



Professionalism at its Core

**General Services Administration (GSA)
Federal Supply Schedule
736 Temporary Administrative and
Professional Staffing Services (TAPS)**

Mod No - PO-0025

GS-07F-9381S

(SIN's 736-1, 736-2, 736-3, 736-4 and 736-5)

Contract Period February 29, 2016-February 28, 2021

KERA ENTERPRISES, INC.

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WOMAN-OWNED

ECONOMICALLY DISADVANTAGED WOMAN OWNED SMALL BUSINESS

SBA CERTIFIED HUB-ZONE

SBA CERTIFIED SMALL DISADVANTAGE SMALL BUSINESS

I. INTRODUCTION

Kera Enterprises, Inc.'s (KERA) success in contract management is driven by an unwavering commitment to its employees, clients and business partners. KERA's core values of quality, accountability, integrity, and service excellence has given rise to the company's guiding vision to promote service excellence within our organization, and to its clients and partners as well. KERA evolved from a safety supplier/staffing agency into a full-service management services organization, offering a broad matrix of services. KERA, established and incorporated in 1995, is an Economically Disadvantaged Woman-Owned (EDWOSB), SBA 8a Graduate, Hub-Zone, Small Disadvantaged Business. KERA was also awarded a GSA Schedule contract for Temporary and Administrative Professional Staffing (TAPS) services in 2006. Our strong experience in staffing and managing flow shop operation enables us to understand the unique challenges facing our clients.

ADMINISTRATIVE SUPPORT AND CLERICAL OCCUPATIONS (with and/or without security clearances, i.e. Secret, Top Secret, and Top Secret SCI, etc.): This SIN is set aside for small business concerns only Including, but not limited to, the following occupational categories: Administrative Clerk, Accounting Clerk I-IV, Audit Clerk, Court Reporter, Motor Vehicle Dispatcher, Document Preparation Clerk, Messenger (Courier), Duplicating Machine Operator, Film/Tape Librarian, General Clerk I-IV, Housing Referral Assistant, Key Entry Operator I-II, Order Clerk I-II, Personnel Assistant (Employment) I-IV, Production Control Clerk, Rental Clerk, Secretary I-V (Clerical, Medical, Executive, Legal), Service Order Dispatcher, Stenographer I-II, Supply Technician, Switchboard Operator-Receptionist, Test Examiner, Test Proctor, Travel Clerk I-III, Word Processor I-III, Maintenance Scheduler, Survey Worker (Interviewer), Transcribing Machine Operator (Legal/Medical).

AUTOMATIC DATA PROCESSING OCCUPATIONS (with and/or without security clearances, i.e. Secret, Top Secret, and Top Secret SCI): This SIN is set aside for small business concerns only Including, but not limited to the following occupational categories: Computer Data Librarian, Computer Operator I-V, Computer Programmer I-IV, Computer Systems Analyst I-III, Help Desk Technician, Peripheral Equipment Operator, Program Analyst, Software Tester, Web Support Technician.

GENERAL SERVICES AND SUPPORT (with and/or without security clearances, i.e. Secret, Top Secret, and Top Secret SCI): This SIN is set aside for small business concerns only MATERIALS HANDLING AND PACKING OCCUPATIONS, including but not limited to the following occupational categories: Forklift Operator, Janitor, Laborer, Grounds Maintenance, Logistics Management Specialist, Material Coordinator, Material Handling Laborer, Order Filler, Shipping/Receiving Clerk, Shipping Packer, Store Worker I, Stock Clerk (Shelf Stocker; Store Worker II), Tools and Parts Attendant, Warehouse Specialist
MECHANICS AND MAINTENANCE AND REPAIR OCCUPATIONS, including, but not limited to the following occupational categories: Electrician, Maintenance, Electronics Technician, Maintenance I-III, General Maintenance Worker, Laborer, Machinery Maintenance Mechanic, Machinist, Maintenance Trades Helper, Pipefitter, Plumber.

INFORMATION AND ARTS OCCUPATIONS, INCLUDING MISCELLANEOUS OCCUPATIONS (with and/or without security clearances, i.e. Secret, Top Secret, and Top Secret SCI): This

SIN is set aside for small business concerns only Including, but not limited to, the following occupational categories: Audiovisual Librarian, Illustrator I-II, Librarian, Library Technician, Photographer I-V, Public Affairs Officer, Instructor, Child Development I-III, Food Service Worker, Quality Assurance, Food Inspector, Cashier, Desk Clerk, Inspector, Lifeguard.

