



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 - GSA *Advantage!* is GSAAdvantage.gov.

Schedule Title: Temporary and Administrative Professional Staffing (TAPS), 736

Contract number: GS-02F-046AA

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

Contract period: November 16, 2012 thru November 15, 2017

Contractor's name, address, and phone number:

Avery Partners
1455 Old Alabama Rd.
Suite 160
Roswell, GA 30076
Ph: 888.966.0214
Fax: 678.367.4603

Contractor's internet address/web site where schedule information can be found:

www.averypartners.com

Contract administration POC: Jeff Bowler

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888.966.0214

Business size: Woman Owned Small Business (WOSB)

- 1a. Table of awarded special item number(s)

SIN 736-1 Administrative Support and Clerical Occupations

SIN 736-2 Automatic Data Processing Occupations

SIN 736-5 Technical and Professional Occupations

See attached for appropriate cross-reference to item descriptions and awarded net hourly price(s)

- 1b. Identification of the lowest GSA approved prices is in the attached approved pricing matrix.
- 1c. Job descriptions of all corresponding commercial job titles per SIN Number:



**AVERY PARTNERS
SCHEDULE 736 - 1
LABOR CATEGORY JOB DESCRIPTIONS**

01011 - ACCOUNTING CLERK I

This position is responsible for performing one or more routine accounting clerical operations such as: examining, verifying, and correcting various accounting documents to ensure completeness and accuracy of data in accordance to accounting procedures. Specific tasks/duties are assigned under adequate supervision. Entry-level reconciliation and posting will be assigned under detailed guidance. In most instances, an employee in this position will rely on the supervisors' instructions. Completed work will be reviewed for accuracy and compliance with procedures.

01012 - ACCOUNTING CLERK II

This position uses knowledge of double entry bookkeeping in performing one or more of the following: posting actions to journals, identifying subsidiary accounts affected, making debit and credit entries, and assigning proper codes. The Accounting Clerk II may review computer printouts against manually maintained journals, detect and correct erroneous postings, and prepare documents to adjust accounting classifications and other data, or review lists of transactions rejected by an automated system. In this instance, the Accounting Clerk II will determine reasons for rejections, and prepare necessary correcting material. On routine assignments, an employee will select and apply established procedures and techniques. Detailed instructions are provided for difficult or unusual assignments. Completed work and methods used, are reviewed for technical accuracy.

01013 - ACCOUNTING CLERK III

Uses knowledge of double entry bookkeeping in performing one or more of the following:

- Posts actions to journals,
- Identifies subsidiary accounts affected and debit and credit entries to be made and assigning proper codes;
- Reviews computer printouts against manually maintained journals, detecting and correcting erroneous postings,
- Prepares documents to adjust accounting classifications and other data; or reviews lists of transactions rejected by an automated system, determining reasons for rejections, and preparing necessary correcting material.
- On routine assignments, employee selects and applies established procedures and techniques.

Detailed instructions are provided for difficult or unusual assignments. Completed work and methods used are reviewed for technical accuracy.



01020 – ADMINISTRATIVE ASSISTANT

This position performs a wide range of administrative and office support activities for managers and supervisors to facilitate the efficient operation of the office. May answer, screen and transfer inbound phone calls and may receive and direct visitors and clients. Must be capable of maintaining electronic and hard copy filing system and be able to retrieve those documents. This role will handle requests for information and prepare written responses. Prepare and modify documents including reports, drafts, memos and emails. Responsible for the corporate schedule of office meetings, appointments and business travel. Recording and distributing the minutes of meetings. Responsible for maintaining adequate office supplies and coordinating repair and maintenance of office equipment. Must have intermediate knowledge of standard computer office programs, such as the Microsoft Office Suite.

01051 – DATA ENTRY OPERATOR I

A Data Entry Operator verifies data and prepares materials for print. Level I requires minimal editing skills but the ability to run double checks on data accuracy before it is officially entered. Necessary edits will be brought to the manager's attention. Compares data with other documents and may also re-enter data to verify and detect errors. May enter information, such as canceled checks, sales reports and bills by using scanners. Maintains a log of activities and must be very efficient with the use of a computer keyboard.

01052 – DATA ENTRY OPERATOR II

A Data Entry Operator at level II also verifies data and prepares materials for print. This level performs more complex work which requires more knowledge of procedures and the exercise of more independent judgment. Editing skills and the ability to run double checks on data accuracy before it is officially entered. Compares data with other documents and may also re-enter data to verify and detect errors. May enter information, such as canceled checks, sales reports and bills by using scanners. Maintains a log of activities and must be very efficient with the use of a computer keyboard and the affiliated software programs.

01070 - DOCUMENT PREPARATION CLERK

Prepares documents, such as brochures, pamphlets, and catalogs, for microfilming, scanning, photocopying, or other reproduction machines, using paper cutter, copying machine, rubber stamps, and other work devices: Cuts documents into individual pages of standard size and format when allowed by margin space, using paper cutter or razor knife. Reproduces document pages as necessary to improve clarity or to reduce one or more pages into single page of standard size for data storage and or transport, using photocopying machine. Stamps standard symbols on pages or inserts instruction cards between pages of material.



01090 - DUPLICATING MACHINE OPERATOR

This position operates one or more photocopying, photographic, mimeograph and duplicating office machines to make copies of documents such as letters, reports, directives, manuals, articles and bulletins. Additional responsibilities include: operating small binding machines, performing clerical duties associated with the request for printing and photographic services, preparing assembly sheets, printing requisitions with specifications for printing and binding, recording, delivering and collecting work. The Duplicating Machine Operator performs minor repairs preventive maintenance, and maintains an inventory of supplies and reproduction equipment paying particular attention to important variables indicated by trade name of machine.

