

ETHICAL PERSONNEL SERVICES, INC.
dba



A PROFESSIONAL
PERSONNEL SERVICE
"Placing People First"

Service Disabled Veteran Women Owned Small Business

GSA FEDERAL SUPPLY SCHEDULE 736
GS-07F-0466U

Temporary Administrative and Professional Staffing Services (TAPS)

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 : <http://www.gsaadvantage.gov>.

Contract Number: **GS-07F-0466U**

Schedule Title: **736 - Temporary Administrative and Professional Staffing Services (TAPS)**

FSC Group: **736**

SINs Offered: **736-1 – Administrative Support and Clerical Occupations**
736-2 – Automatic Data Processing Occupations
736-5 – Technical and Professional Occupations

Contract Period: **August 1, 2008 through July 31, 2013**

Contractor: **Ethical Personnel Services, Inc. dba**
A Professional Personnel Service
3260 E. Victoria Dr., PO Box 296
Alpine, CA 91901-3680
Phone: 619-445-0029
Fax: 619-445-7427
Website: www.appsrv.com
Contract Administrator: Rondia L. Moss, President & CEO
Email: rmoss@apprvc.com
Website: www.appsrv.com

Business Size: **Service Disabled Veteran Women Owned Small Business**

Prompt Payment Terms: **Net 30**
Minimum Order Amount: **\$100**
Maximum Order Amount: **\$100,000**
Volume Discount: **0**

APPS accepts VISA/MasterCard and Government Purchase Cards

DUN & Bradstreet (DUNS) Number: **112018846**

APPS web site is: www.appsrv.com

Email: rmoss@appsrv.com

Ordering Information:

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3260 E. Victoria Dr., P.O. Box 296
Alpine, CA 91901
Phone: 619-445-0029
Fax: 619-445-7427
Email: rmoss@appsrv.com
Website: www.appsrv.com

Payment Information:

Please remit to:
Ethical Personnel Services, Inc. dba A Professional Personnel Service
P.O. Box 296
Alpine, CA 91903-0296

Ethical Personnel Services, Inc. dba A Professional Personnel Service (APPS), a Women-Owned, Certified Service Disabled-Veteran-Owned, Small Business, was established in 2000 to provide high quality, temporary professional services to the Federal Government and private sector. Our performance is fueled by experience, competence, responsiveness, and drive.

APPS provides customized solutions to meet the staffing needs of organizations of all sizes. We utilize state-of-the-art recruiting methods, and have developed a large database of personnel to ensure continuity of service to our clients. We are completely dedicated to supporting our government clients in achieving their business objectives, on time and within budget.

JOB DESCRIPTIONS

SIN 736-1 - ADMINISTRATIVE SUPPORT AND CLERICAL OCCUPATIONS

ACCOUNTING CLERK III

The Accounting Clerk III maintains journals or subsidiary ledgers of an accounting system and balances and reconciles accounts. Typical duties include one or both of the following: 1.) reviewing invoices and statements verifying information, ensuring sufficient funds have been obligated, and if questionable, resolving with the submitting unit determining accounts involved. The review will include coding transactions, and processing material through data processing for application in the accounting system; 2.) analysis and reconciliation of computer printouts with operating unit reports (contacting units, researching causes of discrepancies, and taking action to ensure that accounts balance). Supervisor provides suggestions for handling unusual or non-recurring transactions. Conformance with requirements and technical soundness of completed work are reviewed by the supervisor, or are controlled by mechanisms built into the accounting processes.

GENERAL CLERK I

This position follows clearly detailed 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; could involve simple posting to individual accounts, opening mail, calculating and posting charges to departmental accounts, operating basic office equipment, e.g., photocopier, facsimile, multi-line phone/voicemail systems, mailing machines, and minimal computer programs. Little or no subject-matter knowledge is required, but the clerk uses his or her own judgment in choosing the proper procedure for each task.

GENERAL CLERK II

This position requires familiarity with the terminology of the office unit. The General Clerk 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.

