



GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE CATALOG/PRICE LIST
1 Sep 2016

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 (TAPS) Services

FSC Group: 736

CONTRACT NUMBER: GS-07F-9674S

CONTRACT PERIOD: 01 September 2016 thru 31 August 2021

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.

CONTRACTOR: Career Training Concepts, Inc.
3640 Hewatt Ct.
Snellville, GA 30039
Phone: (770) 326-9229
Fax: (770) 729-8090
Web Site: http://www.careertrainingconcepts.com

CONTRACTOR'S ADMINISTRATION SOURCE: Sandi Zimmerman
e-mail: szimmerman@careertrain.com
or
Matthew Morgan
e-mail: mmorgan@careertrain.com

BUSINESS SIZE: Small, Veteran Owned Business

CUSTOMER INFORMATION:

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

Table with 2 columns: SIN and DESCRIPTION. Rows include 736-1 Administrative Support and Clerical Occupations, 736-2 Automatic Data Processing Occupations, 736-3 General Services and Support Occupations, and 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:**

All SCA Wage Determinations are included in Schedule 736 and are deemed included in this contract. The preponderance of work location has been identified as:

Atlanta, GA Wage Determination No. 2015-4471, Revision 2, dated 06/17/2016

Pricing for other locations will be determined based on the wage rate in effect for that location. Bill rates will not exceed approved markup percentages for baseline rates. *Service in an area with lower SCA rates, resulting in lower wages being paid, will have the bill rates for that task order discounted accordingly from the approved pricing spreadsheet baseline rates.*

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

6. **DISCOUNT FROM LIST PRICES:** N/A

7. **QUANTITY DISCOUNT(S):** 1% for orders requesting 10 or more people.

8. **PROMPT PAYMENT TERMS:** 1/2% - 10 days and Net 30

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:** Destination

13a. **ORDERING ADDRESS:** Same as contractor

14. **PAYMENT ADDRESS:** Same as contractor

15. **WARRANTY PROVISION:** N/A

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:** 072487721
- 26. **NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE:** Contractor has an Active Registration in the CCR database.



All SCA Wage Determinations are included in TAPS Schedule 736 and are deemed included in this contract. Pricing is provided based on the Atlanta, GA area current wage determination. **Pricing for other locations will be determined based on the wage determination in effect for that location.**

Skill Category	GSA Price
736-1 Administrative Support and Clerical Occupations	
Administrative Assistant	\$41.62
General Clerk III	\$27.45
Human Resources Assistant	\$33.63
Administrative Clerk	\$29.67
Administrative Specialist	\$32.56
Logistics (Supply) Technician	\$41.62
736-2 Automatic Data Processing Occupations	
Computer Systems Tech	\$37.71
Computer Systems Tech II	\$41.26
736-3 General Services and Support Occupations	
Material Expediter	\$33.52
Electronics Technician Maintenance	\$35.14

736-5 Technical and Professional Occupations	9/1/2016 - 8/31/2017	9/1/2017 - 8/31/2018	9/1/2018 - 8/31/2019	9/1/2019 - 8/31/2020	9/1/2020 - 8/31/2021
Budget Analyst	\$35.53	\$36.24	\$36.96	\$37.70	\$38.45
Human Resources Specialist	\$37.85	\$38.61	\$39.38	\$40.17	\$40.97
Program Coordinator I	\$37.61	\$38.36	\$39.13	\$39.91	\$40.71
Marketing Specialist	\$37.61	\$38.36	\$39.13	\$39.91	\$40.71
Recruiter	\$37.61	\$38.36	\$39.13	\$39.91	\$40.71
Recruiter, Senior	\$41.28	\$42.10	\$42.94	\$43.80	\$44.68
School Program Coordinator	\$38.19	\$38.96	\$39.74	\$40.53	\$41.34
RSP Specialist	\$32.70	\$33.36	\$34.02	\$34.70	\$35.40
Program Coordinator II	\$45.94	\$46.86	\$47.80	\$48.75	\$49.73
Resource Advisor	\$34.79	\$35.48	\$36.19	\$36.92	\$37.66
Property Management Manager	\$31.62	\$32.25	\$32.89	\$33.55	\$34.22
Contract Specialist	\$41.49	\$42.32	\$43.16	\$44.03	\$44.91



POSITION DESCRIPTIONS

N) Administrative Assistant:

In addition to secretarial duties (filing, taking phone calls, scheduling appointments, making travel arrangements), this position will provide administrative support to executive staff with office management responsibilities to include budgeting, personnel records and payroll. The Administrative Assistant may be required to work independently on projects requiring research and preparation of briefing charts and other presentation material.