01111 - GENERAL CLERK I

Follows a few clearly detailed procedures in performing simple repetitive tasks in the same sequence, such as filing pre-coded documents in a chronological file or operating office equipment, e.g., mimeograph, photocopy, addressograph or mailing machine.

01112 – GENERAL CLERK II

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. Little or no subject-matter knowledge is required, but the clerk needs to choose the proper procedure for each task.

01113 – GENERAL CLERK III

Work requires a familiarity with the terminology of the office unit. Selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals. The clerical steps often vary in type or sequence, depending on the task. Recognized problems are referred to others.

01191 – ORDER CLERK I

The Order Clerk receives written or verbal purchase orders. Work typically involves some combination of the following duties: quoting prices, determining availability of ordered items and suggesting substitutes when necessary, advising expected delivery date and method of delivery, recording order and customer information on order sheets. The Order Clerk is responsible for checking order sheets for accuracy and adequacy of information; ascertaining credit rating of customer; furnishing customer with confirmation of receipt of order; order follow up, or informing customer of a delay in delivery. The Order Clerk maintains order files and verifies shipping invoices against original orders. This position handles orders involving items that have readily identified uses and applications. The Order Clerk I may refer to a catalog, manufacturer's manual or similar document to insure that the proper item is supplied or to verify the price of order.



01192 – ORDER CLERK II

This position handles orders that involve making judgments such as choosing which specific product or material from the establishment's product lines will satisfy the customer's needs, or determining the price to be quoted when pricing involves more than merely referring to a price list or making some simple mathematical calculations

01261 - PERSONNEL ASSISTANT I

Performs routine tasks which require a knowledge of personnel procedures and rules, such as: providing simple employment information and appropriate lists and forms to applicants or employees on types of jobs being filled, procedures to follow, and where to obtain additional information; ensuring that the proper forms are completed for name changes, locator information, applications, etc. and reviewing completed forms for signatures and proper entries; or maintaining personnel records, contacting appropriate sources to secure any missing items, and posting items such as dates of promotions, transfer, and hire, or rates of pay or personal data. If this information is computerized, outside inquiries for simple factual information, such as verification of dates of employment in response to telephone credit checks of employees. Some receptionist or other clerical duties may be performed. May be assigned work to provide training for a higher level position. Detailed rules and procedures are available for all assignments. Guidance and assistance on unusual questions are available at all times. Work is spot checked, often on a daily basis.

01262 - PERSONNEL ASSISTANT II

Examines and/or processes personnel action documents using experience in applying personnel procedures and policies. Ensures that information is complete and consistent and determines whether further discussion with applicants or employees is needed or whether personnel information must be checked against additional files or listings. Selects appropriate precedents, rules, or procedures from a number of alternatives. Responds to varied questions from applicants, employees, or managers for readily available information which can be obtained from file material or manuals; responses require skill to secure cooperation in correcting improperly completed personnel documents or to explain regulations and procedures. May provide information to managers on availability of applicants and status of hiring actions; may verify employment dates and places supplied on job applications; may maintain personnel records; and may administer typing and stenography test. The person in this position completes routine assignments independently. Detailed guidance is available for situations which deviate from established precedents. Clerks/assistants are relied upon to alert higher level clerks/assistants or supervisor to such situations. Work may be spot checked periodically.

01263 – PERSONNEL ASSISTANT III

Serves as a clerical expert in independently processing the most complicated types of personnel actions, e.g., temporary employment, rehires, and dismissals and in providing information when it is necessary to consolidate data from number sources, often with short deadlines. Screens applications for obvious rejections. Resolves conflicts in computer listings or other sources of employee information. Locates lost documents or reconstructs information using a number of



sources. May check references of applicants when information in addition to dates and places of past work is needed, and judgment is required to ask appropriate routine follow-up questions. May provide guidance to lower level clerks. Supervisory review is similar to level II. AND/OR Performs routine personnel assignments beyond the clerical level, such as: orienting new employees to programs, facilities, rules on time and attendance, and leave policies; computing basic statistical information for reports on manpower profiles, EEO progress and accomplishments, hiring activities, attendance and leave profiles, turnover, etc.; and screening applicants for well-defined positions, rejecting those who do not qualify for available openings for clear cut reasons, referring others to appropriate employment interviewer. Guidance is provided on possible sources of information, methods of work, and types of reports needed. Completed written work receives close technical review from higher level personnel office employees; other work may be checked occasionally.

01280 – RECEPTIONIST/SWITCHBOARD OPERATOR

This position is a customer service role responsible for answering multi-line switchboard/phones, greeting customers, some data entry, photocopying, faxing, mailing, emailing, and filing. This person must be familiar with standard office etiquette and work well with computers – including knowledge of Microsoft Office, Excel, Word, and Power Point. Ability to coordinate with management, employees, and vendors with a high degree of professionalism. Must work well in a team environment and is punctual.

01311 – EXECUTIVE SECRETARY I

This position provides principal secretarial support in an office, usually to one individual, and, in some cases, to the subordinate staff of that individual. The secretary maintains a close and highly responsive relationship to the day-to-day activities of the supervisor and staff, 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. Computers may exist in the environment, requiring working knowledge of certain office software programs, including the Microsoft Office Suite. The secretary also carries out recurring office procedures independently, and selects the guideline or reference that fits the specific case. The supervisor provides specific instructions on new assignments and checks completed work for accuracy. Varied duties including or comparable to responding to routine telephone requests that have standard answers; refer calls and visitors to appropriate staff; control mail and assure timely staff response, and send form letters; as instructed, maintain supervisor's calendar, make appointments, and arrange for meeting rooms; review materials prepared for supervisor's approval for typographical accuracy and proper format; maintain recurring internal reports, such as time and leave records, office equipment listings, correspondence controls, and training plans; requisition supplies, printing, maintenance or other services, type, take and transcribe dictation, create and maintain office files.

