GENERAL SERVICES ADMINISTRATION

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 GSA Advantage is: www.GSAAdvantage.gov

SCHEDULE TITLE: MULTIPLE AWARD SCHEDULE (MAS)
TEMPORARY ADMINISTRATIVE AND PROFESSIONAL STAFFING
SERVICE CODE: R699

Southern Crescent PERSONNEL

1659 Hwy 20 W Ste 272
McDonough, GA 30253
Phone: 770-968-4602 Fax: 770-968-4606
Company Website: www.scp-jobs.com

Primary Contact: Krystal Pate / Kpate@scp-jobs.com

Contract number: GS-02F-035AA
SINS Offered: 561320SBSA

For more information on ordering from Federal Supply Schedule for Temporary, Administrative and Professional Staffing Services click on ordering procedures button at http://www.gsa.gov/tempservices

Business Size: Woman Owned Small Business
Unique Entity I.D.: P5K1TGEHKB78
Data Universal Number System (DUNS): 872864160
Cage Code: 321A5
1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s): 561320SBSA Temporary Staffing

1b. Lowest priced model number and lowest unit price for special item number awarded in the contract: This price is the price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. See below

1c. Hourly rates and description of all corresponding commercial job titles, experience, functional responsibility, and education: All services shown are listed on the following price list, See below

2. Maximum order: $250,000 per SIN

3. Minimum order: $100.00 unless Contractor agrees to accept a smaller amount

4. Geographic coverage (delivery area): Services provided to the 48 contiguous states in the United States and the District of Columbia

5. Point(s) of production (city, county, and State or foreign country): McDonough, Georgia USA

6. Discount from list prices or statement of net price: 5%

7. Quantity discounts: 10% for 15 or more

8. Prompt payment terms: Net 30 days

9a. Government purchase cards are accepted above and below the micro-purchase threshold.

9b. Government purchase cards are accepted above and below the micro-purchase threshold.

10. Foreign items (list items by country of origin): N/A

11a. Time of delivery: N/A

11b. Expedited Delivery: N/A

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

11d. Urgent Requirements: Customers are encouraged to contact Contractor’s representative for purpose of requesting faster delivery.

12. F.O.B. point(s): N/A

13a. Ordering address(es): 1659 Hwy 20 W Ste 272 McDonough, GA 30253
13b. 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.

14. Payment address(es): 1659 Hwy 20W Ste 272 McDonough, GA 30253

15. Warranty provision: Standard Commercial Warranty

16. Export packaging: N/A

17. Terms and conditions of Government purchase card acceptance: Any thresholds above the micro-purchase level

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 such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): N/A

24b. Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services: N/A

25. Data Universal Number System (DUNS) number. 872864160

26. Notification regarding registration in Central Contractor Registration (CCR) database. Southern Crescent Personnel is registered and up to date in SAM database.
SIN 561320SBSA TEMPORARY STAFFING (SBSA)

ADMINISTRATIVE SUPPORT & CLERICAL OCCUPATIONS PRICE LIST

<table>
<thead>
<tr>
<th>Labor Position</th>
<th>Hourly Bill Rate</th>
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<tbody>
<tr>
<td>Accounting Clerk I</td>
<td>$24.38</td>
</tr>
<tr>
<td>Accounting Clerk II</td>
<td>$26.92</td>
</tr>
<tr>
<td>Accounting Clerk III</td>
<td>$30.34</td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>$44.96</td>
</tr>
<tr>
<td>Administrative Support Clerk/General Clerk I</td>
<td>$24.43</td>
</tr>
<tr>
<td>Administrative Support Clerk/General Clerk II</td>
<td>$26.61</td>
</tr>
<tr>
<td>Administrative Support Clerk/General Clerk III</td>
<td>$29.12</td>
</tr>
<tr>
<td>Bookkeeper/Accounting Clerk III</td>
<td>$30.34</td>
</tr>
<tr>
<td>Clerical/Secretary I</td>
<td>$28.62</td>
</tr>
<tr>
<td>Clerical/Secretary II</td>
<td>$31.60</td>
</tr>
<tr>
<td>Clerical/Secretary III</td>
<td>$34.82</td>
</tr>
<tr>
<td>Data Entry Operator I</td>
<td>$25.07</td>
</tr>
<tr>
<td>Data Entry Operator II</td>
<td>$27.95</td>
</tr>
<tr>
<td>General Typist/Data Entry Operator I</td>
<td>$25.07</td>
</tr>
<tr>
<td>Personnel Assistant I</td>
<td>$27.20</td>
</tr>
<tr>
<td>Personnel Assistant II</td>
<td>$32.37</td>
</tr>
<tr>
<td>Personnel Assistant III</td>
<td>$36.02</td>
</tr>
<tr>
<td>Receptionist</td>
<td>$24.40</td>
</tr>
<tr>
<td>Switchboard Operator/Receptionist</td>
<td>$24.40</td>
</tr>
<tr>
<td>Typist/Computer Literate/Data Entry Operator II</td>
<td>$27.95</td>
</tr>
<tr>
<td>Word Processor</td>
<td>$27.19</td>
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</tbody>
</table>
Administrative Support & Clerical Job Descriptions

Accounting Clerk I
Minimum Education: BA or AA
Minimum Years of Experience: 3 Years
Responsibilities: Performs one or more routine accounting clerical operations such as: examining, verifying and correcting accounting transactions to insure completeness and accuracy of data and proper identification of accounts and checking that expenditures will not exceed obligations in specified accounts; totaling, balancing and reconciling collection vouchers; posting data to transaction sheets where employee identifies proper accounts and items to be posted; and coding documentation accordance with a chart (listing) of accounts. Employee follows specific and detailed accounting procedures.

