



General Services Administration
Federal Supply Service
Authorized Federal Supply Schedule Price List



The AGA Group LLC.

9401 Indian Creek Pkwy Suite 1030
Overland Park, KS, 66210
Phone: (913) 661-1999
Fax: (913) 305-4212
www.agasolutionsgroup.com
POC: Gregory Ikner
gikner@agasolutionsgroup.com

FSG Schedule: 738X
Human Resources & Equal Employment Opportunity Services

Special Item Numbers: 595-21
HUMAN RESOURCE SERVICES

Contract Number: GS-02F-019AA

Contract Period: October 12, 2012 – October 11, 2017

Business Size: Small
Socioeconomic indicators: Small Business, Certified Minority Business Enterprise
Federal ID: 26-3298802



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CUSTOMER INFORMATION

1a. SPECIAL ITEM NUMBERS (SINs):

<u>SIN</u>	<u>DESCRIPTION</u>
595 21	Human Resource Services

1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN: NA

1c. HOURLY RATES: NA

2. MAXIMUM ORDER*: \$100,000.00

3. MINIMUM ORDER: \$100.00

4. GEOGRAPHIC COVERAGE: Domestic Only

5. POINT(S) OF PRODUCTION: The AGA Group, LLC.
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6. DISCOUNT FROM LIST PRICES OR STATEMENT OF NET PRICE: GSA is being offered 18.75%

7. QUANTITY DISCOUNT(S):

- 1% discount for the same agency that has more than one placement of the same position and responsibilities within the same year.
- 1% discount for the same agency that has more than one placement of different positions and responsibilities within the same year.

8. PROMPT PAYMENT TERMS: Net 30 days.

9a. Notifications that Government Purchase cards are accepted up to the micro-purchase threshold: Yes

9b. Government Purchase Cards ARE accepted above the micro--purchase threshold. Contact contractor for limit.

10. FOREIGN ITEMS: None

11a. TIME OF DELIVERY: Specified on the Task Order

11b. EXPEDITED DELIVERY: Contact Contractor

11c. OVERNIGHT AND 2--DAY DELIVERY: Contact Contractor

11d. URGENT REQUIREMENTS: Contact Contractor

12. F.O.B. POINT: Destination



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- 13a. ORDERING ADDRESS:** Same as Contractor's address.
- 13b. ORDERING PROCEDURES:** for supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in FAR 8.405-3
- 14. PAYMENT ADDRESS:** Same as Contractor
- 15. WARRANTY PROVISION:** The contractor warrants and implies that the services rendered under the contract are merchantable and fit for the purpose described in the contract. Ninety days [90 days]
- 16. EXPORT PACKING CHARGES:** N/A
- 17. TERMS & CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:** N/A
- 18. TERMS & CONDITIONS OF RENTAL, MAINTENANCE, & REPAIR:** N/A
- 19. TERMS OF INSTALLATION:** N/A
- 20. TERMS & CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LIST & ANY DISCOUNTS FROM LIST PRICES:** N/A
- 20a. TERMS & CONDITIONS FOR ANY OTHER SERVICES:** N/A
- 21. LIST OF SERVICE & DISTRIBUTION POINTS:** N/A
- 22. LIST OF PARTICIPATING DEALERS:** N/A
- 23. PREVENTIVE MAINTENANCE:** N/A
- 24a. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES:** N/A
- 24b. SECTION 508 COMPLIANCE FOR EIT:** AGA Group will ensure that the services provided under this contract will be in compliance with the Americans with Disabilities Act (ADA) by vigorously adhering to the accessibility checklist in Section 508. See www.Section508.gov
- 25. DUNS NUMBER:** 830729617
- 26. NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE:** Registered

The AGA Group™ provides healthcare recruiting and human resource services to the government sector. Working from our company headquarters in Overland Park, KS our certified human resource professionals have more than three decades of experience with companies and organizations across the country. Our leadership team has held positions of executive-level responsibilities with companies such as Merck & Co. Inc. H&R Block, Pfizer™, Anheuser-Busch™ and Sprint™.