01312 - EXECUTIVE SECRETARY II

This position provides principal secretarial support in an office. Organizational structure is complex and is divided into subordinate groups that usually differ from each other as to subject



matter, function, etc. Supervisor usually directs staff through intermediate supervisors. Internal procedures and administrative controls are formal. This position handles differing situations, problems, and deviations in the work of the office according to the supervisor's general instructions, priorities, duties, policies, and program goals. Supervisor may assist secretary with special assignments. Duties include or are comparable to screening telephone calls, visitors, and incoming correspondence; personally respond to requests for information concerning office procedures; determine which requests should be handled by the supervisor, appropriate staff member or other offices, prepare and sign routine non-technical correspondence in own or supervisor's name; schedule tentative appointments without prior clearance; make arrangements for conferences and meetings and assemble established background materials as directed. May attend meetings and record and report on the proceedings; review outgoing materials and correspondence for internal consistency and conformance with supervisor's procedures; assure that proper clearances have been obtained, when needed; collect information from the files or staff for routine inquiries on office program(s) or periodic reports, and refer non-routine requests to supervisor or staff; explain to subordinate staff supervisor's requirements concerning office procedures, coordinate personnel and administrative forms for the office and forwards for processing.

01313 - EXECUTIVE SECRETARY III

This position provides principal secretarial support in an office. This person uses greater judgment and initiative to determine the approach or action to take in non-routine situations, interprets and adapts guidelines, including unwritten policies, precedents, and practices, which are not always completely applicable to changing situations. Duties include or are comparable to based on knowledge of the supervisor's views, compose correspondence on own initiative about administrative matters and general office policies for supervisor's approval; anticipate and prepare materials needed by the supervisor for conferences, correspondence, appointments, meetings, telephone calls, etc., and informs supervisor on matters to be considered; read publications, regulations, and directives and take action or refer those that are important to the supervisor staff; prepare special or one-time reports, summaries, or replies to inquiries, selecting relevant information from a variety of sources such as reports, documents, correspondence, other offices, etc., under general directions; advise secretaries in subordinate offices on new procedures; request information needed from the subordinate office(s) for periodic or special conferences, reports, inquiries, etc., and shifts clerical staff to accommodate workload needs.

01410 - SUPPLY TECHNICIAN

This personnel performs aspects of technical supply management work (e.g., inventory management, storage management, cataloging, and property utilization) related to depot, local, or other supply activities. Work usually is segregated by commodity area or function, and controlled in terms of difficulty, complexity, or responsibility. Assignments usually relate to standardized segments of technical supply management operations. The work generally involves individual case problems or supply actions. Assignments require: (a) a good working knowledge of the governing supply systems, programs, policies, nomenclature, work methods, manuals, or other established guidelines; (b) an understanding of the needs of the organization serviced; and (c) analytical ability to define or recognize the dimension of the problems involved, to collect the



necessary data to establish the facts, and take or recommend action based upon application or interpretation of established guidelines.

Candidates must be familiar with some supply databases as specified by the job. They must also be a high school graduate or completed an equivalent program. Must possess valid driver's license and safety shoes (steel toe). Must consent to drug testing and possess 0-1 year of logistics qualifications.

01611 - WORD PROCESSOR I

The word processor uses automated systems, such as word processing equipment, personal computers, or work stations linked to a larger computer or local area network, to produce a variety of documents, such as correspondence, memos, publications, forms, reports, tables and graphs. The Word Processor uses one or more word processing software packages; may also perform routine clerical tasks, such as operating copiers, filing, answering telephones, and sorting and distributing mail.

This position produces a variety of standard documents, such as correspondence, form letters, reports, tables and other printed materials. Work requires skill in typing; a knowledge of grammar, punctuation and spelling; and ability to use reference guides and equipment manuals. The Word Processor I performs familiar, routine assignments following standard procedures, seeks further instructions for assignments requiring deviations from established procedures.

01612 - WORD PROCESSOR II

This position uses knowledge of varied and advanced functions of one software type, knowledge of varied functions of different types of software, or knowledge of specialized or technical terminology to perform such typical duties as: editing and reformatting written or electronic drafts (e.g., correcting function codes; adjusting spacing formatting and standardizing headings, margins, and indentations); and transcribing scientific reports, lab analysis, legal proceedings, or similar material from voice tapes or handwritten drafts. Work requires knowledge of specialized, technical, or scientific terminology. Work requires familiarity with office terminology and practices. Incumbent corrects copy, and questions originator of document concerning missing information, improper formatting, or discrepancies in instructions. Supervisor sets priorities and deadlines on continuing assignments, furnishes general instructions for recurring work and provides specific instructions for new or unique projects, may lead lower level word processors.

01613 - WORD PROCESSOR III

Requires both a comprehensive knowledge of word processing software applications and office practices and a high degree of skill in applying software functions to prepare complex and detailed documents. For example, processes complex and lengthy technical reports which include tables, graphs, charts, or multiple columns. Uses either different word processing packages or many different style macros or special command functions; independently completes assignments and resolves problems.



**AVERY PARTNERS
SCHEDULE 736 - 2
LABOR CATEGORY JOB DESCRIPTIONS**

14041 - COMPUTER OPERATOR I

The Computer Operator I works under close personal supervision and is provided detailed written or oral guidance before and during assignments. As instructed, this worker resolves common operating problems and may serve as an assistant operator working under close supervision or performing a portion of a more senior operator's work.

14042 - COMPUTER OPERATOR II

The Computer Operator II processes scheduled routines that present few difficult operating problems (e.g., infrequent or easily resolved error conditions). In response to computer output instructions or error conditions, this worker applies standard operating or corrective procedure, refers problems that do not respond to preplanned procedure, and may serve as an assistant operator, working under general supervision.

