GSA FEDERAL SUPPLY SERVICE (738X); CONTRACT NO.: GS-02F-0254X
CONTRACT PERIOD: September 20, 2011 through September 19, 2021 (Modification #PO-0025)

Contact:
Jeremiah Jenkins: 301-379-7475 (Mobile
Email: admin@adelineservices.com
Sharon Jenkins: 240-2608515
Email: admin@adelineservices.com

SIN: 595-21 – Human Capital Management & Administrative Support Services (Excluding EEO Services)

2. Maximum order: $1,000,000
3. Minimum order: $100
4. Geographic coverage (delivery area).
   48 Contiguous U.S. States and Washington, DC
5. Point(s) of production (city, county, and State or foreign country):
   ➢ 1522 Pointer Ridge Place, Suite O, Bowie, MD 20716
6. Discount from list prices or statement of net price – (Government Net Prices, discounts already deducted.)
7. Quantity Discounts: 2% for 8 or more items in one order; 3% for 11 or more items in one order from one customer
   Volume Discount: 3% for orders totaling $600,000 or more in one year from one customer;
   Labor Hour Aggregate Discount: 3% for 2,000 hours billed in one labor category in one year from one customer
8. Prompt Payment terms: 1% Net 10; .5% Net 15
9a. Government purchase cards are accepted at or below the micro-purchase threshold.
9b. Government purchase cards are accepted above the micro-purchase threshold.
10. Foreign items (list items by country of origin): N/A
11. Time of delivery. Depending on requirements, will adhere to delivery schedule as specified by Agency task order
12. FOB points: N/A
13a. Ordering address: 1522 Pointer Ridge Place, Suite O, Bowie, MD 20716
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 Schedule homepage (fss.gsa.gov/schedules).

14. Payment address:
   - 1522 Pointer Ridge Place, Suite O, Bowie, MD 20716

15. Warranty provision: N/A

16. Export packing charges, if applicable: N/A

17. Terms and conditions of Government purchase card acceptance (any thresholds above micro-purchase level):

18. Terms and conditions of rents, maintenance, and repair (if applicable): N/A

19. Terms and conditions of installation (if applicable): N/A

20. Terms and conditions of repair parts indicating date of parts, prices lists, and any discounts from list prices (if applicable): N/A

21. List of service and distribution points (if applicable): N/A

22. List of participating dealers (if applicable): N/A

23. Preventive maintenance (if applicable): N/A

24a. Special attributes such as environmental attributes (e.g., recycles content, emergency efficiency, and/or reduced pollutants): N/A

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor’s website or other location.) The EIT standards can be found at www.Section508.gov/. N/A

25. Data Universal Number System (DUNS) number: 141006242

26. Notification regarding registration in System for Awards Management (SAM) database. Adeline Services, Inc. has a current registration in SAM’s database. Our CAGE Code is 45R04.
A.1 Agency Human Capital Strategy, Policies and Operational Plan

<table>
<thead>
<tr>
<th>New Function Categories</th>
<th>*Current Labor Category on GSA Schedule</th>
<th>GSA Hourly Rate</th>
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</thead>
<tbody>
<tr>
<td>595--A.1.2 Human Capital Strategy:</td>
<td></td>
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<tr>
<td>*Program Manager</td>
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<tr>
<td>*Project Leader</td>
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<td>595-A.1.3 Organization Design &amp; Position Classification:</td>
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<td>*SR HR Consultant –SR Position Classification Spec.</td>
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<td>595-2 TALENT ACQUISITION:</td>
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<td>A.2.1 Talent Management--</td>
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<td>*SR HR Consultant – Recruitment/Staffing Spec.</td>
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<td>595-6 SEPARATION &amp; RETIREMENT:</td>
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<td>A.6.1; A.6.2; A.6.3--</td>
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<td>A.7; A.7.2; A.7.3;A.7.4; A.7.5 Employee Relations--</td>
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<td>595-8 LABOR RELATIONS:</td>
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<td>595-11 ANCILLARY SERVICES: ADMINISTRATIVE SUPPORT SERVICES:</td>
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<td>A.11 Ancillary Services - Adm. Support Services--</td>
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LABOR CATEGORIES DESCRIPTIONS:

Program Manager:
The Program Manager (PM), with little or no guidance, shall be capable of managing a team of professionals in providing the full range of HR advisory services to federal government managers to support them in planning, developing, organizing, and managing resources. He/she serves as an advocate, facilitator and policy expert on HR issues; plans, develops, implements and evaluates strategic plans, policies, priorities and initiatives relative to Human Capital and interpret regulations on complex HR issues; serve as program manager/policy expert in support of assigned Human Capital Programs, policies and special initiatives. The PM shall provide guidance to clients as it relates to clients' goals to interpret, implement and provide advisory services on current human capital management HR programs; to improve the delivery of human resources information; and to identify, attract and retain a high-quality and diverse workforce; and develop strategic human resource plans and functions as a senior consultant in supporting management officials in designing and planning a future workforce that is responsive to dynamic changes in mission and business practices.