Accounting Clerk II
Minimum Education: BA or AA
Minimum Years of Experience: 5 Years
Responsibilities: Performs one or more routine accounting clerical operations such as: examining, verifying and correcting accounting transactions to insure completeness and accuracy of data and proper identification of accounts and checking that expenditures will not exceed obligations in specified accounts; totaling, balancing and reconciling collection vouchers; posting data to transaction sheets where employee identifies proper accounts and items to be posted; and coding documentation accordance with a chart (listing) of accounts. Employee follows specific and detailed accounting procedures.

Accounting Clerk III
Minimum Education: BA or AA
Minimum Years of Experience: 8 Years
Responsibilities: Performs one or more routine accounting clerical operations such as: examining, verifying and correcting accounting transactions to insure completeness and accuracy of data and proper identification of accounts and checking that expenditures will not exceed obligations in specified accounts; totaling, balancing and reconciling collection vouchers; posting data to transaction sheets where employee identifies proper accounts and items to be posted; and coding documentation accordance with a chart (listing) of accounts. Employee follows specific and detailed accounting procedures.

Administrative Assistant
Minimum Education: HSD
Minimum Years of Experience: 5 Years
Responsibilities: Employee will use subject matter knowledge and judgment to complete assignments consisting of numerous steps that vary in nature and sequence. Selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals or procedures. Typical duties include assisting in a variety of administrative matters, maintaining a wide variety of financial or other records, verifying statistical reports for accuracy and completeness and handling complaints. May also direct lower-level clerks. Such positions, which include supervisory responsibility, require workers to use thorough knowledge of an office’s work and routine to choose among widely varying methods and procedures to process complex transactions.
Administrative Support Clerk/General Clerk I
Minimum Education: BS or AA
Minimum Years of Experience: 2 Years
Responsibilities: Follows a number of specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file, simple posting to individual accounts, opening mail, running mail through metering machines and calculating and posting charges to departmental accounts.

Administrative Support Clerk/General Clerk II
Minimum Education: BS or AA
Minimum Years of Experience: 5 Years
Responsibilities: Follows a number of specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file, simple posting to individual accounts, opening mail, running mail through metering machines and calculating and posting charges to departmental accounts.

Administrative Support Clerk/General Clerk III
Minimum Education: BS or AA
Minimum Years of Experience: 8 Years
Responsibilities: Follows a number of specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file, simple posting to individual accounts, opening mail, running mail through metering machines and calculating and posting charges to departmental accounts.

Bookkeeper/Accounting Clerk III
Minimum Education: HSD
Minimum Years of Experience: 2 Years
Responsibilities: Position requires knowledge of bookkeeping principles. Typical duties include classify, record and summarize numerical and financial data to compile and keep financial records.

Clerical/Secretary I
Minimum Education: HSD
Minimum Years of Experience: 1 Years
Responsibilities: Typical duties include preparing, transcribing, transferring, systemizing and preserving written communications and records; gathering and distributing information, operating office machines, storing, distributing and accounting for stores of materials; operating telephone switchboards, distributing mail and delivering messages as well as other administrative support and clerical duties.

Clerical/Secretary II
Minimum Education: HSD
Minimum Years of Experience: 3 Years
Responsibilities: Typical duties include preparing, transcribing, transferring, systemizing and preserving written communications and records; gathering and distributing information, operating office machines, storing, distributing and accounting for stores of materials; operating telephone
switchboards, distributing mail and delivering messages as well as other administrative support and clerical duties.

**Clerical/Secretary III**

Minimum Education: HSD  
Minimum Years of Experience: 5 Years  
Responsibilities: Typical duties include preparing, transcribing, transferring, systemizing and preserving written communications and records; gathering and distributing information, operating office machines, storing, distributing and accounting for stores of materials; operating telephone switchboards, distributing mail and delivering messages as well as other administrative support and clerical duties.

**Data Entry Operator I**

Minimum Education: HSD  
Minimum Years of Experience: 2 Years  
Responsibilities: Work requires that application of experience and judgment in selecting procedures to be followed in selecting procedures to be followed and in searching for, interpreting, selecting or coding items to be entered from a variety of source documents.

**Data Entry Operator II**

Minimum Education: HSD  
Minimum Years of Experience: 5 Years  
Responsibilities: Work requires that application of experience and judgment in selecting procedures to be followed in selecting procedures to be followed and in searching for, interpreting, selecting or coding items to be entered from a variety of source documents.

