

**GENERAL SERVICES ADMINISTRATION
Federal Supply Service
Authorized Federal Supply Schedule Price List**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA *Advantage!*, a menu-driven database system. The INTERNET address for GSA *Advantage!* is: GSAAdvantage.gov.

SCHEDULE 36

THE OFFICE, IMAGING AND DOCUMENT SOLUTION

SIN 51 504 Records Management Services
SIN 51 508 Litigation Support Services
SIN 733 1 Mail Room Administrative Support Services



**Friendly Advanced Software Technology
d/b/a Global Employment Solutions**

5 W 37TH ST FL 5
New York, NY 10018-5384
Tel: 212-719-3232
Fax: 212-921-1827

Website: www.globalemploymentsolutions.com

Contract Administrator: Wayne D Cavanaugh

E-mail: gsaconadmin@gesnetwork.com

Contract Number: GS-03F-0139W

Contract date: May 1, 2015 through April 30, 2020

Catalog effective through Modification PO-0015, dated March 18, 2015

Business size: Other than Small Business

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



CUSTOMER INFORMATION

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

SIN 51 504	Records Management Services
SIN 51 508	Litigation Support Services
SIN 733 1	Mail Room Administrative Support Services

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government 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.

SIN 51 504	Records Management Clerk I	\$19.04/hour
SIN 51 508	Legal secretary I	\$30.83/hour
SIN 733 1	Mail Clerk I	\$19.04/hour

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item.

See descriptions and pricing.

2. Maximum order.

Not Applicable.

3. Minimum order.

Not Applicable.

4. Geographic coverage (delivery area).

Domestic

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

Not Applicable.

6. Discount from list prices or statement of net price.

All prices herein are net government prices.

7. Quantity discounts.

Not applicable.

8. Prompt payment terms.

Not applicable.

9a. Government purchase cards accepted at or below the micro-purchase threshold.

Not applicable.

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

Not applicable.

10. Foreign items (list items by country of origin).

Not applicable.

11a. Time of delivery.

30 Days ARO

11b. Expedited Delivery.

To be negotiated between Global Employment Solutions and the Ordering Agency.

11c. Overnight and 2-day delivery.

See 11a and 11b.

11d. Urgent Requirements.

When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

12. F.O.B. point.

Destination

13a. Ordering address(es).

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5 W 37TH ST FL 5
New York, NY 10018-5384
Tel: 212-719-3232
Fax: 212-921-1827

- 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.**
- Friendly Advanced Software Technology
d/b/a Global Employment Solutions
5 W 37TH ST FL 5
New York, NY 10018-5384
- 15. Warranty provision.**
- Not applicable.
- 16. Export packing charges, if applicable.**
- Not applicable.
- 17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level).**
- Not applicable.
- 18. Terms and conditions of rental, maintenance, and repair (if applicable).**
- Not applicable.
- 19. Terms and conditions of installation (if applicable).**
- Not applicable.
- 20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable).**
- Not applicable.
- 20a. Terms and conditions for any other services (if applicable).**
- Not Applicable.
- 21. List of distribution points (if applicable).**
- Not Applicable.
- 22. List of participating dealers (if applicable).**
- Not applicable.

23. Preventive maintenance (if applicable).

Not Applicable.

24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).

Please see attached.

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/.

Not Applicable.

25. Data Universal Number System (DUNS) number.

883976995

26. Notification regarding registration in Central Contractor Registration (CCR) database.

Friendly Advanced Software Technology d/b/a Global Employment Solutions is registered with the Central Contractor Registration database. The CAGE code is 1WX95.

Company Profile

Understand the Client. Customize the Approach. Deliver the Best Results.

Contact a local account manager at the following locations:

Company Profile

Understand the Client. Customize the Approach. Deliver the Best Results.

Contact a local account manager at the following locations:

New York

5 W 37TH ST FL 5
New York, NY 10018-5384
Tel: 212-719-3232
Denise Teixeira

Washington, DC

1120 Connecticut Avenue, NW Ste 270
Washington, DC 20036
Tel: 202-467-4222
Nick Lysett

Rockville, MD

2275 Research Blvd., Ste 500
Rockville, MD 20850
Tel: 202-467-4222
Nick Lysett

Chicago, IL

33 West Monroe Street, Ste 2050
Chicago, IL 60603
Tel: 312-372-0014
Allison Lexow

Philadelphia, PA

One Presidential Blvd, North, Ste 310
Bala Cynwyd, PA 19004
Tel: 610-667-1820
Suzanne Gleason

Labor Category Descriptions

SIN 51-504 Records Management Services

Records Administrator

Years of Experience: 3 to 5 years

Education: 4 Year Degree or Technical School Equivalent

Job Description: Administers and operates network's recorded database; maintains recorded data integrity and availability.