TECHNICAL AND PROFESSIONAL OCCUPATIONS (with and/or without security clearances, i.e. Secret, Top Secret, and Top Secret SCI): This SIN is set aside for small business concerns only Including, but not limited to, the following occupational categories: Accounting Support, Audit Support, Contracting Support (Contract Specialist/Administrator), Desktop Publisher, Financial Analyst, Librarian, Market-Research Analyst, Occupational Analyst, Personnel Analyst, Procurement Clerk, Program Analyst, Researcher, Real Estate Asst., CAD Illustrator, Drafter/Designer, Cartographic Technician, Computer Based Training (CBT), Specialist/Instructor, Civil Engineering Technician, Drafter I-IV, Engineering Technician I-VI, Environmental Technician, Graphic Artist (Designer), Paralegal/Legal Assistant I-IV, Instructor, Laboratory Technician (Laboratory Tester), Technical Writer, Construction Representative, QA/QC Inspector, Architect.

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>.

SCHEDULE TITLE: Federal Supply Schedule 736- Temporary, Administrative and Professional Staffing Services

Contract No. GS-07F-9381S

CONTRACT PERIOD: 29 February 2016 through 28 February 2021

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

CONTRACTOR: Kera Enterprises, Inc.
P.O. Box 4866
Atlanta, GA 30302-4866
Phone number: (404) 664-1000
Fax number: (404) 898-0332
E-Mail: asmith@keraenterprises.com
Web Site: www.keraenterprises.com

CONTRACTOR'S ADMINISTRATION SOURCE: Adena Smith, President

BUSINESS SIZE: Small, Disadvantaged, EDWOSB, Woman-Owned, HUB-Zone

CUSTOMER INFORMATION:

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

SIN	DESCRIPTION
736-1	Administration Support and Clerical Occupations
736-2	Automatic Data Processing Occupations
736-3	General Services and Support Occupations
736-4	Information and Arts Occupations, including Misc. Occupations
736-5	Technical and Professional Occupations

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

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

*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 contractor 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 unless the contractor agrees to accept a smaller order amount.

4. GEOGRAPHIC COVERAGE:

Preponderance of Work locations is identified as San Francisco, CA, Wage Determination No. 2005-2059. Kera Enterprises, Inc. may perform work at any location listed in the SCA Wage Index Matrix as all locations are included in their contract. Service an area with lower SCA rates, resulting in lower wages being paid, will have the prices for that task order discounted accordingly.

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

6. DISCOUNT FROM LIST PRICES: N/A

7. QUANTITY DISCOUNT(S): None

8. PROMPT PAYMENT TERMS: 0.05% @ 10, Net 30.

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

- 9.b **Government Purchase Cards are accepted above the micro-purchase threshold.**
- 10. **FOREIGN ITEMS:** None
- 11.a. **TIME OF DELIVERY:** N/A
- 11.b. **EXPEDITED DELIVERY:** N/A
- 11.c. **OVERNIGHT AND 2-DAY DELIVERY:** N/A
- 11.d. **URGENT REQUIREMENTS:** Agencies can contact the Contractor's representative to effect 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:** Not applicable
- 17. **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:** (any thresholds above the micro-purchase level)
- 18. **TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (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
- 20.a. **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

- 24.a. **SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants):** N/A
- 24.b. **Section 508 Compliance for EIT:** N/A
25. **DUNS NUMBER:** 883047425
26. **NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE:** Contractor has an Active Registration in the CCR database.

RATES

SAN FRANCISCO, CA	Total GSA Price
<i>(SIN) 736-1 *** Administrative support and Clerical Occupations</i>	
Accounting Clerk I	\$32.93
Accounting Clerk II	\$36.40
Accounting Clerk III	\$40.15
Administrative Assistant	\$53.34
Court Reporter	\$48.71
Data Entry Operator I	\$28.93
Data Entry Operator II	\$31.14
Dispatcher, Motor Vehicle	\$50.60
Document Preparation Clerk	\$29.14
Duplicating Machine Operator	\$29.14
General Clerk I	\$29.70
General Clerk II	\$31.97
General Clerk III	\$35.58
Housing Referral Assistant	\$50.13
Messenger (Courier)	\$27.07
Order Clerk I	\$31.45
Order Clerk II	\$33.97
Personnel Assistant (Employment) I	\$35.90
Personnel Assistant (Employment) II	\$39.65
Personnel Assistant (Employment) III	\$43.60
Production Control Clerk	\$48.90
Receptionist (Switchboard Operator)	\$31.82
Rental Clerk	\$35.31
Scheduler, Maintenance	\$41.10
Secretary I	\$41.13
Secretary II	\$45.45
Secretary III	\$50.13
Service Order Dispatcher	\$49.87
Supply Technician	\$53.34
Survey Worker (Interviewer)	\$40.50
Travel Clerk I	\$28.98
Travel Clerk II	\$32.02
Travel Clerk III	\$35.47
Word Processor I	\$37.43
Word Processor II	\$41.44
Word Processor III	\$45.81

