

Executive Personnel Services, Inc.1015 18th Street NW, Suite 710

Washington, DC 20036

Tel: (202)785-TEMP (8367); **Fax:** (202) 833-4136**(800) 976-EPSI (3774)**www.EPSISTAFFING.com**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE CATALOG/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 is available through **GSA Advantage!**, a menu-driven database system. The INTERNET address for **GSA Advantage!** is <http://www.gsaadvantage.gov>

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

Schedule Title: Federal Supply Schedule 736 – Temporary, Administrative and Professional Staffing (TAPS) Services

Federal Supply Group: 736**Contract No:** GS-07F- 0059N**Contract Period:** 1 Oct 2002 through 30 Sep 2007**Point of Contact:** Jenifer Trowell, Account Executive**DUNS#:** 61-647-0845**Email:** jenifer@epsistaffing.com**Business Size:** Small Disadvantaged Business***The People Solution since 1989!***

We pride ourselves on building productive partnerships and are committed to completely understanding our customer needs, delivering high quality professional staffing backed by exceptional customer service.

COMPANY OVERVIEW

Executive Personnel Services, Inc., (**EPSI**) provides staffing services for corporations and government agencies. We are headquartered in Washington D.C. with Mid-Atlantic operations based in Philadelphia, PA and Southwest regional operations based in Houston, TX. We also have operations in Maryland, Virginia, New York, New Jersey, Florida, Georgia, Oklahoma, California, Oregon, and Washington State. We offer administrative, clerical, professional, technical, and light industrial personnel.

Incorporated in 1989 in Washington, D. C., **EPSI** has 17 years of successful service in the staffing industry, a solid business reputation for responsiveness to client needs, and management priorities that promote workplace harmony. In 1997, we were one of the first staffing firms to receive a contract award under a General Services Administration (GSA) pilot program for federal agencies and has since won a long-term renewal on that contract. Our culturally-sensitive management approach resulted in customer satisfaction ratings of 92-94%, according to an independent Dun and Bradstreet survey.

In 2005 **EPSI** successfully completed a year long mentoring program with GlaxoSmithKline. **EPSI** was able to successfully meet the following goals:

- Eliminate waste to enhance customer satisfaction and profitability.
- Streamline front and back office functions.
- More efficient data management.
- Incorporate a flexible technological operational platform customized to meet fluctuating customer demands.

EPSI is pleased to have accomplished these objectives, but more importantly has developed and implemented an operational excellence philosophy using the Six Sigma business plan to eliminate waste, enhance cost savings to increase efficiency and profitability for both customer and contingent workers and **EPSI**.

Mission Statement

EPSI cultivates a dynamic, creative, and team-focused work environment reinforcing our commitment to fully understand customer's needs, build productive staffing partnerships, and provide quality, ready to perform professionals backed by exceptional customer service.

EPSI is SBA-SDB and NMSDC certified, a security-cleared facility, and listed in the CCR database.

CUSTOMER INFORMATION:

1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)

SIN	DESCRIPTION
736-1	Administrative Support and Clerical Occupations
736-2	Automatic Data Processing Occupations
736-3	General Services and Support Occupations
736-4	Information and Arts Occupations, Including Miscellaneous
Occupations	
736-5	Technical and Professional Occupations

1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN: N/A

2. MAXIMUM ORDER*: \$100,000 per SIN

*If the best value selection places your order over the Maximum Order identified in this catalog/pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contactor for a better price. The contractor may (1) offer a new price for this requirement (2) offer the lowest price available under this contract or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the schedule contract in accordance with FAR 8.404.

3. MINIMUM ORDER: \$100.00

4. GEOGRAPHIC COVERAGE:

- Atlanta, GA
- Baltimore, MD
- Boston, MA
- Chicago, IL
- Dallas, TX
- Fort Worth, TX
- Detroit, MI
- Houston, TX
- Los Angeles, CA
- Louisville, KY
- New Orleans, LA
- New York, NY
- Norfolk, VA
- Philadelphia, PA
- Sacramento, CA
- St. Louis, MO
- San Antonio, TX
- San Diego, CA
- San Francisco, CA
- Seattle, WA
- Washington, DC
- Hawaii

5. POINT(S) OF PRODUCTION: N/A

6. DISCOUNT FROM LIST PRICES: N/A

7. QUANTITY DISCOUNT(S):

8. PROMPT PAYMENT TERMS:

9.a Government Purchase Cards ARE accepted at or below the micro-purchase threshold.

9.b Government Purchase Cards ARE NOT accepted above the micro-purchase threshold.

10. FOREIGN ITEMS: None

11a. TIME OF DELIVERY: N/A

11b. EXPEDITED DELIVERY: N/A

11c. OVERNIGHT AND 2-DAY DELIVERY: N/A

11d. URGENT REQUIRMENTS: Agencies can contact the Contractor's representative to affect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.

12. FOB POINT: N/A

13a. ORDERING ADDRESS: Same as contractor

14. PAYMENT ADDRESS: Same as contractor

15. WARRANTY PROVISION: Standard Commercial Warranty. Customer should contact contractor for a copy of the warranty.

16. EXPORT PACKING CHARGES: N/A

17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE: N/A

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 AVAILABLE):**
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 (e.g. recycled content, energy efficiency, and/or reduced pollutants):** N/A
- 24b. Section 508 Compliance for EIT:** N/A
- 25. DUNS NUMBER:** 616470845
- 26. NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE:** Contractor has an Active Registration in the CCR database.