Educational requirements are high school graduate or GED; 2 years' support in office management and/or a higher level of administrative support.

(N) General Clerk III:

This position uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps varying in nature and sequence. 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. Such positions (which may include supervisory responsibility over lower level clerks) 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.

Educational requirements are high school graduate or GED – one year of experience in the requirements of the PWS.

(N) Human Resources Assistant:

Assists the HRO in reviewing personnel actions submitted to the personnel office by lower echelons; provides effective administrative support. Serve as primary contact for awards and decorations information. Ensures awards are processed in accordance with regulations and in a timely manner. Receives, reviews, and produces a complete and refined product for a variety of actions, which may include but are not limited to, accessions, promotions, transfers, boards, promotion eligibility; retirement eligibility; and actions that affect eligibility of educational or incentive benefits. Summarize salient facts and issues using a standard set of guidance and regulations to ensure eligibility. Insure that regulatory requirements related to the specific action are met. Serve as the focal point for research, review, corrective action and processing of state and federal awards and decorations. Retrieve data from information resources, both manual and electronic for use in answering questions, preparing correspondence, reports or briefings. Assists on special projects as required.

Education requirements are high school graduate or GED; 2 years' experience in the requirements of the PWS.

(N) Administrative Clerk:

Assist operational and technical experts and managers to perform their functions; assists in the daily operations and the planning and conduct of special events and activities. Respond to visitors and telephone inquiries. Prepare a wide range of correspondence formats, military and civilian, and assist with the compliance of regulations and directives. Establish and maintain journals, records, files in accordance with regulations and perform general administrative duties. Coordinates and directs office services, such as records and budget preparation, personnel, and housekeeping, to aid operational and technical personnel. Maintains and implements regulations, policies and procedures. Possess the ability to read



and interpret technical guides, SOP, policies and procedures, read and understand complex verbal or written instructions.

Educational requirements are high school graduate or GED – 2 years' experience in requirements of the PWS.

(N) Administrative Specialist:

Provide administrative services in support of an office or organization's daily operations. Assists clients to register for and schedule services. This position explains programs and eligibility criteria to potential clients and answers questions; assists in the maintenance and operation of office automation equipment; responsible for starting computers and servers, logging into networks, changing backup tapes, and reporting automation problems to a help desk. May provide direct assistance to clients by helping them to operate automated tools and find printed resources. Establish and maintain office files and bulletin boards in accordance with regulations. Assist in the setup of instructional facilities. Picks up, sorts, and delivers mail and distribution. Prepares a wide range of correspondence formats, military and civilian and assists with the compliance of regulations and directives.

Educational requirements are high school graduate or GED; 2 years' experience in administrative support and requirements of the PWS.

(N) Logistics (Supply) Technician:

Technician is knowledgeable of logistical automation systems. He must be familiar with applicable logistical regulations and capable of one-on-one interaction with unit supply personnel and their immediate supervisors. He will assist in review of supply procedures and work, techniques and methods utilized to ensure compliance with all published guidance. Provide effective support to the logistics staff. Visit units and detachments and provide trip reports regarding property accountability records, storage and security management, and maintenance of supply records.

Education requirements are high school graduate or GED; two years' experience in the requirements of the PWS.

(N/P) Computer Systems Technician:

Provide automation support to maintain effective program operations. Installs and performs minor repairs to hardware, software, and peripheral equipment, following design or installation specifications. Reads technical manuals, confers with users, and conducts computer diagnostics to determine nature of problems and provide technical assistance. Enters commands and observes system functioning to verify correct operations and detect errors. Tests and monitors software, hardware, and peripheral equipment. Refer major hardware or software problems or defective products to vendors or technicians for service. Maintain record of daily data communication transactions, problems, remedial action taken and installation activities. The employee performing these duties may also be referred to as an Automation Specialist or Information Technology (IT) Specialist.

Education requirements are high school graduate or GED; 2 years' experience in the requirements of the PWS; certifications required by the PWS.

