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.

Schedule Title: Multiple Award Schedule (MAS)
FSC Group: Professional Services, Human Capital
Product Services Code: R408, R799, R704

Contract Number: GS-02F-0182N

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

Contract Period: August 19, 2018 – August 18, 2023

The HR Source
8181 Professional Place, Suite 120
Landover, MD 20785
PhoneNumber: (301) 459-3133
www.thehrsource.com

Contact for contract administration: Patricia Hall Jaynes
pathj@thehrsource.com

Business size: Small, Minority, Woman Owned, SBA Certified Small Disadvantaged Business
Current as of Modification Number 0037 effective April 6, 2021
Prices Shown Herein are Net (discount deducted)
1. a. Table of awarded Special Item Numbers (SINs):

<table>
<thead>
<tr>
<th>SIN#</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>541611</td>
<td>Management and Financial Consulting, Acquisition...</td>
</tr>
<tr>
<td>541612HC</td>
<td>Agency Human Capital Strategy, Policy and Operations</td>
</tr>
<tr>
<td>611430</td>
<td>Professional and Management Development Training</td>
</tr>
<tr>
<td>OLM</td>
<td>Order-Level Materials (OLM)</td>
</tr>
</tbody>
</table>

b. Identification of the lowest priced service for each special item number awarded in the contract. See page 4

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. See page 5

2. Maximum order for each SIN:

<table>
<thead>
<tr>
<th>SIN#</th>
<th>MAXIMUM ORDER</th>
</tr>
</thead>
<tbody>
<tr>
<td>541611</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>541612HC</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>611430</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>OLM</td>
<td>$250,000</td>
</tr>
</tbody>
</table>

*If the best value selection places your order over the Maximum Order identified in this catalog/pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contractor for a better price. The contractor may (1) offer a new price for this requirement (2) offer the lowest price available under this contract or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the schedule contract in accordance with FAR 8.404.

3. Minimum order: $100

4. Geographic coverage (delivery area): 48 contiguous states, Alaska, Hawaii, Puerto Rico and Washington, DC; and to a CONUS port or consolidation point for orders received from overseas activities.

5. Point(s) of production: Not applicable

6. Discount from list prices or statement of net price: Net prices shown (discounts applied)

7. Quantity discounts: None

8. Prompt payment terms: Net 30 Days

9. Foreign items: Not applicable

10. a. Time of delivery: THE HR SOURCE shall deliver or perform services in accordance with the terms negotiated in an agency’s order. THE HR SOURCE will not propose in excess of its standard commercial delivery or performance times to agencies without giving notice to the Ordering Officer of its intent to do so.
b. Expedited delivery: Not applicable

11. F.O.B. point(s): Destination

12. a. Ordering address(es): THE HR SOURCE
   Attention: Patricia Hall Jaynes
   8181 Professional Place, Suite 120
   Landover, MD 20785

   b. 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.

13. Payment address: THE HR SOURCE
   Attention: Patricia Hall Jaynes
   8181 Professional Place, Suite 120
   Landover, MD 20785

14. Warranty provision: Standard Warranty

15. Export packing charges: Not applicable

16. Terms and conditions of rental maintenance, and repair: Not applicable

17. Terms and conditions of installation: THE HR SOURCE shall deliver or perform services in accordance with the terms negotiated in an agency’s order.

18.
   a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices: Not applicable
   b. Terms and conditions for any other services: Not applicable

19. List of service and distribution points: Not applicable

20. List of participating dealers: Not applicable

21. Preventative maintenance: Not applicable

22.
   a. Special attributes such as environmental attributes: Not applicable
   b. Section 508 compliance: Not applicable

23. Data Universal Number System (DUNS) number: 008127321

24. Notification regarding registration in the System for Award Management (SAM) database. The HR Source is registered and active in SAM
## PRICING

### SIN 541612HC

#### Labor Categories and Rates

<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>Sr. HR Consultant</td>
<td>$177.98</td>
<td>$185.09</td>
<td>$192.50</td>
<td>$200.20</td>
<td>$208.21</td>
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<tr>
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<td>$124.15</td>
<td>$129.12</td>
<td>$134.28</td>
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<td>$113.37</td>
<td>$117.90</td>
<td>$122.62</td>
<td>$127.52</td>
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**SIN 541612HC = Agency Human Capital Strategy, Policy and Operations**

### SIN 541611

#### Labor Categories and Rates

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<tr>
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<td>$42.82</td>
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</tbody>
</table>

**SIN 541611 = Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services**
# SIN 611430

## Courses and Rates

<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>DIVERSOLOGY</td>
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<tr>
<td></td>
<td>$119.65</td>
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<tr>
<td>Set-up Fee for DIVERSOLOGY</td>
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<td>$550.13</td>
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<td>$572.13</td>
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SIN 611430 = Professional and Management Development Training
Sr. HR Consultant

**Functional responsibilities:** A senior level professional with extensive HR/Personnel background and expertise in any functional area of Human Resources/personnel. He/she is able to create and implement programs with little supervision or direction.