Rates

Rates are based on Minimum Wage Determination 2001

Listed below are the rates for Washington, DC (please view our website for a complete listing of rates for each state www.epsistaffing.com.)

Skill Category/Skill Description	GSA Bill Rate
<i>SIN 736-1</i>	
Accounting Clerk I	\$ 16.29
Accounting Clerk II	\$ 19.05
Accounting Clerk III	\$ 23.51
Accounting Clerk IV	\$ 26.24
Court Reporter	\$ 23.95
Dispatcher, Motor Vehicle	\$ 23.46
Document Preparation Clerk	\$ 18.10
Messenger (Courier)	\$ 14.91
Duplicating Machine Operator	\$ 18.10
Film/Tape Librarian	\$ 23.49
General Clerk I	\$ 18.73
General Clerk II	\$ 22.00
General Clerk III	\$ 24.56
General Clerk IV	\$ 30.04
Housing Referral Assistant	\$ 28.57
Key Entry Operator I	\$ 16.67
Key Entry Operator II	\$ 18.63
Order Clerk I	\$ 23.63
Order Clerk II	\$ 26.12
Personnel Assistant (Employment) I	\$ 20.92
Personnel Assistant (Employment) II	\$ 22.83
Personnel Assistant (Employment) III	\$ 26.32
Personnel Assistant (Employment) IV	\$ 31.42
Rental Clerk	\$ 24.72
Production Control Clerk	\$ 27.70
Secretary I	\$ 23.58
Secretary II	\$ 24.61
Secretary III	\$ 29.64
Secretary IV	\$ 31.38
Secretary V	\$ 36.54
Service Order Dispatcher	\$ 22.51
Stenographer I	\$ 23.54
Stenographer II	\$ 26.41
Supply Technician	\$ 31.38
Survey Worker	\$ 23.95
Switchboard Operator-Receptionist	\$ 17.58

Skill Category/Skill Description	GSA Bill Rate
Test Examiner	\$ 24.61
Test Proctor	\$ 24.61
Travel Clerk I	\$ 18.65
Travel Clerk II	\$ 20.02
Travel Clerk III	\$ 21.50
Word Processor I	\$ 18.92
Word Processor II	\$ 22.80
Word Processor III	\$ 26.69
SIN 736-2	
Computer Data Librarian	\$ 18.74
Computer Operator I	\$ 21.32
Computer Operator II	\$ 25.12
Computer Operator III	\$ 29.82
Computer Operator IV	\$ 30.37
Computer Operator V	\$ 36.78
Computer Programmer I	\$ 31.49
Computer Programmer II	\$ 36.95
Computer Programmer III	\$ 43.27
Computer Programmer IV	\$ 41.84
Computer Systems Analyst I	\$ 43.27
Computer Systems Analyst II	\$ 44.28
Computer Systems Analyst III	\$ 44.28
Peripheral Equipment Operator	\$ 22.54
SIN 736-3	
Forklift Operator	\$ 26.18
Labor, Ground Maintenance	\$ 19.30
Material Coordinator	\$ 30.47
Material Expediter	\$ 30.47
Material Handling Laborer	\$ 20.65
Order Filler	\$ 23.72
Shipping Packer	\$ 21.92
Shipping/Receiving Clerk	\$ 23.50
Stock Clerk (Store Worker II)	\$ 22.78
Store Worker I	\$ 15.96
Tools and Parts Attendant	\$ 30.50
Warehouse Specialist	\$ 26.95
Cashier	\$ 15.31
Desk Clerk	\$ 17.56

Skill Category/Skill Description	GSA Bill Rate	
SIN 736-4		
Audiovisual Librarian	\$	30.38
Exhibits Specialist I	\$	26.92
Exhibits Specialist II	\$	33.65
Exhibits Specialist III	\$	41.43
Illustrator I	\$	27.30
Illustrator II	\$	34.13
Illustrator III	\$	42.00
Librarian	\$	35.80
Library Technician	\$	24.10
Photographer I	\$	22.33
Photographer II	\$	25.07
Photographer III	\$	31.36
Photographer IV	\$	38.61
Photographer V	\$	42.49
SIN 736-5		
Civil Engineering Technician	\$	31.36
Computer Based Training Spec. Instr	\$	38.38
Drafter I	\$	19.59
Drafter II	\$	24.53
Drafter III	\$	27.54
Drafter IV	\$	34.45
Engineering Technician I	\$	24.85
Engineering Technician II	\$	28.84
Engineering Technician III	\$	34.68
Engineering Technician IV	\$	39.79
Engineering Technician V	\$	48.66
Engineering Technician VI	\$	58.87
Environmental Technician	\$	30.93
Graphic Artist	\$	32.64
29361 - Paralegal/Legal Assistant I	\$	26.79
29362 - Paralegal/Legal Assistant II	\$	34.16
29363 - Paralegal/Legal Assistant III	\$	41.80
29364 - Paralegal/Legal Assistant IV	\$	50.54
29480 - Technical Writer	\$	38.44
SIN 736-99		
Personnel Analyst	\$	50.87
Writer Editor	\$	30.43
Writer Editor Team Leader	\$	33.48