(N/P) Computer Systems Technician II:

Technician works with program users on specific hardware and software applicable to the program. Integrate, and test program related software applications, hardware and peripheral equipment. Installs and performs minor repairs to hardware, software, and peripheral equipment that are pertinent to the recruiting program, following design or installation specifications. Work with the HQ staff to evaluate and make recommendations on the most efficient ways of utilizing information management technologies. Reads technical manuals, confers with users, and conducts computer diagnostics to determine nature of



problems and provide technical assistance. Refer major hardware or software problems or defective products to vendors or technicians for service. Maintain record of daily data communication transactions, problems and remedial action taken, and installation activities. The employee performing these duties may also be referred to as IADT Specialist.

Education requirements are high school graduate or GED - two-year college degree preference; 3 years' experience in the requirements of the PWS; certifications required by the PWS.

(N) Material Expediter:

Position requires independence and little technical assistance during the course of the assignment. Personnel coordinates with appropriate personnel and makes routine determinations that are adequately described in available guideline materials. Transports materials requiring operation of forklifts, trucks, and various hand tools as needed. Expedites materials movements, verifies appropriateness of materials, and maintains inventory.

Education requirements are high school graduate or GED; 2 years' experience in the requirements of the PWS.

(N) Electronics Technician Maintenance

The Electronics Technician Maintenance applies basic technical knowledge to perform routine tasks following detailed instructions, performs such tasks as replacing components, wiring circuits, repairing electronic equipment and taking test readings using common instruments such as digital multi-meters, signal generators, semiconductor testers, curve tracers, and oscilloscopes.

High School graduate or GED with appropriate certifications as required by the task order; 2 years' experience in the field.

(P) Budget Analyst:

Provide budget analysis support and recommendations to enable effective budget decisions and budget management by program managers. Create and maintain a variety of financial records and provide transactional input into appropriate accounting systems. Track funding accounts within the section and monitor expenditure rates for each account of the authorized funding. Provide required funding reports to the appropriate personnel. Prepare requests for additional funding when necessary. Attend funding meetings and other meeting/briefings as necessary. {Note: Contract personnel cannot make decisions regarding Federal funds, duties will be performed up to the point that requires approval/signature of the appropriate Federal government employee}.

Education requirements are high school graduate; 2 years' experience in the requirements of the PWS.

(P) Human Resources Specialist: *(OPM salary table GSE 08)*

Human Resource Specialist performs a wide range of personnel actions. Must have exceptional knowledge of regulations and personnel procedures; the ability to properly apply precedents and procedures to specific actions. The Specialist must have the knowledge to perform personnel actions with little guidance or supervision. Must be proficient in HR programs and have the ability to develop reports and prepare briefings to higher echelons. Position requires exceptional knowledge of job classifications and compensation, benefits, training, education, and affirmative action programs.

Education requirements are high school graduate or GED; also must have a minimum of 3 years' experience in HR related duties.

(P) Program Coordinator 1:



Program Coordinator performs a wide range of administrative tasks and program coordinator functions involving the formation and administration of various projects. Provides program management services ensuring that official correspondence, statistics and documents are accurately gathered, compiled, tracked and packaged in accordance with regulations with minimal grammatical and typographical errors. Maintains suspense dates for various reports and provides accurate tracking. Establish metrics and analysis systems and monitor training.

Desired Bachelor's degree and three (3) years demonstrated practical experience in the area(s) of expertise required by the TO, as well as a demonstrated capability in program/project management applications. Other combinations of experience and education that meet the minimum requirements may be substituted.

(P) Marketing Specialist:

Assists and advises manager in conducting effective marketing programs in support of specific objectives. Assist in the coordination of marketing activities with government agency personnel and contractor employees. Monitor status of the marketing plan and provide status information as required. Implement marketing plans; design and facilitate projects; develop advertising (all mediums) as needed. Proofread all materials before release. Plan and coordinate promotional activities and special events.

Education requirements are high school graduate or GED. Two years of college preferred, but not mandatory; two years' experience in the marketing field.

(P) Recruiter:

Recruiter is responsible for lead generation, screening and pre-qualification, using a standard set of guidance in order to process candidates for service. Individual will possess as a minimum the aptitude to be successful in a military sales environment. Ensure that candidates meet mental, physical and moral requirements as prescribed by applicable procurement regulations. Recruiter will maintain appropriate documentation to allow for the computation of conversion data to measure performance and to identify training shortfalls. Knowledge and ability to market products and conduct presentations to individuals and groups is required. Maintains appropriate market information and potential recruit lead lists and demonstrate above average product knowledge. Provide follow-up as necessary to sustain the interest of applicants and generate referrals. Establish rapport with area Schools and Centers of Influence. The Recruiting position may also be referred to as a Reserve Component Transition/Interstate Transfer (RCT/IST) Coordinator or Recruiting/Retention Specialist. In that case, these same duties would apply.

