



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

**General Services Administration
Federal Acquisition Service
Financial and Business Solutions (FABS)
Schedule 520**

CONTRACT NUMBER:
GS-23F-0013V

Period Covered by Contract:
December 23, 2008 to December 22, 2013

Kelly Services
999 West Big Beaver Road
Troy, MI 48084-4716
Phone: (866) 215-0960
Fax: (248) 273-4495
www.KellyServices.com

General Services Administration
Management Services Center Acquisition Division
Supplement # _____, dated _____.

Business Size: **Large**
DUNS: **00-695-8318**

GSA AWARDED TERMS AND CONDITIONS KELLY SERVICES

- 1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).
520-11: Accounting
520-12: Budgeting
520-13: Complimentary Financial Management Services
520-15: Outsourcing Recurring Commercial Activities for Financial Management 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.
Please see attached pricelist for details
- 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.
Please see attached pricelist for details
2. Maximum order.
\$1,000,000
3. Minimum order.
\$300
4. Geographic coverage (delivery area).
48 contiguous states and Washington, DC, Alaska, Hawaii & Puerto Rico
5. Point(s) of production (city, county, and State or foreign country).
**Kelly Services
999 West Big Beaver Road
Troy, MI 48084-4716**
6. Discount from list prices or statement of net price.
Net GSA pricing is listed in the attached pricing tables
7. Quantity discounts.
None
8. Prompt payment terms.
0%, 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 (list items by country of origin). **Not Applicable**
- 11a. Time of delivery.
To be determined per Statement of Work
- 11b. Expedited Delivery. **Expedited delivery time is to be negotiated between Contractor and Ordering Agency**
- 11c. Overnight and 2-day delivery. **Overnight and 2-day delivery time is to be negotiated between Contractor and Ordering Agency**
- 11d. Urgent Requirements. **Urgent Requirements delivery time is to be negotiated between Contractor and Ordering Agency**
12. F.O.B. point(s). **Destination**
- 13a. Ordering address(es).
**Kelly Services
999 West Big Beaver Road
Troy, MI 48084-4716
Phone: (866) 215-0960
Fax: (248) 273-4495**
- 13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.
14. Payment address(es).

LOCKBOX REMITTANCE ADDRESS for customers in state of:				
CONNECTICUT DELAWARE DISTRICT of COLUMBIA MAINE MARYLAND MASSACHUSETTS NEW HAMPSHIRE NEW JERSEY NEW YORK OHIO PENNSYLVANIA RHODE ISLAND VERMONT VIRGINIA WEST VIRGINIA	ALASKA COLORADO IDAHO ILLINOIS INDIANA IOWA KANSAS MICHIGAN MINNESOTA MISSOURI MONTANA NEBRASKA NORTH DAKOTA SOUTH DAKOTA UTAH WISCONSIN WYOMING	ALABAMA ARKANSAS FLORIDA GEORGIA KENTUCKY LOUISIANA MISSISSIPPI NORTH CAROLINA OKLAHOMA PUERTO RICO SOUTH CAROLINA TENNESSEE TEXAS	ARIZONA CALIFORNIA HAWAII NEVADA NEW MEXICO OREGON WASHINGTON	
Mail to:				
Kelly Services, Inc. PO Box 820405 Philadelphia, PA 19182-0405	Kelly Services, Inc. 1212 Solutions Center Chicago, IL 60677-1002	Kelly Services, Inc. PO Box 530437 Atlanta, GA 30353-0437	Kelly Services, Inc. P.O. Box 31001-0422 Pasadena, CA 91110-0422	

15. Warranty provision.
Standard Commercial Warranty will apply

16. Export packing charges, if applicable.
Not Applicable
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level).
Kelly Services will accept Government Purchase Cards for purchases up to, but not above the micro-purchase threshold of \$3,000.
18. Terms and conditions of rental, maintenance, and repair (if applicable).
Not Applicable
19. Terms and conditions of installation (if applicable).
Not Applicable
- 20a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable).
Not Applicable
- 20b. 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).
None
- 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: **00-695-8318**
26. Notification regarding registration in Central Contractor Registration (CCR) database.
CAGE Code No. 9B025 active in CCR