(SIN) 736-3 *** Automotive Service Occupations	
Automotive Body Repairer, Fiberglass	\$43.70
Automotive Electrician	\$43.70
Automotive Glass Installer	\$38.73
Automotive Worker	\$43.70
Mobile Equipment Servicer	\$38.64
Motor Equipment Metal Mechanic	\$45.43
Motor Equipment Metal Worker	\$41.98
Motor Vehicle Mechanic	\$45.10
Motor Vehicle Mechanic Helper	\$36.54
Motor Vehicle Upholstery Worker	\$40.33
Motor Vehicle Wrecker	\$41.98
Painter, Automotive	\$43.70
Radiator Repair Specialist	\$41.98
Tire Repairer	\$32.18
Transmission Repair Specialist	\$45.43
(SIN) 736-3 *** Food Preparation and Service Occupations	
Baker	\$33.44
Cook I	\$30.59
Cook II	\$36.31
Dishwasher	\$24.32
Food Service Worker	\$24.32
Meat Cutter	\$33.44
Waiter/Waitress	\$25.97
(SIN) 736-3 *** Furniture Maintenance & Repair Occupations	
Electrostatic Spray Painter	\$39.08
Furniture Handler	\$28.60
Furniture Refinisher	\$39.08
Furniture Refinisher Helper	\$32.78
Furniture Repairer, Minor	\$35.22
Upholsterer	\$39.08
(SIN) 736-3 *** General Services & Support Occupations	
Cleaner, Vehicles	\$25.14
Elevator Operator	\$26.92
Gardener	\$42.17
Housekeeping Aide	\$28.16
Janitor	\$28.16
Laborer, Grounds Maintenance	\$33.52
Maid or Houseman	\$24.87
Pruner	\$31.78
Tractor Operator	\$38.70
Trail Maintenance Worker	\$33.52
Window Cleaner	\$30.02
(SIN) 736-4 *** Information and Arts Occupations	
Exhibits Specialist I	\$45.15
Exhibits Specialist II	\$54.81
Exhibits Specialist III	\$65.93
Illustrator I	\$42.63
Illustrator II	\$51.67
Illustrator III	\$62.18
Librarian	\$60.86
Library Aide/Clerk	\$37.47
Library Info Technology Systems Administrator	\$53.64
Library Technician	\$45.73
Media Specialist I	\$40.03

Media Specialist II	\$44.22
Media Specialist III	\$48.76
Photographer I	\$36.83
Photographer II	\$40.64
Photographer III	\$49.18
Photographer IV	\$59.16
Photographer V	\$70.58
Video Teleconference Technician	\$41.41
(SIN) 736-2 *** Information Technology Occupations	
Computer Operator I	\$35.90
Computer Operator II	\$39.65
Computer Operator III	\$43.60
Computer Operator IV	\$47.92
Computer Operator V	\$52.58
Computer Programmer I	\$48.22
Computer Programmer II	
Computer Programmer III	
Computer Programmer IV	
Computer Systems Analyst I	\$53.55
Computer Systems Analyst II	\$66.15
Computer Systems Analyst III	\$69.30
Peripheral Equipment Operator	\$35.90
Personal Computer Support Technician	\$47.92
(SIN) 736-5 *** Instructional Occupations	
Aircrew Training Devices Instructor (Non-Rated)	\$62.95
Aircrew Training Devices Instructor (Rated)	\$75.20
Air Crew Training Devices Instructor (Pilot)	\$88.78
Computer Based Training Specialist/Instructor	\$62.95
Educational Technologist	\$55.17
Flight Instructor (Pilot)	\$88.78
Graphic Artist	\$54.76
Technical Instructor	\$49.54
Technical Instructor/Course Developer	\$59.56
Test Proctor	\$40.89
Tutor	\$40.89
(SIN) 736-3 *** Laundry, Dry-Cleaning, Pressing & Relating Occupations	
Assembler	\$21.57
Counter Attendant	\$21.57
Dry Cleaner	\$27.66
Finisher, Flatwork, Machine	\$21.57
Presser, Hand	\$21.57
Presser, Machine, Dry cleaning	\$21.57
Presser, Machine, Shirts	\$21.57
Presser, Machine, Wearing Apparel, Laundry	\$21.57
Sewing Machine Operator	\$29.69
Tailor	\$31.69
Washer, Machine	\$23.62
(SIN) 736-3 Machine Tool Operating & Repair Occupations	
Machine-Tool Operator (Tool Room)	\$40.69
Tool and Die Maker	\$47.15
(SIN) 736-3 *** Materials Handling & Packing Occupations	
Forklift Operator	\$35.52
Material Coordinator	\$48.90
Material Expediter	\$48.90
Material Handling Laborer	\$31.00