Education/Training Experience: Bachelor or advanced degree and at least 15 years of related human resources experience in management and supervision of human resources management, program, policy and consulting

Project Leader:
The Project Leader (PL) shall provide leadership to project teams, as well as supervisory guidance and consultation, on multiple and complex human resources programs and operations within the Federal government. He/she shall provide subject matter expertise in HR arena; applies broad management skills and HR functional and technical expertise to guide teams in delivering solutions to clients or managing the daily on-site operations of projects. The PL shall have proven past experience in leading broad HR organizational, management, program, policy or operations projects requiring skillful planning, oversight, coordination and detailed knowledge of the subject matter.

Education/Training Experience: Bachelor or advanced degree and at least 10 years of related human resources experience in supervision of human resources management, program, policy and consulting.

Senior Human Resources Consultant – (SR Employee Relations Specialist):
The Senior Employee Relations Specialist, (Senior ER Spec) shall provide the full range of employee and labor relations services for the organization; expert advice and assistance in the areas of complex conduct and discipline issues; grievances and appeals; adverse actions; performance management; leave administration; labor relations; merit system principles and prohibited personnel practices. He/she shall provide expert assistance to
federal agencies in carrying out performance-based actions, actions to suspend, demote or remove employees for “unacceptable performance”, and adverse actions; applying alternative methods to traditional, formal dispute resolution including mediation, facilitation, fact-finding, interest-based negotiations and arbitration, all of which are designed to resolve employee-employer disputes in an efficient and beneficial manner. The Senior ER Specialist shall interpret policies, provide advice to management, identify and resolve complex personnel issues; and develop and present training workshops on employee relations functions.

**Education/Training Experience:** Bachelor degree and four years of directly related experience or 10 years of related experience, with 5 years as subject matter expert.

**Human Resources Consultant - (Employee Relations Specialist (ER)):**
The Employee Relations Specialist (ER) shall provide federal agencies with expert advice on how best to resolve poor performance, and in carrying out performance-based actions, suspensions, demotions, furloughs, or removals of employees for unacceptable performance, and/or misconduct. He/she shall provide expert guidance related to reasonable accommodation issues, advise on the application of reasonable accommodation as it relates to employee process, for applicants or current federal employees. He/she shall implement actions concerning employee/management communications; disciplinary and adverse actions, grievances, appeals, performance management and employee counseling; interpret policies and provide advice to management; and develop and present training workshops on ER functions.

**Education/Training Experience:** Bachelor degree and four years of directly related experience or 8 years of related experience, with 4 years as subject matter expert.

**SR Human Resources Consultant – (SR Labor Relations Specialist):**
The Senior Labor Relations Specialist (SR LR Spec) shall provide advice and guidance to federal managers in the administration of labor relations policies; serve as information resource to management; review collective bargaining agreements. He/she shall participate in contract negotiations, advises management in investigating, answering and settling grievances; advise clients on union organizing efforts, elections and balloting. The SR LR Spec shall provide oral and written advice to clients concerning all aspects of law of federal employment and federal labor-management relations, including adverse actions, performance management, and other labor related matters.

**Education/Training Experience:** Bachelor degree and four years of directly related experience or 10 years of related experience, with 5 years as subject matter expert.

**Human Resources Consultant – (Labor Relations Specialist):**
The Labor Relations specialist (LR) shall provide representation and support to supervisors and managers for all contract negotiations. He/she shall provide analysis of management changes and union proposals for bargaining obligations and negotiability, preparation of proposals and counter proposals, review and authorization of agreements; and conduct briefings for the union.
Education/Training Experience: Bachelor degree and four years of directly related experience or 8 years of related experience, with 4 years as subject matter expert.

**Senior Human Resources Consultant – (Retirement/Benefits Specialist)**
The Senior Human Resources Consultant (SR Retirement/Benefits Specialist) shall provide advanced skills and knowledge to federal agencies to administer HR advice in retirement/benefits; provide management, administration and oversight of a progressive and comprehensive program that incorporates federal employee benefits, retirement, work life programs. He/she shall identify problems and trends in retirement and benefits; provide employees and/or their survivors with definitive answers involving complex benefits questions on the Civil Service Retirement System (CSRS), CSRS Offset and Federal Employees’ Retirement System (FERS), Thrift Savings Plan (TSP), Federal Employees Health Benefits Program (FEHB), Federal Employees Group Life Insurance (FEGLI), and Long Term Care.