**Minimum years of experience:** 10 years of experience  
**Minimum education/degree requirements:** Bachelor’s Degree

Sr. HR Specialist

**Functional responsibilities:** A seasoned Human Resource professional, capable of administering one or all aspects of the Human Resource function. May provide recruitment and internal placement, classification or employee relations support.

**Minimum years of experience:** 10 years of experience  
**Minimum education/degree requirements:** High School Diploma

HR Specialist

**Functional responsibilities:** Performs duties requiring mid-level knowledge in some or one HR specialty fields. Works independently. May be responsible for all departmental duties at the division level. May provide employee relations, recruitment and internal placement, or classification support.

**Minimum years of experience:** 7 years of experience  
**Minimum education/degree requirements:** High School Diploma

Sr. Personnel Assistant

**Functional responsibilities:** With supervision performs duties requiring general knowledge in all or most of HR specialty areas. May process personnel actions, maintain online data in HRIS system and prepare reports. Supports recruiting efforts, benefits administration, classification administration and employee relations.

**Minimum years of experience:** 5 years of experience  
**Minimum education/degree requirements:** High School Diploma

Timekeeper

**Functional responsibilities:** Review time sheets, work charts, wage computation, and other information to detect and reconcile payroll discrepancies. Compile employee time, production, and payroll data from time sheets and other records. Process paperwork for new employees and enter employee information into the payroll system.

**Minimum years of experience:** 2 years of experience  
**Minimum education/degree requirements:** High School Diploma

Administrative Assistant I

**Functional responsibilities:** Performs routine administrative, clerical and related duties in support of team or individual. Work may include typing correspondence, reports, and memos, maintaining computer-based and paper files, answering and screening telephone calls, opening and distributing mail for those supported.

**Minimum years of experience:** 1 year of experience  
**Minimum education/degree requirements:** High School Diploma
Administrative Assistant II

**Functional responsibilities:** Performs both routine administrative, clerical and related duties in support of team or individual. Answers routine inquiries and prepares standard correspondence. Makes travel arrangements, prepares briefings and presentations. Coordinates meetings, meeting agenda, and scheduling of logistics and Internet based research.

**Minimum years of experience:** 2 years of experience

**Minimum education/degree requirements:** High School Diploma

Administrative Assistant III

**Functional responsibilities:** Performs both routine administrative, clerical and related duties in support of team or individual. Answers routine inquiries and prepares standard correspondence. Makes travel arrangements, prepares briefings and presentations. Coordinates meetings, meeting agenda, and scheduling of logistics and Internet based research.

**Minimum years of experience:** 3 years of experience

**Minimum education/degree requirements:** High School Diploma

Data Entry Operator

**Functional responsibilities:** Locate and correct data entry errors or report them to supervisors. Compile, sort, and verify the accuracy of data before it is entered. Compare data with source documents, or re-enter data in verification format to detect errors. Store completed documents in appropriate locations.

**Minimum years of experience:** 1 year of experience

**Minimum education/degree requirements:** High School Diploma

Document Preparer I

**Functional responsibilities:** Prepare, manage, and track a variety of documents, such as legal correspondence or contracts. Input, organize and maintain documents in paper or electronic filing system. Communicate status to appropriate parties. Research facts, laws and regulations of files searching pertinent sources, such as internal records, public records and internet sources, to determine course of action and to prepare cases and documents for disposition.

**Minimum years of experience:** No experience required

**Minimum education/degree requirements:** High School Diploma

Document Preparer II

**Functional responsibilities:** Prepare, manage, and track a variety of documents, such as legal correspondence or contracts. Input, organize and maintain documents in paper or electronic filing system. Communicate status to appropriate parties. Research facts, laws and regulations of files searching pertinent sources, such as internal records, public records and internet sources, to determine course of action and to prepare cases and documents for disposition.

**Minimum years of experience:** 3 years of experience

**Minimum education/degree requirements:** Associate’s Degree
**Executive Assistant I**

**Functional responsibilities:** Manage and maintain executives’ schedules. Make travel arrangements for executives. Prepare invoices, reports, memos, letters, financial statements, and other documents, using word processing, spreadsheet, database, or presentation software. Coordinate and direct office services, such as records, departmental finances, budget preparation, personnel issues, and housekeeping, to aid executives. Answer phone calls and direct calls to appropriate parties or take messages.

**Minimum years of experience:** 2 years of experience  
**Minimum education/degree requirements:** High School Diploma

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**Executive Assistant II**

**Functional responsibilities:** Provides principal secretarial support in an office, works fairly independently receiving a minimum of detailed supervision and guidance, and performs various clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office.

**Minimum years of experience:** 4 years of experience  
**Minimum education/degree requirements:** High School Diploma

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**HR Assistant**

**Functional responsibilities:** Process, verify, and maintain personnel related documentation, including staffing, recruitment, training, grievances, performance evaluations, classifications, and employee leaves of absence.