14043 - COMPUTER OPERATOR III

The Computer Operator III processes a range of scheduled routines. In addition to operating the system and resolving common error conditions, this worker diagnoses and acts on machine stoppage and error conditions not fully covered by existing procedures and guidelines (e.g., resetting switches and other controls or making mechanical adjustments to maintain or restore equipment operations). In response to computer output instructions or error conditions, the Computer Operator III may deviate from standard procedures if standard procedures do not provide a solution and refers problems which do not respond to corrective procedures to a person of supervisory or higher individual contributor level.

14044 - COMPUTER OPERATOR IV

The Computer Operator IV adapts to a variety of nonstandard problems that require extensive operator intervention (e.g. frequent introduction of new programs, applications, or procedures). In response to computer output instructions or error conditions, this worker chooses or devises a course of action from among several alternatives and alters or deviates from standard procedures if standard procedures do not provide a solution (e.g. reassigning equipment in order to work around faulty equipment or transfer channels); then refers problems if necessary. Typically, completed work is submitted to users without supervisory review.

14045 - COMPUTER OPERATOR V

The Computer Operator V resolves a variety of difficult operating problems (e.g. making unusual equipment connections and rarely used equipment and channel configurations to direct processing through or around problems in equipment, circuits, or channels or reviewing test run requirements and developing unusual system configurations that will allow test programs to



process without interfering with ongoing job requirements). In response to computer output instructions and error conditions or to avoid loss of information or to conserve computer time, operator deviates from standard procedures. Such actions may materially alter the computer unit's production plans. This operator may spend considerable time away from the control station providing technical assistance to lower level operators and assisting programmers, systems analysts, and subject matter specialists with resolution of problems.

14071 - COMPUTER PROGRAMMER I

The Computer Programmer I assists higher level staff by performing elementary programming tasks which concern limited and simple data items and steps which closely follow patterns of previous work done in the organization, e.g. drawing flow charts, writing operator instructions, or coding and testing routines to accumulate counts, tallies, or summaries. This worker may perform routine programming assignments (as described in Level II) under close supervision. In addition to assisting higher level staff, the Computer Programmer I may perform elementary fact-finding concerning a specified work process, e.g., a file of clerical records which is treated as a unit (invoices, requisitions, or purchase orders, etc.) and then report findings to higher level staff. May receive training in elementary fact-finding. Detailed step-by-step instructions are given for each task, and any deviation must be authorized by a supervisor. Work is closely monitored in progress and reviewed in detail upon completion.

14150 - PERIPHERAL EQUIPMENT OPERATOR

Operates peripheral equipment that directly supports digital computer operations. Such equipment is uniquely and specifically designed for computer applications, but need not be physically or electronically connected to a computer. Printers, plotters, card readers/ punchers, tape readers, tape units or drives, disk units or drives, and data display units are examples of such equipment.

The following duties characterize the work of a Peripheral Equipment Operator:

- Loading printers and plotters with correct paper; adjusting controls for forms, thickness, tension, printing density, and location; and unloading hard copy;
- Labeling tape reels, disks or card decks;
- Checking labels and mounting and dismounting designated tape reels or disks on specified units or drives;
- Setting controls that regulate operation of the equipment;
- Observing panel lights for warnings and error indications and taking appropriate action;
- Examining tapes, cards, or other material for creases, tears, or other defects that could cause processing problems.



14160 – PERSONAL COMPUTER SUPPORT TECHNICIAN

The person in this position provides support to distributed PC/networking environment including installation, testing, repair, and troubleshooting for the stand-alone PC, PC's linked to networks, printers and other computer peripherals. Support responsibilities include software installation, and configurations. This technician performs technical, operational, and training support to users of personal computers either by telephone, or on-site for PC desktop hardware and software packages. Job duties require the technician to install and test personal computers, printers, and other peripherals, configure operating systems, load shrink-wrap programs and other application software programs. In this position, the incumbent troubleshoots computer problems, performs hardware and software diagnostics, coordinates needed repairs, resolves computer system problems, including coordination between users and components of local area network and participates in the evaluation of system configuration and software.

EVERY PARTNERS SCHEDULE 736 - 5 LABOR CATEGORY JOB DESCRIPTIONS

30061 – DRAFTER/CAD OPERATOR

Prepare drawings to provide visual guidelines and show how to construct a product or structure. Drawings include technical details and specify dimensions, materials, and procedures. Filling in technical details using drawings, rough sketches, specifications, and calculations made by engineers, surveyors, architects, or scientists. Knowledge of standardized building techniques must be applied to draw in the details of structures. Use technical handbooks, tables, calculators, and computers to complete work. Also use Computer Aided Design and Drafting (CADD) systems to prepare drawings electronically so that drawings can be viewed, printed, or programmed directly into automated manufacturing systems. Also requires knowledge of traditional drafting techniques in order to fully understand and explain concepts.

30081 - ENGINEERING TECHNICIAN I

Performs simple routine tasks under close supervision or from detailed procedures. Work is checked in progress or on completion. Performs one or a combination of such typical duties as: assembles or installs equipment or parts requiring simple wiring, soldering or connecting; performs simple or routine tasks or tests such as tensile or hardness tests; operates and adjusts simple test equipment; records test data; gathers and maintains specified records of engineering data such as tests, drawings, etc.; performs computations by substituting numbers in specified formulas; plots data and draws simple curves and graphs.

30082 - ENGINEERING TECHNICIAN II

Performs standardized or prescribed assignments involving a sequence of related operations. Follows standard work methods on recurring assignments but receives explicit instructions on unfamiliar assignments; technical adequacy of work is reviewed on completion; non-routine work may also be reviewed in progress. Performs at this level one or a combination of such



typical duties as; following specific instructions, assembles or constructs simple or standard equipment or parts; may service or repair simple instruments or equipment; conducts a variety of tests using established methods; prepares test specimens, adjusts and operates equipment and records test data, pointing out deviations resulting from equipment malfunctions or observational errors; extracts engineering data from various prescribed but non-standardized sources; processes the data following well-defined methods including elementary algebra and geometry; presents the data in prescribed forms.