Education/Training Experience: Bachelor degree and four years of directly related experience or 10 years of related experience, with 5 years as subject matter expert.

**Human Resources Consultant – (Retirement/Benefits Specialist):**
The Retirement/Benefits Specialist shall provide employees and/or their survivors with expert advice involving complex benefits questions on the Civil Service Retirement System (CSRS), CSRS Offset and Federal Employees’ Retirement System (FERS), Thrift Savings Plan (TSP), Federal Employees Health Benefits Program (FEHB), Federal Employees Group Life Insurance (FEGLI), Long Term Care. He/she shall provide detailed reviews of records and other documentation, and prepare summaries of information in preparation for further analysis and processing.

Education/Training Experience: Bachelor degree and four years of directly related experience or 8 years of related experience, with 4 years as subject matter expert.

**Human Resources Consultant (SR Recruitment / Staffing Specialist):**
The Senior Human Resources Consultant shall provide expert advice to federal agencies which may involve situations of a complex nature. He/she shall provide expert assistance to federal agencies in carrying out their authority to recruit, including conducting job analysis, develop crediting and recruitment plans; develop or interpret HR policies or guidance. He/she shall respond to technical questions; prepare promotion and placement products; issue promotion and referral certificates; and coordinate with and advise HR specialist(s) on technical issues involving recruitment and placement.

Education/Training Experience: Bachelor degree and four years of directly related experience or 10 years of related experience, with 5 years as subject matter expert.
Human Resources Consultant - (Recruitment / Staffing Specialist):
The Recruitment / Staffing Specialist shall provide advice and assistance to federal agencies relating to recruitment and staffing. He/she shall provide expert advice to federal agencies in carrying out their authority to recruit, including conducting job analysis, developing crediting and recruitment plans, developing or interpreting HR policies or guidance, responding to technical questions; preparing promotion and placement products and issuing promotion and referral certificates; and coordinate with and advise HR specialist(s) on technical issues involving recruitment and placement.

Education/Training Experience: Bachelor degree and four years of directly related experience or 8 years of related experience, with 4 years as subject matter expert.

Senior HR Consultant – (SR Position Classification Specialist):
The Senior Position Classification Specialist (SR Class Spec) shall perform a variety of more difficult and complex assignments in various phases of position classification and/or compensation administration. He/she shall provide expert advice to federal agencies in carrying out their authority to classify and manage positions; conduct audits and prepares written evaluation statements. The SR Class Spec shall prepare advisory opinion on the classification of positions; provide managers and employees with information related to the organization’s classification policies, procedures, and guidelines; and develop and carry out occupational analysis, organizational capabilities and core competency identification.

Education/Training Experience: Bachelor degree and four years of directly related experience or 10 years of related experience, with 5 years as subject matter expert.

Human Resources Consultant – (Position Classification Specialist (Class Spec)):
The Position Classification Specialist shall provide position management and classification support to federal agencies under various personnel systems. He/she shall provide technical advice to management in exercising their delegated classification authority. The Classification Spec shall advise management on the position classification process, and recruitment strategies, and provide advice and assistance in classification appeal procedures.

Education/Training Experience: Bachelor degree and four years of directly related experience or 8 years of related experience, with 4 years as subject matter expert.

Human Resources Consultant – (Admin Support):
The Human Resources Consultant (Admin Support) shall assist the Senior and HR specialists in the performance of a variety of functions. He/she shall provide advice on human resources support activities, including position management, classification, retirement/benefits, recruitment and/or staffing. He/she shall provide assistance on human resources retirement/benefits; research, analyze and provide guidance on policies related to personnel programs.

Education/Training Experience: Bachelor degree or more than 5 years of HR work experience.
**Human Resources Consultant – (Admin Support - Level 3):**
The Human Resources Consultant (Admin Support -- Level 3) shall assist the Senior and HR specialists in the performance of several functions. He/she shall provide advice on human resources support activities, including position management, classification, retirement/benefits, recruitment and/or staffing. He/she shall provide assistance on human resources retirement/benefits; research, analyze and provide guidance on policies related to personnel programs.

**Education/Training Experience:** Bachelor degree or 5 years of HR work experience.

**Human Resources Consultant – (Admin Support - Level 2):**
The Human Resources Consultant (Admin Support – Level 2) shall assist the Senior and HR specialists in the performance of two functions. He/she shall provide advice on human resources support activities, including classification, recruitment and/or staffing. Provide research analyze and guidance on policies related to personnel programs.

**Education/Training Experience:** Bachelor degree or up to 4 years of HR work experience.

**Human Resources Consultant – (Admin Support – Level 1):**
The Human Resources Consultant (Admin Support – Level 1) shall assist the Senior and HR specialists in the performance of up to two functions.

**Education/Training Experience:** Bachelor degree or up to 3 years of HR work experience.