Tailored human resource strategic solutions including:

Tel: (913) 661-1999 | Fax: (913) 305-4212 | Email: gikner@agasolutionsgroup.com | www.agasolutionsgroup.com

- professional development and management training
- risk management
- diversity and affirmative action plans
- compliance
- climate surveys
- on-line training courses
- conflict resolution
- workforce planning
- employment
- veteran re-entry training

These services represent just some of the many HR services we provide. Our proven track record is based on building the perfect balance of people, resources and solutions for our clients.

The AGA Group™ is an approved strategic supplier of choice providing qualified professional candidates for your healthcare recruiting needs. Companies and agencies utilize our professional healthcare recruiting services because of our experience and pragmatic approach to delivering quality workforce solutions. Our services are offered in allied healthcare, medical sales, management, marketing, and other professional healthcare careers. Understanding the importance of providing the ideal candidates The AGA Group™ follows a very strict screening and selection process. This process includes: telephone screening the top candidates sourced, a second comprehensive phone interview, reference checks and professional testing, license verification as well as a drug screen and background check. We are committed to providing our government sector clients quality personnel. For most professional and allied healthcare positions we can identify and qualify clinical candidates within 14 days and professional positions within 30 days.

AWARDED LABOR CATEGORIES AND RATES

SIN	Service Proposed	Unit of Issue	Discount to GSA	Hourly Rate (Best open market Customer)	Hourly Rate (GSA w/ IFF)
595 21	Contingency Search	Per first year candidate compensation	18.75%	NA	NA
595 21	Human Resources Program Manager	Per Hour	1%	\$124.50	\$123.26
595 21	Testing Consultant	Per Hour	1%	\$31.50	\$31.19
595 12	Project Manager	Per Hour	1%	\$96.92	\$95.95
595 12	Senior Human Resource Specialist	Per Hour	1%	\$79.50	\$78.71
595 12	Human Resources Specialist	Per Hour	1%	\$58.20	\$57.62
595 12	Senior Employee Development Specialist	Per Hour	1%	\$77.70	\$76.92
595 12	Subject Matter Expert	Per Hour	1%	\$124.50	\$123.26
595 12	Senior Employee Relations Specialist	Per Hour	1%	\$79.80	\$78.71
595 12	Senior Labor Relations Specialist	Per Hour	1%	\$124.50	\$123.26
595 12	Recruiter	Per Hour	1%	\$58.20	\$57.62
595 12	Senior Staffing Specialist	Per Hour	1%	\$79.50	\$78.71

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: GSAAdvantage.gov. For more information on ordering from Federal Supply Schedules click on the GSA Schedules link at www.gsa.gov.

DESCRIPTION OF SERVICES

SIN 595 21	Contingency Search
Services	<ul style="list-style-type: none"> ❖ Develop a written position profile or job description ❖ Implement candidate search utilizing phone, job boards, professional journals, and electronic media ❖ Conduct phone interview as part of process to determine viability of candidate for the position ❖ Provide written interview summaries for company file and agency viewing ❖ Provide progress report to client ❖ Comprehensive reference report for candidates presented to agency client ❖ Arrange and schedule interviews ❖ Assist in employee selection ❖ Government agencies are assured that we are OFCCP compliant in our search and selection of candidates for employment ❖ Degree and background verification ❖ Ten Panel Drug Screen if agency deems to be appropriate ❖ Negotiate employment agreement
Pricing	<ul style="list-style-type: none"> ❖ GSA has accepted a placement fee that will be 18.75% [w/IFF included] of new hires annual salary minus bonus, commissions or other work related incentives.
Quantity Discounts	<ul style="list-style-type: none"> ❖ 1% discount for the same agency that has more than one placement of the same position and responsibilities within the same year ❖ 1% discount for the same agency that has more than one placement of different positions and responsibilities within the same year.
Guarantee	<ul style="list-style-type: none"> ❖ If our placement resigns or is terminated with cause within the first three months of employment, The AGA Group™ will conduct a search for that same position at no additional cost to the government agency.