30083 - ENGINEERING TECHNICIAN III

Performs assignments that are not completely standardized or prescribed. Selects or adapts standard procedures or equipment, using fully applicable precedents. Receives initial instructions, equipment requirements and advice from supervisor or engineer as needed; performs recurring work independently; work is reviewed for technical adequacy or conformity with instructions. Performs at this level one or a combination of such typical duties as: constructs components, subunits, or simple models or adapts standard equipment; may troubleshoot and correct malfunctions; follows specific layout and scientific diagrams to construct and package simple devices and subunits of equipment; conducts various tests or experiments which may require minor modifications in test setups or procedures as well as subjective judgments in measurement; selects, sets up, and operates standard test equipment and records data; extracts and compiles a variety of engineering data from field notes, manuals, lab reports, etc.; processes data identifying errors or inconsistencies; selects methods of data presentation; assists in design modification by compiling data related to design, specifications and materials which are pertinent to specific items of component parts. Develops information concerning previous operational failures and modifications. Uses judgment and initiative to recognize inconsistencies or gaps in data and seeks sources to clarify information.

30084 - ENGINEERING TECHNICIAN IV

Performs non-routine assignments of substantial variety and complexity, using operational precedents which are not fully applicable. Such assignments, which are typically parts of broader assignments, are screened to eliminate unusual design problems. May also plan such assignments. Receives technical advice from supervisor or engineer. Work is reviewed for technical adequacy or conformity with instructions. May be assisted by lower level technicians and have frequent contact with professionals and others within the establishment. Performs at this level one or a combination of such typical duties as: develops or reviews designs by extracting and analyzing a variety of engineering data; applies conventional engineering practices to develop, prepare or recommend schematics, designs, specifications, electrical drawings and parts lists (examples includes: detailed circuit diagrams, hardware fittings or test equipment involving a variety of mechanisms and building site layouts); conducts tests or experiments requiring selection and adaptation or modification of a wide variety of critical test equipment and test procedures; sets up and operates equipment; records data, measures and records problems of significant complexity that sometimes require resolution at a higher level; analyses data and prepares test reports; applies methods outlines by others to limited segments of research and development projects; constructs experimental or prototype models to meet



engineering requirements; conducts tests or experiments and redesigns as necessary; and records and evaluates data and reports findings.

30085 - ENGINEERING TECHNICIAN V

Performs non-routine and complex assignments involving responsibility for planning and conducting a complete project of relatively limited scope or a portion of a larger and more diverse project. Selects and adapts plans, techniques, designs or layouts. Contacts personnel in related activities to resolve problems and coordinate the work. Reviews, analyzes and integrates the technical work of others. Supervisor or professional engineer outlines objective, requirements and design approaches; completed work is reviewed for technical adequacy and satisfaction of requirements. May train and assist lower level technicians. Performs at this level one or a combination of such typical duties as follows: designs, develops and constructs major units, devices, or equipment; conducts tests or experiments; analyzes results and redesigns or modifies equipment to improve performance and reports results; from general guidelines and specifications (e.g., size or weight requirements), develops designs for equipment without critical performance requirements which are difficult satisfy, such as parts, research instruments, or special purpose circuitry; analyzes technical data to determine applicability to design problems; selects from several possible design layouts; calculates design layouts; prepares layouts, special design parts lists, estimates, procedures, etc.; may check and analyze drawings or equipment to determine adequacy of drawings and design; plans or assists in planning tests to evaluate equipment performance; determines test requirements, equipment modifications and test procedures; conducts tests using all types of instruments; analyzes and evaluates test results and prepares reports on findings and recommendations.

15080 – GRAPHIC ARTIST (DESIGNER)

The Graphic Artist designs art and copy layouts for material to be presented by visual communications media such as books, magazines, newspapers, television, and packaging. Studies illustrations and photographs to plan presentation of material, product, or service. Determines size and arrangement of illustrative material and copy, selects style and size of type, and arranges layout based upon available space, knowledge of layout principles, and esthetic design concepts. Draws sample of finished layout and presents sample to Art Director for approval. He/she prepares notes and instructions for workers who assemble and prepare final layouts for printing. He/she reviews final layout and suggests improvements as needed. The Graphic Artist may prepare illustrations or rough sketches of material according to instructions of client or supervisor. He/she may prepare a series of drawings to illustrate sequence and timing of story development for television production.

30461 - TECHNICAL WRITER

Writes, edits and reviews complicated subject matter in the form of manuals, brochures, articles, reports, etc. Provides technical documentation for internal or external software or networking products and services. Responsible for planning, organizing, writing, and editing operational,



maintenance or test procedure manuals. May research engineering schematics, technical design specifications, interface design, design diagrams and test specifications with design engineers. Helps coordinate the layout and manual organization. Acquires and organizes basic source material, including applicable specifications, engineering write-ups, and drawing packages. Requires a Bachelor's Degree and 0-3 years of relevant experience.

30462 - TECHNICAL WRITER II

Writes a variety of technical articles, reports, brochures, and/or manuals for documentation for a wide range of uses. May be responsible for coordinating the display of graphics and the production of the document. May require a bachelor's degree in a related area and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required.

30462 - TECHNICAL WRITER III

Writes a variety of technical articles, reports, brochures, and/or manuals for documentation for a wide range of uses. May be responsible for coordinating the display of graphics and the production of the document. Requires a bachelor's degree in a related area and 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. Typically reports to a manager or head of a unit/department. A wide degree of creativity and latitude is expected.