**Minimum years of experience:** 2 years of experience  
**Minimum education/degree requirements:** High School Diploma

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**HR Coordinator I**

**Functional responsibilities:** Record data for each employee, including such information as addresses, weekly earnings, absences, amount of sales or production, supervisory reports on performance, and dates of and reasons for terminations. Explain company personnel policies, benefits, and procedures to employees or job applicants. Provide assistance in administering employee benefit programs and worker’s compensation plans.

**Minimum years of experience:** 3 years of experience  
**Minimum education/degree requirements:** High School Diploma

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**HR Coordinator II**

**Functional responsibilities:** Process, verify, and maintain personnel related documentation, including staffing, recruitment, training, grievances, performance evaluations, classifications, and employee leaves of absence. Record data for each employee, including such information as addresses, weekly earnings, absences, amount of sales or production, supervisory reports on performance, and dates of and reasons for terminations. Explain company personnel policies, benefits, and procedures to employees or job applicants. Provide assistance in administering employee benefit programs and worker’s compensation plans. Answer questions regarding examinations, eligibility, salaries, benefits, and other pertinent information

**Minimum years of experience:** 4 years of experience  
**Minimum education/degree requirements:** High School Diploma
Receptionist I

**Functional responsibilities:** Greets visitors, determining nature of visits and directing visitors to appropriate persons. May also have other duties such as recording and transmitting messages; keeping records of calls placed; providing information to callers and visitors; making appointments; keeping a log of visitors; and issuing visitor passes.

**Minimum years of experience:** No experience required

**Minimum education/degree requirements:** High School Diploma

Receptionist II

**Functional responsibilities:** Greets visitors, determining nature of visits and directing visitors to appropriate persons. Perform other duties such as recording and transmitting messages; keeping records of calls placed; providing information to callers and visitors; making appointments; keeping a log of visitors; and issuing visitor passes. May also work on a computer and perform other routine clerical work that may occupy the major portion of the worker’s time.

**Minimum years of experience:** 1 year of experience

**Minimum education/degree requirements:** High School Diploma

Customer Service Rep

**Functional responsibilities:** Assist customers with inquiries, complaints. Provide information about products or services. Maintain records of customer interactions and transactions, recording details of inquiries, complaints, and comments, as well as actions taken.

**Minimum years of experience:** 1 year of experience

**Minimum education/degree requirements:** High School Diploma

Technical Writer

**Functional responsibilities:** Revises or writes material that is mostly standardized for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment. This writer may draft speeches, articles, and other publications.

**Minimum years of experience:** 3 years of experience

**Minimum education/degree requirements:** Bachelor’s Degree

Administrative Assistant

**Functional responsibilities:** Performs routine administrative, clerical and related duties in support of team or individual. Work may include typing correspondence, managing calendars, creating charts and graphs, reports, and memos, maintaining computer-based and paper files, answering and screening telephone calls, opening and distributing mail for those supported.

**Minimum years of experience:** 2 years of experience

**Minimum education/degree requirements:** High School Diploma

Document Preparer

**Functional responsibilities:** Oversee preparation, management, and tracking of a variety of documents, such as legal correspondence or contracts. Input, organize and maintain documents in paper or electronic filing system. Communicate status to appropriate parties. Research facts, laws and regulations of files searching pertinent sources, such as internal records, public records and internet sources, to determine course of action and to prepare cases and documents for disposition.

**Minimum years of experience:** 3 years of experience

**Minimum education/degree requirements:** Bachelor’s Degree
**DIVERSOLOGY**

**Description:** Explore topics of diversity, equity and inclusion and discuss how they manifest in the workplace. This interactive, facilitator-led workshop which uses a game-like format to cover topics under the umbrella of DEI such as:

- Awareness – lays the foundation by building understanding of the key concepts of diversity & inclusion.
- Sensitivity – uses interactive activities that require participants to step out of their culture and “walk in someone else’s shoes”.
- Skills-building – ensures participants leave the session least one skill they can use the next day and beyond.

This workshop is currently conducted VIRTUALLY ONLY. Must also purchase Set-up Fee for DIVERSOLOGY training.

**Length:** 2.5 hours  
**Minimum Participants:** 8  
**Maximum Participants:** 16  
**Price for Additional Students:** The ability to add extra students to the workshop is limited. We can probably add 4 more without substantially changing the dynamics of the workshop. Traditionally, if the workshop has more than 16 participants registered, another class is formed and the cost per student is $125.00 per participant. However, if there are not enough students to form an additional workshop we can add a maximum of 4 to an existing workshop. The price for additional students would be $175.00.  
**Support Materials:** No additional support materials are required. All information and materials are provided to participants virtually during the workshop. While this is not necessary, participants should have access to two devices (not a cellphone) during the workshop. This will allow participants to more easily toggle between activities.