GENERAL CLERK III

This position uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps varying in nature and sequence. The General Clerk III selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Typical duties include: assisting in a variety of administrative matters; maintaining a wide variety of financial or other records (stored both manually and electronically); verifying statistical reports for accuracy and completeness; compiling information; and handling and adjusting complaints.

The General Clerk III may also direct lower level clerks. Positions above level IV are excluded. Such positions require workers to use a thorough knowledge of an office's work and routine to: 1) choose among widely varying methods and procedures to process complex transactions; and 2) select or devise steps necessary to complete assignments. Typical jobs covered by this exclusion include administrative assistants, clerical supervisors, and office managers.

ORDER CLERK I

Handles orders involving items which have readily identified uses and applications. May refer to a catalog, manufacturer's manual or similar document to insure that proper item is supplied or to verify price of ordered item.

ORDER CLERK II

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.

PERSONNEL ASSISTANT I

This position performs a variety of tasks including, but not limited to, clerical and secretarial duties. The work is under general supervision of higher-level personnel in preparation of various human resource tasks throughout compensation, benefits, staffing/employment, EEO procedures and policy administration. The Personnel Assistant I is expected to exercise discretion at all times; limited judgment may be necessary at times. This assistant may be required to operate general office equipment such as: typewriter, personal computer, copier, adding machine, and facsimile.

PERSONNEL ASSISTANT III

This position performs work in support of human resource professionals that requires a good working knowledge of personnel procedures, guides, and precedents. Job tasks may include interviewing applicants, obtaining references, and recommending placement in a well-defined occupation. At this level, assistants typically have a range of personal contacts within and outside the organization, in addition to handling employee-sensitive material. Therefore, the Assistant must be tactful, discrete, and articulate. This Assistant may be involved in identifying potential issues and grievance procedures, in addition to documenting necessary information to avoid company threat. The Personnel Assistant III may make recommendations to human resource professionals on job classification, wage rates, and employee salaries. The use of computers may be relied on heavily for organizational and reporting purposes. Advanced experience with office software packages may be needed. This Assistant may perform some clerical work in addition to the above duties. Supervisor will review completed work against stated objectives.

SECRETARY I

Organizational structure is not complex and internal procedures and administrative controls are simple and informal; supervisor directs staff through face-to-face meetings.

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. The Secretary I performs varied duties including or comparable to the following: Responds to routine telephone requests which have standard answers; refers calls and visitors to appropriate staff. Controls mail and assures timely staff response; may send form letters. As instructed, maintains supervisor's calendar, makes appointments, and arranges for meeting rooms. Reviews materials prepared for supervisor's approval for typographical accuracy and proper format. Maintains recurring internal reports, such as: time and leave records, office equipment listings, correspondence controls, training plans, etc. Requisitions supplies, printing, maintenance, or other services. Types, takes and transcribes dictation, and establishes and maintains office files.

SECRETARY III

Organizational structure is divided into two or more subordinate supervisory levels (of which at least one is a managerial level) with several subdivisions at each level. Executive's program(s) are usually interlocked on a direct and continuing basis with other major organizational segments, requiring constant attention to extensive formal coordination, clearances, and procedural controls. Executive typically has: financial decision-making authority for assigned program(s); considerable impact on the entire organization's financial position or image; and responsibility for, or has staff specialists in such areas as, personnel and administration for assigned organization. Executive plays an important role in determining the policies and major programs of the entire organization, and spends considerable time dealing with outside parties actively interested in assigned program(s) and current or controversial issues.

Secretary III 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 the following: 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 and 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.

The Secretary III advises individuals outside the organization on the executive's views on major policies or current issues facing the organization; contacts or responds to contact from high-ranking outside officials (e.g., city or state officials, members of congress, presidents of national unions or large national or international firms, etc.) in unique situations. These officials may be relatively inaccessible, and each contact typically must be handled differently, using judgment and discretion.

(Typically, secretaries performing at the higher levels of responsibility also perform duties described at the lower levels.)