Records Management Clerk I

Years of Experience: 0 to 1 year

Education: High School Diploma or GED

Job Description: Participates as a team member in records management data gathering activities or performs records management functions under the direction of more senior staff requiring the implementation of standard records operating procedures, schedules, or other client standards and guidelines such as filing, database updating, and retrieval.

Records Management Clerk II

Years of Experience: 2 to 3 years of records management experience

Education: 2 years of college or two years of administrative work experience

Job Description: Participates as a team member in records management data gathering activities or performs records management functions under the direction of more senior staff requiring the implementation of standard records operating procedures, schedules, or other client standards and guidelines such as filing, database updating, and retrieval. Performs quality control functions that involve reviewing the work of others or may oversee the work of more junior paraprofessional staff or clerical personnel.

Records Management Clerk III

Years of Experience: 5 years of records management experience

Education: 2 years of college or two years of administrative work experience. Bachelor's degree is preferred.

Job Description: Implements information gathering activities in support of records management/systems analysis by collecting data from client departments via surveys, interviews, and inventories. Implements records management operations functions as part of active, inactive, and vital records programs under the direction of more senior staff. Lead teams of clerical staff in filing/maintaining files, inventorying, or retiring records or to implement file plans.

SIN 51-508 Litigation Support Services

Application Developer

Years of Experience: 3 to 5 Years

Education: 4 Year College degree or Technical School Equivalent

Job Description: Reviews the project plan of senior level management and modifies software when necessary to insure that all project plans are implemented properly and in accordance to the standards established by the Company. Maintains accurate records when any changes to the source code occurs.

Business Analyst

Years of Experience: 1 to 5 Years

Education: 4 Year degree or Technical School Equivalent

Job Description: The Senior Business Analyst position is a critical position necessary to obtain analytical depth and continuity of knowledge in order to support Business Owners and SMEs in driving process improvement and process redesign. The position performs a cross-functional role, defining requirements, designing solutions, and normalizing requirements and solutions across multiple conflicting business units.

Infrastructure Consultant

Years of Experience: 3 to 5 years

Education: 4 Year Degree or Technical School Equivalent

Job Description: Duties range from project maintenance and application production support to targeted consulting in such areas that include but are not limited to compliance auditing, business continuity planning, systems security planning and design.

Legal Secretary I

Years of Experience: 1 year

Education: High School Diploma, Four-year degree preferred

Job Description: Performs secretarial and administrative duties for an attorney. Responsibilities will include typing letters, memos, reports, answering phones, and filing.

Legal Secretary II

Years of Experience: 2 to 3 years

Education: High School Diploma, Four Year Degree preferred

Job Description: Performs secretarial and administrative duties for an attorney. Responsibilities will include typing letters, memos, reports, answering phones, and filing. Light research capabilities expected.

Legal Secretary III

Years of Experience: 4 years

Education: High School Diploma, Four Year Degree preferred

Job Description: Performs secretarial and administrative duties for an attorney. Responsibilities will include typing letters, memos, reports, answering phones, and filing. Proofreading and moderate research skills expected. May supervise junior legal secretaries.

Litigation Support I

Years of Experience: 1-2 years experience

Education: Four-year degree or four years of litigation work experience

Job Description: Reviews documents to extract selected data and information relating to specific items. Reviews and summarizes information for attorneys. Searches and extracts legal references in libraries and computer-data banks; deliver case filings.

Litigation Support II

Years of Experience: 3-5 years experience

Education: Four year degree or four years of litigation work experience

Job Description: Reviews case materials to become familiar with questions under consideration; Searches for and summarizes relevant articles in trade magazines, law reviews, published studies, financial reports, and similar materials for use of attorneys in the preparation of opinions, briefs, and other legal documents. Drafts and edits non-legal memoranda, research reports and correspondence relating to cases.

