique fingerprint, and our strength is getting to know every tiny line of that fingerprint. Knowing our clients' individual needs allows us to provide individually tailored solutions to meet those needs. Through our study and research of our clients, we gain an unmatched understanding of their subtle differences in management and firm philosophy.

Our Services includes:

- ✓ **Contingency Search**
- ✓ **Temporary / Temp-to-Perm Staffing**
- ✓ **Consulting**
- ✓ **Retained Search**
- ✓ **Project Based Solutions**
- ✓ **Confidential Search**
- ✓ **Exclusive Search**
- ✓ **Salary Survey**

Contingency Search: Our contingency search service offers you a guaranteed way to see the best possible pool of talent for your recruitment needs. This is the most cost-effective way to find the right personnel for your openings. Noor associates do not deliver resumes; we deliver competent, professional individuals with whom we have ongoing personal and professional relationships. Our continually evolving recruiting process provides searches based on your firm's needs and the needs of your industry as a whole. We don't rely on the internet for our candidates; the majority comes from cold calling, referrals, and our vast network of industry contacts. Our recruiting process is thorough; we check every reference, both those provided by the candidate and those we obtain independently through our own network. Candidate evaluations include in-depth interviews and background checks conducted by qualified experts. We will not stop recruiting until an applicant accepts the position.

Retained Search: Noor Associates' retained search services offer our highest level of commitment and attention to our clients. When we enter into a retained search agreement, we dedicate a team of qualified professionals to give 100% of their attention to the client for the entire duration of the recruitment process.

We conduct:

- In-depth phone screens
- Face-to-face interviews
- Reference checks
- Profile checks
- Background checks

After this thorough process is complete, we present our top three to five candidates to our client. We repeat this process until the position is filled with the exact candidate you are looking for. As a part of a retained search with us, we will also provide you with all of the records of the interviews, phone conversations, and research we have performed on a weekly basis. This information is intended to demonstrate our due diligence during the search and help you to make decisions, such as salary adjustments, description changes, location changes, future recruiting options, etc.

Temp-to-Perm Staffing: Noor associates offers temporary and temp-to-perm staffing options for positions that need immediate filling. This type of solution is an increasingly popular way to rapidly fill open positions in a cost-effective manner. Temp-to-perm gives the employer the opportunity to ensure that a candidate's experience, skill-set, and personality are the right match for an organization before a permanent offer of employment is extended. We offer around the clock support for this type of service.

Consulting: Noor associates have a network of qualified and trusted professionals who are available for your short or long-term needs. Whether you need a long-term temporary consultant or short-term coverage, we have the network of talented and experienced people to fulfill your requirements.

Project Based Solutions: We provide full service project solutions. With our deep network of qualified professionals and partner vendors, we can organize and mobilize quickly to implement any full life cycle project solutions that you require.

We tailor our level of support to your needs, whether it is something as simple as advice or recommendations, or something major like a new software deployment, network upgrade, or hardware rollout. Our vast network of project managers and experts will be

at your disposal to work with you and create a solution that exactly fits your needs. Our consulting teams are comprised of industry experts with immense practical experience. These experts can provide strategic assessments as well as timely implementations. Our consultants have the experience and technical ability to deliver any size solution to you.

We understand that it is not enough to simply put new processes or systems into place. There is a considerable amount of training and support that goes into the initial stages of use, and we make sure that you have access to our professionals to support you throughout the entire process. Our project managers will communicate effectively with your in-house teams to ensure that every new system and process implementation is as seamless as possible with little down-time and effect on the users.

Confidential Search

We take our commitment to the confidentiality of our candidates and clients very seriously. Our thorough knowledge of the currently available workforce and extensive experience in confidential searches affords us the ability to efficiently furnish our clients with a short list of appropriate candidates, without divulging our clients' sensitive information.

Exclusive Search

When we perform an exclusive search, we help you avoid time-wasting redundancies: too many resumes, too many agencies, double submittals. In addition, we will furnish a longer guarantee and a set fee.

Salary Survey

We can provide our own proprietary job market comparison salary analysis based on previous similar placements at comparable firms.

To find out how we can assist you in meeting your HR needs, please contact us at: **212-812-3395** or visit our website at **www.noorinc.com**

SECTION II**Federal Supply Schedule Contract Clauses and Price List****1. Table of awarded special item numbers:****SIN 595-21: Human Resources Services****2. Maximum order:** \$1,000,000**3. Minimum order:** \$100**4. Geographic coverage / Scope:** Global**5. Prompt payment terms:** Net 30 days**6. Prompt payment Discount :** 0.25%, Net 15 Days**7. Time of delivery:** To be specified on each individual Task Order**8. Delivery Terms:** FOB Destination**8. Ordering address:** Noor Associates, Inc
295 Madison Ave
New York, NY 10017**9. Payment addresses:** Noor Associates, Inc
115 Overlook Rd
Pomona, NY 10970**10. Economic Price Adjustment:** Clause 552.216-70 Economic Price Adjustment – FSS Multiple Award Schedule Contract (SEP 1999) will apply to this contract, since this award is predicated on Noor Associates, Inc commercial catalog/pricelist.**11. Government Commercial Purchase Card:** Noor Associates, Inc will accept the Government Commercial Credit Card at or below the micro purchase threshold.**12. Foreign items (list items by country of origin):** Not applicable**13. Time of delivery:** As negotiated with ordering agency.**14. Expedited Delivery:** As negotiated with ordering agency.**15. Overnight and 2-day delivery:** Not applicable**16. Urgent Requirements:** As negotiated with ordering agency.

17. **Ordering procedures: Contact Contractor**
18. **Warranty provision: Noor Associates, Inc. guarantees the satisfactory completion of all Human Resource General Services performed under the contract, and shall exercise sufficient diligence to ensure the technical correctness and accuracy of the services performed. The contractor shall perform, at its sole expense, any services which are determined by the government to be deficient, in order to ensure the satisfactory completion of such services.**
19. **Export packing charges: Not applicable**
20. **Terms and conditions of rental, maintenance, and repair: Not applicable**
21. **Terms and conditions of installation: Not applicable**
22. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices: Not applicable**
23. **Terms and conditions for any other services: Not applicable**
24. **List of service and distribution points: Not applicable**
25. **List of participating dealers: Not applicable**
26. **Preventive maintenance: Not applicable**
27. **Special attributes such as environmental attributes: Not applicable**
28. **Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and can be found at: www.Section508.gov/. – Not Applicable**
29. **Data Universal Number System (DUNS) number: 965566842**
30. **Noor Associates, Inc has a current registration in the Central Contractor Registration (CCR) database.**

SECTION III
Price List

Noor Associates, Inc
SIN 595-21 - Human Resource
Services

SIN	595 21
Services	Contingency Search
Unit	Per candidate
Commercial List Price	20%
MFC Name	All Commercial Customers
Discount to MFC	0%
MFC Price	20%
MFC Federal Agency	N/A
MFC Federal Agency Price	N/A
Discount Offered to GSA	10%
GSA Price (Exc IFF)	18%
GSA Price (Inc IFF)	18% + .75%