**General Typist/Data Entry Operator I**

Minimum Education: HSD  
Minimum Years of Experience: 3 years  
Responsibilities: Work requires that application of experience and judgment in selecting procedures to be followed in selecting procedures to be followed and in searching for, interpreting, selecting or coding items to be entered from a variety of source documents.

**Personnel Assistant I**

Minimum Education: HSD  
Minimum Years of Experience: 5  
Responsibilities: Handling the daily activities of the manager or the executive they are working for. This includes handling phone calls, meetings and appointments. Apart from these responsibilities, this job also demands to take care of small yet, important matters like managing the accounts, checking on the stationery, writing minutes, taking dictations and so on. Many times, a personal assistant is also expected to handle unofficial work of the principal, which usually happens in case of ministers, millionaires, or movie stars. Keeping the boss updated about the recent updates like emails, letters and information of similar nature. Preparing correspondence on behalf of the boss. In case the job involves traveling, a personal assistant is expected to make all the necessary arrangements and accompany the boss, if it is required.
Personnel Assistant II
Minimum Education: HSD
Minimum Years of Experience: 8
Responsibilities: Handling the daily activities of the manager or the executive they are working for. This includes handling phone calls, meetings and appointments. Apart from these responsibilities, this job also demands to take care of small yet, important matters like managing the accounts, checking on the stationery, writing minutes, taking dictations and so on. Many times, a personal assistant is also expected to handle unofficial work of the principal, which usually happens in case of ministers, millionaires, or movie stars. Keeping the boss updated about the recent updates like emails, letters and information of similar nature. Preparing correspondence on behalf of the boss. In case the job involves traveling, a personal assistant is expected to make all the necessary arrangements and accompany the boss, if it is required.

Personnel Assistant III
Minimum Education: HSD
Minimum Years of Experience: 10
Responsibilities: Handling the daily activities of the manager or the executive they are working for. This includes handling phone calls, meetings and appointments. Apart from these responsibilities, this job also demands to take care of small yet, important matters like managing the accounts, checking on the stationery, writing minutes, taking dictations and so on. Many times, a personal assistant is also expected to handle unofficial work of the principal, which usually happens in case of ministers, millionaires, or movie stars. Keeping the boss updated about the recent updates like emails, letters and information of similar nature. Preparing correspondence on behalf of the boss. In case the job involves traveling, a personal assistant is expected to make all the necessary arrangements and accompany the boss, if it is required.

Receptionist
Minimum Education: HSA
Minimum Years of Experience: 1
Responsibilities: Operates a single-position telephone switchboard or console, used with a private branch exchange (PBX) system to relay incoming, outgoing and intra-system calls and acts as a receptionist greeting visitors, determining nature of visits and directing visitors to appropriate persons. Work may also involve other duties such as recording and transmitting messages; keeping records of calls placed; providing information to callers and visitors; making appointments; keeping log of visitors and issuing visitor passes. May also type and perform other routine clerical work, usually while at the switchboard or console, which may occupy the major portion of the worker’s time.

Switchboard Operator/Receptionist
Minimum Education: HSD
Minimum Years of Experience: 2
Responsibilities: Front desk receptionists are key to a wide range of organizations - they often present the first impression of the organization to clients and customers. Attend to visitors and deal with inquiries on the phone and face to face. Supply information regarding the organization to the general public, clients and customers. Main Job Tasks and Responsibilities include answer telephone, screen and direct calls, take and relay messages, provide information to callers, greet persons entering organization, direct persons to correct destination, deal with queries from the public and customers, ensures knowledge of staff movements in and out of organization, general administrative and clerical support, prepare letters and documents, receive and sort mail and deliveries, and more.
Typist/Computer Literate/Data Entry Operator II
Minimum Education: HSD
Minimum Years of Experience:
Responsibilities: Performs computer data entry using computer systems and/or spreadsheet. Verifies data files. Prepares formatting programs for most applications and corrects entry errors; compare hard copies with source documents, identifies discrepancies and makes corrections. Assists in updating records using data from application processors. Verifies source documents against “dummy” printout for data entry or application errors; may verify data entered from a variety of documents. Processes mail. Assists in handling of all filing duties, files and retrieves folders, maintains logs to track files, searches for misfiled or lost files, and boxes records for storage. Advises others on work procedures. Examines source document during data entry for appropriate coding and contents. Calculates application fee, over/under-payments and verifies deposits using 10 key adding machine. Performs related work as assigned.

Word Processor
Minimum Education: HSD
Minimum Years of Experience: 3
Responsibilities: Word processors set up and prepare reports, letters, mailing labels, and other materials on a computer using a keyboard and word processing software. The word processor uses word processing commands to format the material and instruct the machine to correct spelling or grammar errors, number pages automatically, adjust the margins or line length, or perform a host of other functions. After inspecting the completed document, the word processor can print out and arrange copies of the document for presentation or for filing. Word processors also often perform other clerical duties around an office such as copying documents and answering telephones.