SIN 595 21	Human Resources Program Manager
Duties	<ul style="list-style-type: none"> ❖ Provide senior-level management support, advice, counseling, and program development for HR activities. ❖ Serves as the primary interface and point of contact with HR on program issues. ❖ Possess a comprehensive range of knowledge and experience in the oversight of HR functions. ❖ Manages and controls financial and administrative aspects of program with respect to contract requirements. ❖ Supervises contractor personnel. ❖ Initiates assignments, monitors performance, and balances production of workload. ❖ Able to work on-site.
Skill Level	<ul style="list-style-type: none"> ❖ Ability to provide support for HR programs. ❖ Working knowledge of HR policies, procedures, and directives impacting the programs. ❖ Effective managerial skills. ❖ Ability to supervise contractor personnel in HR support functions. ❖ Ability to work closely with HR in the submission of audit reports, technical assessments of HR operations and other reports and analyses. ❖ Ability to effectively communicate orally and in writing. ❖ Demonstrated ability to manage successful programs.
Minimum Qualifications	<ul style="list-style-type: none"> ❖ Ten (10) years of management and supervisory experience including performance in program management functions.
Pricing	<ul style="list-style-type: none"> ❖ GSA has accepted an hourly rate of \$123.26 per hour (with IFF)



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	❖ Open Market most favored client rate is \$124.50 per hour
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SIN 595 21	Testing Consultant
Duties	❖ Recruits, interviews, checks references, make offers, and conducts orientation for new employees.
Minimum Qualifications	❖ Bachelor's degree in area of specialty. ❖ 0-2 years of experience in the field or in a related area.
Pricing	❖ GSA has accepted an hourly rate of \$31.19 per hour (with IFF)

SIN 595 21	Project Manager
Duties	<ul style="list-style-type: none"> ❖ Responsible for the coordination and completion of projects ❖ Oversees all aspects of projects ❖ Sets deadlines, assigns responsibilities, and monitors and summarizes the progress of project. ❖ Prepares reports for upper management regarding status of project. ❖ Familiar with a variety of the field's concepts, practices, and procedures. ❖ Relies on extensive experience and judgment to plan and accomplish goals. ❖ Performs a variety of tasks ❖ Leads and directs the work of others ❖ A wide degree of creativity and latitude is expected ❖ Typically reports to a manager or head of a unit/department
Minimum Qualifications	<ul style="list-style-type: none"> ❖ Bachelors' degree ❖ At least 7 years of experience in the field or in a related area
Pricing	<ul style="list-style-type: none"> ❖ GSA has accepted an hourly rate of \$95.95 per hour (with IFF) ❖ Open Market most favored client rate is \$96.92 per hour

SIN 595 21	Senior Human Resource Specialist
Duties	<ul style="list-style-type: none"> ❖ Applies advanced knowledge to a broad range of responsibilities across two or more HR functional areas that may include recruiting and hiring; staffing; benefits; SES; senior-level and scientific/professional positions and Schedule C appointments; HR policies and procedures; and workforce restructuring/realignment as described in the SOW. ❖ Performs program planning and evaluation. ❖ Functions as a senior specialist with no technical supervision required. ❖ Advises managers and HR staff on laws, regulations, policies, and procedures to follow to complete personnel actions.
Skill Level	<ul style="list-style-type: none"> ❖ Comprehensive knowledge of the functional areas listed above and a high level of expertise as a result of long –term performance of these duties, extensive training, education, and/or experience in HR-related areas. ❖ Extensive knowledge of executive orders, regulations, policies, concepts, and practices. ❖ Demonstrated ability to analyze the most difficult, complex, sensitive, technically challenging and controversial issues and situations and respond accordingly. ❖ Demonstrated ability to analyze and interpret new legislation or policy for impact on agency programs and provide accurate, timely and effective HR consultative and advisory services to managers and employees
Minimum Qualifications	❖ Six (6) years of directly related progressively responsible experience.
Pricing	<ul style="list-style-type: none"> ❖ GSA has accepted an hourly rate of \$78.71 per hour (with IFF) ❖ Open Market most favored client rate is \$79.50 per hour