Order Filler	\$29.28
Production Line Worker (Food Processing)	\$35.52
Shipping Packer	\$32.73
Shipping/Receiving Clerk	\$32.73
Store Worker I	\$27.61
Stock Clerk	\$36.23
Tools and Parts Attendant	\$35.52
Warehouse Specialist	\$35.52
(SIN) 736-3 *** Mechanics and Maintenance and Repair Occupations	
Aerospace Structural Welder	\$52.77
Aircraft Mechanic I	\$50.43
Aircraft Mechanic II	\$52.77
Aircraft Mechanic III	\$54.81
Aircraft Mechanic Helper	\$38.10
Aircraft, Painter	\$45.32
Aircraft Servicer	\$43.38
Aircraft Worker	\$45.75
Appliance Mechanic	\$40.70
Bicycle Repairer	\$33.96
Cable Splicer	\$53.26
Carpenter, Maintenance	\$45.79
Carpet Layer	\$44.23
Electrician, Maintenance	\$63.35
Electronics Technician Maintenance I	\$52.82
Electronics Technician Maintenance II	\$55.55
Electronics Technician Maintenance III	\$58.30
Fabric Worker	\$42.80
Fire Alarm System Mechanic	\$46.86
Fire Extinguisher Repairer	\$41.44
Fuel Distribution System Mechanic	\$52.21
Fuel Distribution System Operator	\$42.11
General Maintenance Worker	\$40.15
Ground Support Equipment Mechanic	\$50.43
Ground Support Equipment Servicer	\$43.38
Ground Support Equipment Worker	\$45.75
Gunsmith I	\$41.44
Gunsmith II	\$46.39
Gunsmith III	\$51.15
Heating, Ventilation & Air Conditioning Mechanic	\$49.32
Heating, Ventilation & Air Conditioning Mechanic (Research Facility)	\$51.61
Heavy Equipment Mechanic	\$52.99
Heavy Equipment Operator	\$57.00
Instrument Mechanic	\$55.18
Laboratory /Shelter Mechanic	\$48.69
Laborer	\$29.91
Locksmith	\$39.08
Machinery Maintenance Mechanic	\$49.26
Machinist, Maintenance	\$47.68
Maintenance Trades Helper	\$31.47
Metrology Technician I	\$55.18
Metrology Technician II	\$57.77
Metrology Technician III	\$60.02
Millwright	\$55.72
Office Appliance Repairer	\$41.07
Painter, Maintenance	\$44.48