**AVERY PARTNERS
SCHEDULE 736 – 2
PROFESSIONAL POSITION
LABOR CATEGORY JOB DESCRIPTIONS**

14072 - COMPUTER PROGRAMMER II

At this level, initial assignments are designed to develop competence in applying established programming procedures to routine problems. This Computer Programmer performs routine programming assignments that do not require skilled background experience but do require knowledge of established programming procedures and data processing requirements, and works according to clear-cut and complete specifications. The data are refined, and the format of the final product is very similar to that of the input, or is well defined when significantly different, i.e., there are few, if any, problems with interrelating varied records and outputs.

The Computer Programmer II maintains and modifies routine programs, makes approved changes by amending program flow charts, developing detailed processing logic, and coding changes, tests and documents modifications and writes operator instructions, may write routine new programs using prescribed specifications, and may confer with EDP personnel to clarify procedures, processing logic, etc.



In addition, the Computer Programmer II may evaluate simple interrelationships in the immediate programming area confers with user representatives to gain an understanding of the situation sufficient to formulate the needed change, and implements the change upon approval of the supervisor or higher level staff. The incumbent is provided with charts, narrative descriptions of the functions performed, an approved statement of the product desired (e.g., a change in a local establishment report), and the inputs, outputs, and record formats. This Worker reviews objectives and assignment details with higher level staff to insure thorough understanding; uses judgment in selecting among authorized procedures and seeks assistance when guidelines are inadequate, significant deviations are proposed, or when unanticipated problems arise. Work is usually monitored in progress, and all work is reviewed upon completion for accuracy and compliance with standards.

14073 - COMPUTER PROGRAMMER III

As a fully qualified Computer Programmer, this Worker applies standard programming procedures and detailed knowledge of pertinent subject matter in a programming area such as a record keeping operation (supply, personnel and payroll, inventory, purchasing, insurance payments, depositor accounts, etc.); a well-defined statistical or scientific problem; or other standardized operation or problem. The incumbent works according to approved statements of requirements and detailed specifications.

While the data are clear cut, related, and equally available, there may be substantial interrelationships of a variety of records and several varied sequences of formats are usually produced. The programs developed or modified typically are linked to several other programs in that the output of one becomes the input for another. This Computer Programmer recognizes probable interactions of other related programs with the assigned program(s) and is familiar with related system software and computer equipment, and solves conventional programming problems, (In small organizations, may maintain programs that concern or combine several operations, i.e. users, or develop programs where there is one primary user and the others give input.)

The Computer Programmer III performs such duties as developing, modifying, and maintaining assigned programs, designing and implementing modifications to the interrelation of files and records within programs in consultations with higher level staff. This Worker monitors the operation of assigned programs and responds to problems by diagnosing and correcting errors in logic and coding; implements and/or maintains assigned portions of a scientific programming project, applying established scientific programming techniques to well-defined mathematical, statistical, engineering, or other scientific problems usually requiring the translation of mathematical notation into processing logic and code. (Scientific programming includes assignments such as: using predetermined physical laws expressed in mathematical terms to relate one set of data to another; the routine storage and retrieval of field test data, and using procedures for real-time command and control, scientific data reduction, signal processing, or similar areas.) This Programmer tests, documents work, writes and maintains operator instructions for assigned programs, and confers with other EDP personnel to obtain or provide factual data.

In addition, this Programmer may carry out fact-finding and programming analysis of a single activity or routine problem, applying established procedures where the nature of the program,



feasibility, computer equipment, and programming language have already been decided. Job tasks may require the incumbent to analyze present performance of the program and take action to correct deficiencies based on discussion with the user and consultation with and approval of the supervisor or higher-level staff. This Programmer may assist in the review and analysis of detailed program specifications, and in program design to meet changes in work processes. The Computer Programmer III works independently under specified objectives; applies judgment in devising program logic and in selecting and adapting standard programming procedures, resolves problems and deviations according to established practices, and obtains advice where precedents are unclear or not available. This worker may guide or instruct lower level programmers; supervise technicians and others who assist in specific assignments, works on complex programs under close direction of higher level staff or supervisor, and may assist higher level staff by independently performing moderately complex tasks assigned, and performing complex tasks under close supervision. Work at a level above this is deemed Supervisory or Individual Contributor. Completed work is reviewed for conformance to standards, timeliness, and efficiency.

14074 - COMPUTER PROGRAMMER IV

The Computer Programmer IV applies expertise in programming procedures to complex programs; recommends the redesign of programs, investigates and analyzes feasibility and program requirements, and develops programming specifications. Assigned programs typically affect a broad multi-user computer system which meets the data processing needs of a broad area (e.g., manufacturing, logistics planning, finance management, human resources, or material management) or a computer system for a project in engineering, research, accounting, statistics, etc. This Programmer plans the full range of programming actions to produce several interrelated but different products from numerous and diverse data elements, which are usually from different sources; solves difficult programming problems, and uses knowledge of pertinent system software, computer equipment, work processes, regulations, and management practices. This Programmer performs such duties as: developing, modifying, and maintains complex programs; designs and implements the interrelations of files and records within programs which will effectively fit into the overall design of the project; works with problems or concepts and develops programs for the solution to major scientific computational problems requiring the analysis and development of logical or mathematical descriptions of functions to be programmed; and develops occasional special programs, e.g. a critical path analysis program to assist in managing a special project. This Worker tests, documents, and writes operating instructions for all work, confers with other EDP personnel to secure information, investigate and resolve problems, and coordinates work efforts.

In addition, this incumbent performs such programming analyses as: investigating the feasibility of alternate program design approaches to determine the best balanced solution, e.g., one that will best satisfy immediate user needs, facilitate subsequent modification, and conserve resources. Duties include the following: assisting user personnel in defining problems or needs, determining work organization on typical maintenance projects and smaller scale, working on limited new projects, the necessary files and records, and their interrelation with the program or working on large or more complicated projects, and participating as a team member along with other EDP personnel and users, holding responsibility for a portion of the project.