SIN 595 21	Human Resources Specialist
Duties	❖ Provides expertise and guidance in two or more of the following broad

	<p>major functional areas: staffing, position classification, compensation, and personnel records management as outlined in the SOW.</p> <ul style="list-style-type: none"> ❖ Plans, executes, and coordinates projects, resolves critical problems, or develops new concepts related to the development, improvement and evaluation of substantive HR programs. ❖ Performs advisory services and policy interpretations. Analyzes HR policies. ❖ Facilitates small group meetings
Skill Level	<ul style="list-style-type: none"> ❖ Broad experience in federal, local government, and/or private organizations. ❖ HR or equivalent experience, as well as a solid grounding in the functional area(s) for which services are required. ❖ Demonstrated ability to analyze technical issues and situations and respond accordingly. ❖ Knowledge of and skill in applying, the principles, practices, laws, and regulations of HR management. ❖ Ability to work independently in the performance of assigned duties.
Minimum Qualifications	<ul style="list-style-type: none"> ❖ Four (4) years of directly related progressively responsible experience.
Pricing	<ul style="list-style-type: none"> ❖ GSA has accepted an hourly rate of \$57.62 per hour (with IFF) ❖ Open Market most favored client rate is \$58.20 per hour

SIN 595 21	Senior Employee Development Specialist
Duties	<ul style="list-style-type: none"> ❖ Assists staff in designing, developing, delivering, coordinating and evaluating leadership development program and courses for executives, managers, supervisors and staff as outlined in the SOW.
Skill Level	<ul style="list-style-type: none"> ❖ Advanced functional knowledge and training experience to develop and administer training programs and classes.
Minimum Qualifications	<ul style="list-style-type: none"> ❖ Six (6) years of directly related progressively responsible experience.
Pricing	<ul style="list-style-type: none"> ❖ GSA has accepted an hourly rate of \$76.92 per hour (with IFF) ❖ Open Market most favored client rate is \$77.70 per hour

SIN 595 21	Subject Matter Expert
Duties	<ul style="list-style-type: none"> ❖ Advises management on various options and flexibilities available to meet particular program needs. ❖ Works on highly complex, difficult and sensitive projects. ❖ Produces and/or reviews substantive and complex documents reflecting detailed knowledge of functional areas and the interrelationships between various HR areas. ❖ Collaborates with management In employing change process concepts and techniques as outlined in the SOW.
Skill Level	<ul style="list-style-type: none"> ❖ Level of expertise and consultation on strategic human capital and management issues. ❖ Demonstrated ability to analyze the most difficult, complex, sensitive, technically challenging, and controversial issues and situations and respond accordingly.
Minimum Qualifications	<ul style="list-style-type: none"> ❖ Minimum fifteen (15) years progressive experience.
Pricing	<ul style="list-style-type: none"> ❖ GSA has accepted an hourly rate of \$123.26 per hour (with IFF) ❖ Open Market most favored client rate is \$124.50 per hour

SIN 595 21	Senior Employee Relations Specialist
Duties	<ul style="list-style-type: none"> ❖ Provides advice and assistance on complex conduct and discipline issues; grievances and appeals; adverse actions; performance management; leave administration; merit system principles and prohibited personnel practices as

