



**General Services Administration  
Federal Supply**

**Human Resources and EEO Services  
Solicitation 2FYA-AR-060004-B  
Contract GS-02F-0167T**



9381 East Stockton Blvd #118  
Elk Grove, CA 95623  
Phone (916) 714-6661  
Fax (209) 714-7401  
[www.federalresumewriter.com](http://www.federalresumewriter.com)



**General Services Administration  
Federal Supply**

**Human Resources and EEO Services**

**Specific Item Number (SIN) 595-28-Human Resource Services**

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)

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

Career Ladders

Contract Number GS-02F-0167T

Price list revision #1 09/07/2007

Modification April 3, 2008

**Contract period September 24, 2007 to September 23, 2012**



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## Information of ordering activities

Human Resource Services

Contractor Contact information

Career Ladders

9381 East Stockton Blvd #118

Elk Grove, CA 95632

Phone (916) 714-6661

Fax (209) 714-7401

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

Contract administrator: Anita Radosevich, President

[antia@careerladders.biz](mailto:antia@careerladders.biz)

Business size: 8(a), Woman owned small business

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**1a. Special Item Numbers:** SIN 595-28 Social Services. See descriptions and prices starting on page 7.

**1b. Lowest price service:** Professional Services at \$90.68/hour. See Table of Contents for job titles, rates, experience, and education.

**2. Maximum Order:** The maximum delivery order limitation is \$1,000,000.

**3. Minimum Order:** The minimum delivery order limitation is \$90.68.

**4. Geographic coverage (delivery area):** The geographic scope of this contract is the 48 contiguous states, the District of Columbia, Alaska, and Hawaii.

**5. Points of production:** N/A

**6. Discount:** All prices listed reflect the net price for the services in question.

**7. Quantity Discount:** Single order quantity discount are as follows:

2% on orders \$50,000

3% on orders \$100,000

4% on orders \$500,000

**8. Prompt payment terms:** Net 30 days ARO.

**9a. Government commercial credit card** is accepted at or below the micro-purchase threshold.

**9b. Government commercial credit card** is accepted above the micro-purchase threshold.

**10. Foreign items:** None.

**11a. Time of delivery:** Dependent on work order.

**11b. Expedited Delivery:** Dependent on work order.

**11c. Overnight and 2-day delivery:** N/A.

**11d. Urgent Requirements:** N/A.

**12.** Delivery shall be F.O.B. destination on all deliverable products and services ordered.



**13a. Ordering address is as follows:**

Career Ladders  
9381 East Stockton Blvd #118  
Elk Grove, CA 95632  
Phone (916) 714-6661  
Fax (209) 714-7401  
[www.federalresumewriter.com](http://www.federalresumewriter.com)

**13b. Ordering Procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) and a sample BPA can be found at the GSA/FSS Schedules homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules))

**14. Payment address is as follows:**

Career Ladders  
9381 East Stockton Blvd #118  
Elk Grove, CA 95632  
Phone (916) 714-6661  
Fax (209) 714-7401  
[www.federalresumewriter.com](http://www.federalresumewriter.com)

**15. Warranty provision:** N/A

**16. Export packing charges:** N/A

**17. Terms and conditions of government commercial credit card acceptance:** Career Ladders will accept payment under the IMPAC (International Merchant Purchase Authorization Card) program. The General Services Administration, under a program initiated by the Department of Commerce, established the IMPAC program in 1989. Under it, any Federal government agency, bureau, military institution, or activity can purchase goods and services.

**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 price lists and any discounts from list prices:** N/A

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

**21. List of service and distribution points:** N/A

**22. List of participating dealers:** N/A

**23. Preventive maintenance:** N/A

**24a. Special attributes:** N/A

**25. Section 508 Compliance:** N/A



**Supplemental Information**

The following information on Career Ladders is provided to assist ordering offices in completing standard forms:

**26. Data Universal Number System (DUNS) number:** 042081344

**27. Notification regarding registration in Central Contractor Registration (CCR) database:** Career Ladders registration in CCR is valid until 04/19/2009.  
CAGE Number: 43KD3

**Executive Summary-Business**

Founded in 1992 Career Ladders is a career development and counseling company focused on assisting current federal employees seeking career transition/advancement as well as assisting veterans/disabled veterans or civilians transition from their military career to federal employment opportunities. Career Ladders will coach and interview individuals to extract quantifiable accomplishments, competencies and experiences with the use of their personal passion to empower individuals to increase their chances of obtaining positive results before, during and after their interviews.