The Computer Programmer IV works independently under overall objectives and direction, apprising the supervisor about progress and unusual complications and modifying and adapting precedent solutions and proven approaches. Guidelines include constraints imposed by the related programs with which the incumbent's programs must be meshed. Completed work is reviewed for timeliness, compatibility with other work, and effectiveness in meeting requirements. This Worker may function as team leader or supervise a few lower level programmers or technicians on assigned work.

14101 - COMPUTER SYSTEMS ANALYST I

At this level, initial assignments are designed to expand practical experience in applying systems analysis techniques and procedures. Provides several phases of the required systems analysis where the nature of the system is predetermined. Uses established fact finding approaches, knowledge of pertinent work processes and procedures, and familiarity with related computer programming practices, system software, and computer equipment.

Carries out fact finding and analysis as assigned, usually of a single activity or a routine problem; applies established procedures where the nature of the system, feasibility, computer equipment and programming language have already been decided; may assist a higher level systems analyst by preparing the detailed specifications required by computer programmers from information developed by the higher level analyst, may research routine user problems and solve them by modifying the existing system when the solutions follow clear precedents. When cost and deadline estimates are required, results receive closer review.

The supervisor defines objectives, priorities, and deadlines. Incumbents work independently; adapt guides to specific situations; resolve problems and deviations according to established practices; and obtain advice where precedents are unclear or not available. Completed work is reviewed for conformance to requirements, timeliness, and efficiency. May supervise technicians and others who assist in specific assignments.

14102 - COMPUTER SYSTEMS ANALYST II

Applies systems analysis and design skills in an area such as a record keeping or scientific operation. A system of several varied sequences or formats is usually developed, e.g., develops systems for maintaining depositor accounts in a bank, maintaining accounts receivable in a retail establishment, maintaining inventory accounts in a manufacturing or wholesale establishment, or processing a limited problem in a scientific project. Requires competence in most phases of system analysis and knowledge of pertinent system software and computer equipment and of the work processes, applicable regulations, work load, and practices of the assigned subject-matter area. Recognizes probable interactions of related computer systems and predicts impact of a change in assigned system.

Reviews proposals which consist of objectives, scope, and user expectations; gathers facts, analyzes data, and prepares a project synopsis which compares alternatives in terms of cost, time, availability of equipment and personnel, and recommends a course of action; and upon approval of synopsis, prepares specifications for development of computer programs. Determines and



resolves data processing problems and coordinates the work with program, users, etc.; orients user personnel on new or changed procedures. May conduct special projects such as data element and code standardization throughout a broad system, working under specific objectives and bringing to the attention of the supervisor any unusual problems or controversies.

Works independently under overall project objectives and requirements; appraises supervisor about progress and unusual complications. Guidelines usually include existing systems and the constraints imposed by related systems with which the incumbent's work must be meshed. Adapts design approaches successfully used in precedent systems. Completed work is reviewed for timeliness, compatibility with other work, and effectiveness in meeting requirements. May provide functional direction to lower level assistants on assigned work.

14103 - COMPUTER SYSTEMS ANALYST III

Applies systems analysis and design techniques to complex computer systems in a broad area such as manufacturing; finance management; engineering, accounting, or statistics; logistics planning; material management, etc. Usually, there are multiple users of the system, however, there may be complex one-user systems, e.g., for engineering or research projects. Requires competence in all phases of systems analysis techniques, concepts, and methods and knowledge of available system software, computer equipment, and the regulations, structure, techniques, and management practices of one or more subject-matter areas. Since input data usually come from diverse sources is responsible for recognizing probable conflicts and integrating diverse data elements and sources. Produces innovative solutions for a variety of complex problems.

Maintains and modifies complex systems or develops new subsystems such as an integrated production scheduling, inventory control, cost analysis, or sales analysis record in which every item of each type is automatically processed through the full system of records. Guides users in formulating requirements; advises on alternatives and on the implications of new or revised data processing systems; analyzes resulting user project proposals, identifies omissions and errors in requirements and conducts feasibility studies; recommends optimum approach and develops system design for approved projects. Interprets information and informally arbitrates between system users when conflicts exist. May serve as lead analyst in a design subgroup, directing and integrating the work of one or two lower level analysts, each responsible for several programs.

Supervision and nature of review are similar to level II; existing systems provide precedents for the operation of new subsystems.

HELP DESK TECHNICIAN

Provides support to end users on a variety of issues.

Identifies, researches, and resolves technical problems. Responds to telephone calls, email and personnel requests for technical support. Documents, tracks and monitors the problem to ensure a timely resolution. May require an associate's degree in a related area and previous experience in the field

SOFTWARE TESTER

Must have excellent problem-solving skills along with keen attention to detail and outstanding written and oral communication skills. Duties include: developing and executing software test plans, identifying and facilitating issue resolution with functional and technical groups, managing software test programs, and documenting test results.

Main responsibilities include:

- Organize, prioritize and implement assigned work activities to meet deadlines.
- Assist Product Management with evaluating results and identifying defects. Assist with resolution as needed.
- Make recommendations for functionality and/or procedural changes.
- Develop test plans for small to mid-sized projects.
- Execute test plans.
- Create and publish user procedure documentation.
- Utilize automated testing tools where needed for regression testing.
- Problem-solve production issues and act as a liaison with other IT, staff members regarding resolution of software defects.
- Support Sarbanes-Oxley compliance activities.
- Become an expert in NII Insurance systems.
- Execute test plans to support product implementations, and new or revised software programs applications.
- Develop test plans for small to mid-sized projects.
- Analyze and report test results to Software Testing Manager, Project Manager and Information Technology staff.
- Perform technical investigations to identify software bugs and root causes.
- Provide technical advice to business owners and Information Technology staff.
- Contribute to new projects by providing input on design and content.
- Assists automation test engineer with script creation, execution and reporting.