	outlined in the SOW..
Skill Level	<ul style="list-style-type: none"> ❖ In-depth knowledge of a wide range of employee relations issues that include discipline, appeals, grievances, performance, awards, worker's compensation, benefits, retirements, leave, etc. ❖ Expert knowledge of case law in the aforementioned areas to ensure management actions are not only procedurally correct but also meet the requirements set forth by third party agencies as well as courts. ❖ Mastery of fundamental technical concepts combined with the ability to recognize and accommodate management needs without compromising fundamental principles. ❖ Ability to function as a technical expert. ❖ Ability to meet and deal with all levels of employees, including key management officials or their representatives, on problems. Ability to reconcile conflicting technical viewpoints by explaining and gaining acceptance of underlying principles. ❖ Experiences working with organizations that are dynamic because of major program changes or changing concepts of mission and operations due to political or public concern. ❖ Possesses excellent writing skills for the purpose of drafting recommendations and various advisory memoranda.
Minimum Qualifications	<ul style="list-style-type: none"> ❖ Six (6) years of experience in employee relations.
Pricing	<ul style="list-style-type: none"> ❖ GSA has accepted an hourly rate of \$79.80 per hour (with IFF) ❖ Open Market most favored client rate is \$78.71 per hour

SIN 595 21	Senior Labor Relations Specialist
Duties	<ul style="list-style-type: none"> ❖ Provides expert advice and assistance to HR's labor counselors and management officials. ❖ Conducts research in connection with pending cases and analyzes factual and legal issues. ❖ Provides oral and written advice and technical legal guidance to key officials regarding all aspects of federal labor laws. ❖ Reviews policy and proposed policy changes for compliance with collective bargaining agreement as outlined in the SOW.
Skill Level	<ul style="list-style-type: none"> ❖ In-depth knowledge of federal labor laws. ❖ Skill in research, analysis, and writing. ❖ Skill in oral communication and communication with senior officials
Minimum Qualifications	<ul style="list-style-type: none"> ❖ Six (6) years of experience in labor relations.
Pricing	<ul style="list-style-type: none"> ❖ GSA has accepted an hourly rate of \$123.26 per hour (with IFF) ❖ Open Market most favored client rate is \$124.50 per hour



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SIN 595 21	Recruiter
Duties	<ul style="list-style-type: none"> ❖ Recruits, interviews, checks references, make offers, and conducts orientation for new employees. ❖ Performs exit interviews and processes change of employee status. Familiar with a variety of the field's concepts, practices, and procedures. ❖ Relies on extensive experience and judgment to plan and accomplish goals. ❖ Performs a variety of tasks. ❖ May lead and direct the work of others. ❖ A wide degree of creativity and latitude is expected. ❖ Typically reports to a manager or head of a unit/department
Minimum Qualifications	<ul style="list-style-type: none"> ❖ May require a bachelor's degree and 5-8 years of experience in the field or in a related area.
Pricing	<ul style="list-style-type: none"> ❖ GSA has accepted an hourly rate of \$57.62 per hour (with IFF) ❖ Open Market most favored client rate is \$58.20 per hour

SIN 595 21	Senior Staffing Specialist
Duties	<ul style="list-style-type: none"> ❖ Provides expert support in staffing and related areas. ❖ Provides comprehensive staffing and placement services for HR. ❖ Coordinates with, and advises, HR staff on technical issues involving recruitment and placement actions. ❖ Conducts job analyses on a wide variety of complex positions using research, interview, observation, and analytical techniques to gather, document, and analyze information to develop qualifications rating factors. ❖ Applies knowledge of HR rules, regulations, procedures, and operations as outlined in the SOW.
Skill Level	<ul style="list-style-type: none"> ❖ Expert knowledge of HR rules, regulations, procedures, and operations. ❖ Extensive background in staffing and placement. ❖ A high level of expertise as a result of long-term performance of these duties, extensive training and education in HR-related areas. ❖ Demonstrated ability to develop creative and resourceful approaches to problems to maximize results.
Minimum Qualifications	<ul style="list-style-type: none"> ❖ Six (6) years of experience in staffing
Pricing	<ul style="list-style-type: none"> ❖ GSA has accepted an hourly rate of \$78.71 per hour (with IFF) ❖ Open Market most favored client rate is \$79.50 per hour