Education requirements are high school graduate or GED. Two years of college preferred but not mandatory; two years' experience in recruiting activities.

(P) Recruiter, Senior:

Technician is qualified as a recruiter as listed above. Additionally, he is responsible for quality control and verification of the accuracy of administrative data associated with the military personnel procurement process. Maintains statistical data and prepares performance reports. Provides information updates to the Recruiting designated representative as required. Tracks goals assigned to recruiters and briefs the Recruiting representative.

Education requirements are high school graduate or GED. Two years of college preferred but not mandatory; two years' experience in recruiting activities.

(P) School Program Coordinator/Trainer:

Personnel will function in an education support capacity. This is a support position communicating training and education opportunities to the civilian education community and assisting recruiters in gaining, maintaining and improving access to the nation's high school and college students. Advises on the



effective use of specific school programs and measures penetration by tracking usage of the programs and provides ongoing reports to appropriate decision makers. Serves as a team player who answers questions and establishes a good working relationship with educational organizations and individuals at all levels. Position may also provide training support in a number of areas – train-the-trainer, one on one, or classroom. Responsibilities may include analysis, design and development of training courses.

Educational requirements are a four-year degree, preferably in the education field. However, two years of experience presenting school programs or two years experience as a teacher or counselor may offset two years of college.

(P) Recruit Sustainment Program (RSP) Specialist:

Technician prepares personnel administratively, physically and mentally for initial entry training. A requirement of the position is to have knowledge of the organization, structure and mission, and work independently while achieving all assigned objectives. The purpose of the position is to provide the necessary level of administrative, professional and technical support required to facilitate the overall objectives of this initiative. Provides possible solutions to issues and problems encountered; assists with coordination with problem resolution in a variety of issues.

Education requirements are high school graduate or GED; one year of experience in requirements of the PWS.

(P) Program Coordinator II:

The individual is a recognized authority in the subject matter or field area. He performs a wide range of administrative tasks and program coordinator functions involving the formation and administration of various projects. Provides program management services ensuring that official correspondence, statistics and documents are accurately gathered, compiled, tracked, and packaged in accordance with regulations with minimal grammatical and typographical errors. Maintains suspense dates for various reports and provides accurate tracking. Establish metrics and analysis systems and monitor training.

Desired Bachelor's degree and five (5) years demonstrated practical experience in the area(s) of expertise required by the TO, as well as a demonstrated capability in program/project management applications. Other combinations of experience and education that meet the minimum qualifications may be substituted.

(P) Resource Advisor/Accounting:

Personnel must have the knowledge and experience to provide assistance in a number of areas in support of the tasks accounting and budget functions. Create and maintain a variety of financial records and provide transactional input into appropriate accounting systems. Position requires the incumbent to have the capability to conduct studies and provide reports documenting the results. Must be able to collect and analyze data and organize it in a standard work breakdown structure.

High School graduate with demonstrated practical experience in the area(s) of expertise required by the Task Order, as well as a demonstrated capability to organize and manage multi-disciplined project tasks. Minimum of two years of cost, budget, or schedule analysis experience required.

(P) Property Management Technician

The individual provides supplies/inventory and property management services to satisfy the overall operational objectives of the acquiring activity. Demonstrated practical experience in the area(s) of expertise required by the Task Order, as well as a demonstrated capability to organize and manage multi-disciplined project tasks. The individual provides supplies/inventory and property management services to satisfy the overall operational objectives of the acquiring activity.



A high school graduate with minimum of two years' experience in supply management and property accountability is required.

(P) Contract Specialist I

Personnel must possess the skill level required by the PWS with the knowledge, skills and abilities required for a professional contracting position. Position requires knowledge of different types of contracting methods, contracting types, and principals and procedures applicable to a full range of pre-award, post award and price/cost analysis. Personnel must have knowledge of business and industry practices and market conditions, including commercial market sources to obtain adequate competitive prices.

Bachelor's degree or Associate degree in business with 2 years' experience in the field is required