Services offered to GSA:

- 6-Hour Federal Jobs and Application Process Course
- 3-Hour KSAS Writing Course

**Training Requirements**

SIN	Labor Rate/ Course/Task/ Investigation, etc.	Training Requirements
595-28	Federal Application Process Class	Certified Professional Resume Writers (CPRW) Certified Federal Resume Writers and Coach (CFRWC) Certified Employment Institute Professional (CEIP) Professional Association of Resume Writers (PARW) Certified Federal Job Search Trainer
595-28	KSAS Class	Certified Professional Resume Writers (CPRW) Certified Federal Resume Writers and Coach (CFRWC) Certified Employment Institute Professional (CEIP) Professional Association of Resume Writers (PARW) Certified Federal Job Search Trainer
595-28	Professional Services	Certified Professional Resume Writers (CPRW) Certified Federal Resume Writers and Coach (CFRWC) Certified Employment Institute Professional (CEIP) Professional Association of Resume Writers (PARW) Certified Federal Job Search Trainer




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## Pricing rates-Career Ladders 738X SIN 595-28

SIN	Labor Rate/ Course/Task/ Investigation, etc.	GSA Rate
595-28	Federal Application Process Class	\$ 186.12
595-28	KSAS Class	\$ 139.59
595-28	Professional Services	\$ 90.68

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### **Federal Application Process Instructor**

Instructor Qualifications-Certified Certified Federal Job Search Trainer (CFJST), Certified Federal Resume Writers and Coach (CFRWC), Certified Employment Institute Professional (CEIP) and Certified Professional Resume Writer (CPRW).

#### Course Description

##### 2 Hours

- Review 10 Steps to a Government Job
- Review key pages of the Job Seekers Guide Workbook
- Provide up to 3 classroom exercise activities
- Review the resume writing technique

##### 2 Hours

- Review and demonstrate Federal Online Systems such as CHART, CPOL, USAJOBS, and AVUE Digital Services
- Understanding the Resumix, Resume Builder, and QuickHire
- Provide handouts of resumes for each system

##### 2 Hours

- Review of OPM Standards, ONET, and other resources
- Review Groups and Families handbook to determine career niche
- Review USAJobs.opm.gov vacancy announcement
- Understand the importance of key words and key phrases



Title of Course:	The Federal Application Process	Length of Course (# of Hrs/Days)	6 Instruction Hours/ 6hr –1 day
Price Per GSA	\$186.12	Minimum Number of Participants: 6	
		Maximum Number of Participants: 20	

## KSAS Instructor

Instructor Qualifications-Certified Certified Federal Job Search Trainer (CFJST), Certified Federal Resume Writers and Coach (CFRWC), Certified Employment Institute Professional (CEIP) and Certified Professional Resume Writer (CPRW).

### Course Description

#### Hour 1

- KSA Definition and explanation
- Compare KSA's, analyze before and after examples
- Discuss announcement duties, agency mission and demonstrate a program to analyze the best possible KSA answers
- Discuss the expected length of a KSA and what elements HR would expect to be included.

#### Hour 2

- Describe the purpose of the CCAR writing formula.
- Explain how KSA's are to be outlined in the CCAR.
- Demonstrate design and layout to enhance readability of KSA's.

#### Hour 3

- Have all class attendees write three KSA's
- Review as many attendee-written KSA's and critique and edit as necessary, as time allows.



Title of Course:	KSAS	Length of Course (# of Hrs/Days)	3 Instruction Hours/ 3 hr –1 day
Price Per GSA Participant:	\$139.59	Minimum Number of Participants: 6	
		Maximum Number of Participants: 20	

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**Hourly Professional Services \$90.68/hour**

Professional Qualifications-Certified Professional Resume Writers (CPRW), Certified Federal Resume Writers and Coach (CFRWC), Certified Employment Institute Professional (CEIP) and Professional Association of Resume Writers (PARW), Certified Federal Job Search Trainer

- Resume writing
- Professional resume formatting and design
- Job Search Management Training
- Cover Letter Writing
- Military Transition Expertise
- Job and Career Transition Coaching
- Interview Skills Training
- Job Coaching
- Military to Civilian Job counseling
- Veterans Job counseling
- Retirees return to work counseling
- Career Marketing

Career Ladders provides consulting to our firms and their clients on an hourly basis for training. These training sessions may include but are not limited to support in planning, recruitment and internal placement, position classification, personnel actions, employee relations, outplacement, and function review/integration services.

**Revised 07/30/2008**