Litigation Support III

Years of Experience: 5-7 years experience

Education: Four year degree or four years of litigation work experience

Job Description: Participates in the development of cases by performing the following functions: Analyzes and evaluates case files against litigation worthiness standards; Notes and corrects case file deficiencies (e.g., missing documents, inconsistent material, leads not investigated) before sending the case on to the attorney. Reviews and analyzes available precedents relevant to cases under consideration for use in presenting case summaries to trial attorneys; Gathers, sorts, classifies, and interprets data to discover patterns of possible discriminatory activity

Project Manager

Years of Experience: 3 to 5 Years

Education: 4 Year College degree or Technical School Equivalent

Job Description: Primary responsibilities are the creation, managing, monitoring, and coordination of integrated project plans, including implementation schedules, cost estimates, and resource estimates, for Product, Services, and Application deliveries. Resource tracking includes internal Development Resources, onsite Contract Resources, offsite Resources etc. Project Plans include tasks, or interfaces to tasks, performed by groups. The Project Manager is responsible for organizing regular status meetings and creating presentations for Management.

Quality Assurance Professional

Years of Experience: 3 to 5 Years

Education: 4 Year College degree or Technical School Equivalent

Job Description: The Quality Assurance Analyst's role is to develop and establish quality assurance standards and measures. This individual will also gather and analyze information in support of business cases and proposed projects. This will include writing test plans for tracking defects and fixes in product development. The Quality Assurance Professional will apply proven analytical and problem-solving skills to help validate processes in order to maximize the benefit of business investments.

SIN 733-1 Mail Room Administrative Support Services

Data Entry Clerk I

Years of Experience: 0 to 1 years

Education: High School Diploma or GED

Job Description: Operates a data entry device to record or verify a variety of standard and/or complex coded or un-coded business and statistical source data into a computer. Generally directly supervised.

Data Entry Clerk II

Years of Experience: 1 to 2 years

Education: High School Diploma or GED

Job Description: Operates a data entry device to record or verify a variety of standard and/or complex coded or un-coded business and statistical source data into a computer. Works with supervision, but close supervision should not be required unless project is of a complicated nature.

Data Entry Clerk III

Years of Experience: 4+ years

Education: High School Diploma or GED

Job Description: Operates a data entry device to record or verify a variety of standard and/or complex coded or un-coded business and statistical source data into a computer. Should have the ability to work somewhat independently, unless project is of a complicated nature.

Duplicating Machine Operator

Years of Experience: 0 to 1 year

Education: High School Diploma or GED

Job Description: 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.

File Clerk

Years of Experience: 0 to 1 year

Education: High School Diploma or GED

Job Description: Performs routine filing duties, such as maintaining letters, memoranda, invoices, and other indexed records arranged in a file according to an established system. Retrieves data or correspondence from files as requested within an appropriate time frame.

General Clerk I

Years of Experience: 0 to 1 year

Education: High School Diploma or GED

Job Description: Responsible for performing daily office tasks such as filing, recording, maintaining records, copying, posting, and other similar duties.

General Clerk II

Years of Experience: 2 to 4 years

Education: High School Diploma or GED

Job Description: Responsible for performing daily office tasks such as filing, recording, maintaining records, copying, posting, and other similar duties, using a computer terminal, typewriter, and other word processors.

General Clerk III

Years of Experience: 4+ years

Education: High School Diploma or GED

Job Description: Responsible for performing daily office tasks such as filing, recording, maintaining records, copying, posting, and other similar duties, using a computer terminal, typewriter, and other word processors. May supervise junior general clerks.

In-house Administrator

Years of Experience: 3 to 5 Years

Education: 4 Year degree or Technical School Equivalent

Job Description: Responsible for the maintenance of all related records that develop during the project that run concurrently across many different business verticals within a company.

Mail Clerk I

Years of Experience: None

Education: High School Diploma or GED

Job Description: Maintains flats, envelopes, trays, and other equipment and supply items. Resolves simple mail routing, addressing, and delivery problems at point of service.

Mail Clerk II

Years of Experience: 1 year

Education: High School Diploma or GED

Job Description: Operates mail management equipment. Receives, sorts, processes, and delivers mail. Troubleshoots and resolves addressing and delivery problems. Monitors the status of expedited delivery packages and reports on them to service users.