Pipefitter, Maintenance	\$54.57
Plumber, Maintenance	\$54.03
Pneudraulic Systems Mechanic	\$51.15
Rigger	\$48.55
Scale Mechanic	\$46.39
Sheet-Metal Worker, Maintenance	\$53.69
Small Engine Mechanic	\$38.12
Telecommunications Mechanic I	\$49.01
Telecommunications Mechanic II	\$51.28
Telephone Lineman	\$46.09
Welder, Combinations, Maintenance	\$41.25
Well Driller	\$50.63
Woodcraft Worker	\$51.15
Woodworker	\$39.54
(SIN) 736-3 Personal Needs Occupations	
Child Care Attendant	\$26.08
Child Care Center Clerk	\$31.89
Chore Aide	\$22.72
Family Readiness & Support Services Coordinator	\$34.67
Homemaker	\$31.69
(SIN) 736-3 *** Plant and System Operations Occupations	
Boiler Tender	\$64.86
Sewage Plant Operator	\$56.37
Stationary Engineer	\$64.86
Ventilation Equipment Tender	\$48.66
Water Treatment Plant Operator	\$56.37
(SIN) 736-3 *** Recreation Occupations	
Carnival Equipment Operator	\$29.26
Carnival Equipment Repairer	\$30.85
Carnival Equipment Worker	\$24.32
Gate Attendant/Gate Tender	\$33.12
Lifeguard	\$26.47
Park Attendant (Aide)	\$36.51
Recreation Aide/Health Facility Attendant	\$28.81
Recreation Specialist	\$37.82
Sports Official	\$30.02
Swimming Pool Operator	\$39.47
(SIN) 736-3 *** Stevedoring/Longshoreman Occupational Services	
Blocker and Bracer	\$50.55
Hatch Tender	\$50.55
Line Handler	\$50.55
Stevedore I	\$47.90
Stevedore II	\$53.15
(SIN) 736-5 *** Technical Occupations	
Air Traffic Control Specialist, Center (HFO) (2)	\$71.43
Air Traffic Control Specialist, Station (HFO) (2)	\$50.71
Air Traffic Control Specialist, Terminal (HFO) (2)	\$55.37
Archeological Technician I	\$41.68
Archeological Technician II	\$48.50
Archeological Technician III	\$58.97
Cartographic Technician	\$58.97
Civil Engineering Technician	\$54.60
Drafter/CAD Operator I	\$43.87
Drafter/CAD Operator II	\$48.50
Drafter/CAD Operator III	\$53.53

Drafter/CAD Operator IV	\$64.81
Engineering Technician I	\$34.48
Engineering Technician II	\$38.13
Engineering Technician III	\$42.09
Engineering Technician IV	\$51.02
Engineering Technician V	\$61.39
Engineering Technician VI	\$73.26
Environmental Technician	\$48.05
Laboratory Technician	\$41.60
Mathematical Technician	\$61.25
Paralegal/Legal Assistant I	\$41.76
Paralegal/Legal Assistant II	\$50.60
Paralegal/Legal Assistant III	\$60.87
Paralegal/Legal Assistant IV	\$72.63
Photo-Optics Technician	\$61.25
Technical Writer I	\$45.71
Technical Writer II	\$54.68
Technical Writer III	\$65.06
Unexploded Ordnance (UXO) Technician I	\$47.12
Unexploded Ordnance (UXO) Technician II	\$56.00
Unexploded Ordnance (UXO) Technician III	\$66.20
Unexploded (UXO) Safety Escort	\$47.12
Unexploded (UXO) Sweep Personnel	\$47.12
Weather Observer, Combined Upper Air or Surface Programs (2)	\$53.53
Weather Observer, Senior (2)	\$56.52
(SIN) 736-3 *** Transportation/Mobile Equipment Operation Occupations	
Bus Aide	\$27.37
Bus Driver	\$36.23
Driver Courier	\$32.70
Parking and Lot Attendant	\$24.38
Shuttle Bus Driver	\$34.98
Taxi Driver	\$29.03
Truck driver, Light	\$34.98
Truck driver, Medium	\$37.22
Truck driver, Heavy	\$39.98
Truck driver, Tractor-Trailer	\$39.98
(SIN) 736-4 *** Miscellaneous Occupations	
Cashier	\$25.69
Desk Clerk	\$26.24
Embalmer	\$44.30
Laboratory Animal Caretaker I	\$28.76
Lavatory Animal Caretaker II	\$30.74
Mortician	\$51.13
Pest Controller	\$33.53
Photofinishing Worker	\$32.59
Recycling Laborer	\$44.39
Recycling Specialist	\$49.86
Refuse Collector	\$40.39
Sales Clerk	\$29.14
School Crossing Guard	\$26.36
Survey Party Chief	\$68.80
Surveying Aide	\$41.74
Surveying Technician	\$48.41
Vending Machine Attendant	\$29.26

Vending Machine Repairer	\$33.44
Vending Machine Repairer Helper	\$29.26
(SIN) 736-5 Technical and Professional	
Program/Management Analyst I	\$52.76
Program/Management Analyst II	\$69.30
Program/Management Analyst III	\$83.48