- Assist in the defect management process.

WEB SUPPORT TECHNICIAN

Web technician works alongside editors and graphic designers in order to create websites that will be visually appealing to customers or internal staff. The sites supported must effectively and efficiently communicate information and be easy to navigate. The website is designed taking into consideration the preferences of the owner of the website. The web technician determines whether the client's expectations are fulfillable and estimates the cost. The web technician then uses a variety of web-authoring tools to construct the website.

2. Maximum order: \$100,000
3. Minimum order: \$100.00
4. Geographic coverage (delivery area): National
5. Point(s) of production (city, county, and State or foreign country): National
6. Discount from list prices or statement of net price: Net Price includes all discounts
7. Quantity discounts: None
8. Prompt payment terms: 1% if paid within 15 days, net 30 days
- 9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold: Yes
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: Not accepted
10. Foreign items (list items by country of origin): None
- 11a. Time of delivery: As requested
- 11b. Expedited Delivery. All items in price list are available for expedited delivery are noted in this price list.
- 11c. Overnight and 2-day delivery: Overnight or two day delivery may be available where applicable. Please contact Avery Partners POC.
- 11d. Urgent Requirements: May be requested by contacting Avery Partners POC for faster delivery:
12. F.O.B. point(s): Destination
- 13a. Ordering address(es): Same as Avery Partners address



- 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(es):
 - 1455 Old Alabama Rd.
 - Suite 160
 - Roswell, GA 30076
- 15. Warranty provision: N/A
- 16. Export packing charges, if applicable: N/A
- 17. Terms and conditions of Government purchase card acceptance: Purchase Cards not accepted above micro purchase level
- 18. Terms and conditions of rental, 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 price lists and any discounts from list prices (if applicable): N/A
- 20a. Terms and conditions for any other services (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: N/A
- 24b. Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services can be found at: www.Section508.gov/
- 25. Data Universal Number System (DUNS) number: 152867169
- 26. Notification regarding registration in Central Contractor Registration (CCR) database:
 - Avery Partners is CCR and SAM registered under Cage Code 3XXY6



**GSA Approved Price List
Non Professional Positions**

Effective November 16, 2012

SIN 736-1 Administrative Support and Clerical Occupations	Skill Category	UNIT	GSA Rate
736-1	Accounting Clerk I	Hour	\$28.14
736-1	Accounting Clerk II	Hour	\$31.08
736-1	Accounting Clerk II	Hour	\$39.68
736-1	Administrative Assistant	Hour	\$54.25
736-1	Data Entry Operator I	Hour	\$27.02
736-1	Data Entry Operator II	Hour	\$29.11
736-1	Document Prep Clerk	Hour	\$26.75
736-1	Duplication Machine Operator	Hour	\$26.75
736-1	General Clerk I	Hour	\$27.82
736-1	General Clerk II	Hour	\$29.99
736-1	General Clerk III	Hour	\$33.99
736-1	Order Clerk I	Hour	\$28.20
736-1	Order Clerk II	Hour	\$30.41
736-1	Personnel Assistant I	Hour	\$33.05
736-1	Personnel Assistant II	Hour	\$36.52
736-1	Personnel Assistant III	Hour	\$40.24
736-1	Receptionist	Hour	\$27.10
736-1	Secretary I	Hour	\$32.92
736-1	Secretary II	Hour	\$36.29
736-1	Secretary III	Hour	\$44.46
736-1	Supply Technician	Hour	\$49.67
736-1	Word Processor I	Hour	\$29.02

736-1	Word Processor II	Hour	\$32.28
736-1	Word Processor III	Hour	\$35.92
SIN 736-2 Automatic Data Processing Occupations	Skill Category	UNIT	GSA Rate
736-2	Computer Operator I	Hour	\$34.28
736-2	Computer Operator II	Hour	\$37.89
736-2	Computer Operator III	Hour	\$41.76
736-2	Computer Operator IV	Hour	\$45.95
736-2	Computer Operator V	Hour	\$50.47
736-2	Computer Programmer I	Hour	\$46.17
736-2	Peripheral Equipment Operator	Hour	\$34.28
736-2	Personal Computer Support Technician	Hour	\$45.95
SIN 736-5 Technical and Professional Occupations	Skill Category	UNIT	GSA Rate
736-5	Drafter/CAD Operator	Hour	\$36.31
736-5	Engineering Technician I	Hour	\$40.67
736-5	Engineering Technician II	Hour	\$45.15
736-5	Engineering Technician III	Hour	\$50.06
736-5	Engineering Technician IV	Hour	\$61.01
736-5	Engineering Technician V	Hour	\$73.75
736-5	Graphic Artist	Hour	\$46.88
736-5	Technical Writer I	Hour	\$39.09
736-5	Technical Writer II	Hour	\$46.94



736-5	Technical Writer III	Hour	\$55.94
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**GSA Approved Price List
Professional Positions**

Effective November 16, 2012

SIN 736-2 Automatic Data Processing Positions	Skill Category	UNIT	GSA Rates
736-2	Computer Programmer II	Hour	\$62.07
736-2	Computer Programmer III	Hour	\$84.23
736-2	Computer Programmer IV	Hour	\$110.83
736-2	Computer Systems Analyst I	Hour	\$97.53
736-2	Computer Systems Analyst II	Hour	\$110.83
736-2	Computer Systems Analyst III	Hour	\$124.13
736-2	Help Desk Technician	Hour	\$37.48
736-2	Software Tester	Hour	\$101.96
736-2	Web Support Technician	Hour	\$84.23