Secretary I

Years of Experience: 1 to 2 years

Education: High School Diploma or GED

Job Description: Provides principal secretarial support in an office, usually to one individual. Maintains a close and highly responsive relationship to the day-to-day activities of the supervisor. Works fairly independently, receiving close, detailed supervision and guidance. Performs varied 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.

Secretary II

Years of Experience: 3 to 4 years

Education: High School Diploma or GED

Job Description: Provides principal secretarial support in an office, usually to one individual, and, in some cases, also to the subordinate staff of that individual. 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. Performs varied clerical and secretarial duties requiring a knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office.

Secretary III

Years of Experience: 5 years

Education: High School Diploma or GED

Job Description: Provides principal secretarial support in an office, usually to one individual, and, in some cases, also to the subordinate staff of that individual. Maintains a close and highly responsive relationship to the day-to-day activities of the supervisor and staff. Works mostly independently, receiving a minimum of detailed supervision and guidance. Performs varied clerical and secretarial duties requiring a knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office. May supervise junior clerical staff.

Secretary IV

Years of Experience: 7 years

Education: High School Diploma or GED

Job Description: Provides principal secretarial support in an office, usually to one individual, and, in some cases, also to the subordinate staff of that individual. Maintains a close and highly responsive relationship to the day-to-day activities of the supervisor and staff. Works independently, receiving a minimum of detailed supervision and guidance. Performs less varied clerical and secretarial duties requiring a knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office. May supervise junior clerical staff.

Secretary V

Years of Experience: 10 years

Education: High School Diploma or GED

Job Description: Provides principal secretarial support in an office, usually to one individual, and, in some cases, also to the subordinate staff of that individual. Maintains a close and highly responsive

relationship to the day-to-day activities of the supervisor and staff. Works independently, receiving a minimum of detailed supervision and guidance. Performs minimal varied clerical and secretarial duties requiring a knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office. Likely to supervise junior staff and have responsibility for office administration.

Switchboard Operator - Receptionist I

Years of Experience: 0 to 1 year

Education: High School Diploma or GED

Job Description: 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 a log of visitors; and issuing visitor passes.

GSA Pricelist

SIN	Labor Category	Unit	GSA Price
51-504	Records Management Clerk I	hour	\$19.04
51-504	Records Management Clerk II	hour	\$20.04
51-504	Records Management Clerk III	hour	\$23.12
51-508	Legal Secretary I	hour	\$28.47
51-508	Legal Secretary II	hour	\$29.92
51-508	Legal Secretary III	hour	\$31.28
51-508	Litigation Support I	hour	\$36.27
51-508	Litigation Support II	hour	\$41.89
51-508	Litigation Support III	hour	\$43.53
51-508	Application Developer	hour	\$68.01
51-508	Business Analyst	hour	\$47.57
51-508	Infrastructure Consultant	hour	\$31.74
51-508	Project Manager	hour	\$23.58
51-508	Quality Assurance Professional	hour	\$36.07
733-1	Data Entry Clerk III	hour	\$24.19
733-1	Mail Clerk I	hour	\$19.04
733-1	Mail Clerk II	hour	\$19.95
733-1	Secretary IV	hour	\$38.09
733-1	Secretary V	hour	\$40.35

SCA Categories

LOCATION: New York, NY

Wage Determination Number 2005-2375, Revision Number 14 dated 07/25/2014

SIN	Skill Category	Unit	GSA Price
51-504	Records Administrator	hour	\$59.78
733-1	Data Entry Clerk I	hour	\$30.57
733-1	Data Entry Clerk II	hour	\$32.98
733-1	Duplicating Machine Operator	hour	\$32.09
733-1	File Clerk (Order Clerk)	hour	\$36.57
733-1	General Clerk I	hour	\$30.75
733-1	General Clerk II	hour	\$35.57
733-1	General Clerk III	hour	\$37.95
733-1	Secretary I	hour	\$42.92
733-1	Secretary II	hour	\$48.79
733-1	Secretary III	hour	\$52.56
733-1	Switchboard Operator/Receptionist	hour	\$32.27
733-1	In-House Administrator	hour	\$126.95

This SCA Wage Determination is used for the purpose of showing that Friendly Advanced Software Technology's rates exceed SCA rates in one of the most competitive areas. We are proposing our services nationwide.