SIN 736-2 - AUTOMATIC DATA PROCESSING OCCUPATIONS

COMPUTER OPERATOR I

Works under close personal supervision and is provided detailed written or oral guidance before and during assignments. As instructed, resolves common operating problems. May serve as an assistant operator working under close supervision or performing a portion of a more senior operator's work.

SIN 736-5 - TECHNICAL AND PROFESSIONAL OCCUPATIONS

TECHNICAL WRITER I

Revises or writes standardized material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment. This worker receives technical direction from supervisor or senior writer, notes or manuals containing operating procedures and details manufacturer's catalogs, drawings and other data relative to operation, maintenance, and service of equipment. This writer may have access to blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail. This position organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology, may maintain records and files of work and revisions, select photographs, drawings, sketches, diagrams, and charts to illustrate material, assist in laying out material for publication arrange for typing, duplication and distribution of material; may assist in writing speeches, articles, and public or employee relations releases, and may specialize in writing material regarding work methods and procedures.

MANUFACTURING ENGINEER

Design, implement, monitor and maintain manufacturing processes. Support production through efficient and effective identification and resolution of line issues. Identify and initiate process improvement projects that have meaningful impact on product quality and process yield. Interface with Design Engineers to provide timely feedback on proposed designs and influence organization to develop a strong design for manufacturability culture. Properly document activities in accordance with best engineering practices, company procedures, and regulatory requirements. Interface with external vendors to source high quality equipment and fixtures. Bachelor of science degree in manufacturing, mechanical engineering, or electrical engineering and 2-4 years of experience in manufacturing environment, or equivalent combination of education and experience.

MECHANICAL ENGINEER

Designs, develops, and tests all aspects of mechanical components, equipment, and machinery. Applies knowledge of engineering principles to design products such as engines, instruments, controls, robots, machines, etc. May be involved in fabrication, operation, application, installation, and/or repair of mechanical products. Requires a bachelor's degree in engineering and at least 8 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 extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

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
736-5 Technical and Professional Occupations
- 1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN: Not Applicable
- 1c. HOURLY RATES AND DESCRIPTION OF ALL CORRESPONDING COMMERCIAL JOB TITLES, EXPERIENCE, FUNCTIONAL RESPONSIBILITY, AND EDUCATION: All hourly rates shown are firm fixed price. See the following price list for hourly rates by location and labor category. See the Job Descriptions provided after the pricing information.
2. MAXIMUM ORDER: \$100,000 per SIN
3. MINIMUM ORDER: \$100
4. GEOGRAPHIC COVERAGE:
San Diego, CA Wage Determination # 05-2057 Revision # 7 Dated: 05/29/2008
5. POINT(S) OF PRODUCTION: Not Applicable
6. DISCOUNT FROM LIST PRICES: Not Applicable
7. QUANTITY DISCOUNT(S): None.
8. PROMPT PAYMENT TERMS: Net/30.
- 9a. Government Purchase Cards are accepted at or below the micro-purchase threshold.
- 9b. Government Purchase Cards are not accepted above the micro-purchase threshold.
10. FOREIGN ITEMS: None
- 11a. TIME OF DELIVERY: Not Applicable
- 11b. EXPEDITED DELIVERY: Not Applicable
- 11c. OVERNIGHT AND 2-DAY DELIVERY: Not Applicable
12. FOB POINT: NOT APPLICABLE
- 13a. ORDERING ADDRESS:
3260 East Victoria Drive
Post Office Box 296
Alpine, CA 91 901-3680

14. PAYMENT ADDRESS:
3260 East Victoria Drive
Post Office Box 296
Alpine, CA 91 901-3680
15. WARRANTY PROVISION: Standard Commercial Warranty. Customer should contact contractor for a copy of the warranty.
16. EXPORT PACKING CHARGES: Not Applicable
17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE: 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 AVAILABLE): Not Applicable
- 20a. TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE): Not Applicable
21. LIST OF SERVICE AND 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): Not Applicable
- 24b. Section 508 Compliance for EIT: Not Applicable
25. DUNS NUMBER: 112018846
26. NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE: Contractor has an Active Registration in the CCR database.