Job Title	Job Description / Minimum Experience / Minimum Education
Staff Accountant	Applies generally accepted accounting principles (GAAP) to prepare income and balance sheet statements and various other accounting statements and reports. Prepares journal entries, performs reconciliations, and performs account analysis. Audits various records to verify accuracy. Bachelors Degree with 1-5 years of experience. Generally reports to Manager or Senior Manager.
Senior Accountant	Applies generally accepted accounting principles (GAAP) to devise, implement and administer accounting systems in a variety of functional areas to produce/provide appropriate statements and/or management reports. Prepares journal entries, performs reconciliations, and performs account analysis. Audits various records to verify accuracy. Instructs or assigns work to clerks and staff engaged in general accounting activities. Bachelors Degree with 3-8 years of experience. Generally reports to Manager or Senior Manager.
Accounting Manager	Manages general accounting functions and the preparation of reports and statistics reflecting earnings, profits , cash balances and other financial results. Has functional responsibility in area of discipline to which assigned (i.e. accounts payable). Includes hiring and supervision of employees assigned to functional area (usually supervisors and clerks). May have responsibility for recommending, or selecting systems/software which enhance performance of their area. Bachelors Degree, with 5-10+ years of experience in management and/or functional area which they manage. Reports to Sr. Manager or Executive F&A Management.
Project Accountant	Prepare required accounting statements and analyses related to the project, including, but not limited to, month-end financial statements, project accounting, accounts payable, billing, revenue recognition analysis, reporting, monthly client billing, and balancing of billing activities. Degreed accountant with experience in financial reporting of billing cost/revenue analysis and actual billing. Typically requires previous experience in specific industry. Bachelors Degree with 1-5 years of experience. Generally reports to Manager or Senior Manager.
Accounts Receivable Supervisor	Supervises/coordinates daily activities of the Accounts Receivable area. Responsible for maintenance of A/R Aging and related collection activities. May be involved in hiring selection of new employees. Responsible for new employee orientation with respect to policies, procedures, systems. Performs quality checks on output of designated systems and employees. Degreed, or 6+ years work experience in functional area supervised. Normally reports to Manager.
Supervisor - Financial Analysis	Supervises/coordinates daily activities of small group. May be involved in hiring selection of new employees. Responsible for new employee orientation with respect to policies, procedures, systems. Performs quality checks on output of designated systems and employees. Degreed, or 8+ years work experience in functional area supervised. Normally reports to Manager.

Job Title	Job Description / Minimum Experience/ Minimum Education
Senior Financial Analyst	Performs more complex analysis in areas such as budgets, strategic plans, product line analysis, mergers and acquisitions (M&A) work and treasury and/or credit functions. Bachelors Degree with 5-8 years of prior accounting and/or financial analysis experience. Generally reports to Manager or Senior Manager.
Financial Planning Analyst	Perform various financial analyses including, but not limited to, the annual budget, forecasting, and monthly, quarterly, and annual variance analysis at a division or enterprise level. Bachelors Degree with 3-6 years of prior accounting and/or financial analysis experience. Generally reports to Manager or Senior Manager
Payroll Supervisor	Supervises/coordinates daily activities of small payroll group. Supervises the preparation of wage and salary payroll, including functions as computing making extension and deductions. Coordinates the maintenance of individual payroll records, payroll distribution and preparation of W-2 forms and Social Security reports, and compilation of periodic and special reports on payroll matters. Performs quality checks on output of designated systems and employees. Degreed, or 5+ years work experience in functional area supervised. Normally reports to Manager.



		Base Term				
SINs	Labor Category	GSA Hourly Rate: 12/23/08 to 12/22/09	GSA Hourly Rate: 12/23/09 to 12/22/10	GSA Hourly Rate: 12/23/10 to 12/22/11	GSA Hourly Rate: 12/23/11 to 12/22/12	GSA Hourly Rate: 12/23/12 to 12/22/13
520-11, 520-12, 520-13	Staff Accountant	\$54.84	\$56.76	\$58.75	\$60.80	\$62.93
520-11, 520-12, 520-13	Senior Accountant	\$88.01	\$91.09	\$94.28	\$97.58	\$101.00
520-11, 520-12, 520-13	Accounting Manager	\$120.02	\$124.22	\$128.57	\$133.07	\$137.72
520-11	Project Accountant	\$70.01	\$72.46	\$75.00	\$77.62	\$80.34
520-15	Accounts Receivable Supervisor	\$70.01	\$72.46	\$75.00	\$77.62	\$80.34
520-12, 520-13	Supervisor - Financial Analysis	\$83.82	\$86.75	\$89.78	\$92.93	\$96.18
520-12, 520-13	Senior Financial Analyst	\$90.01	\$93.16	\$96.43	\$99.80	\$103.29
520-12, 520-13	Financial Planning Analyst	\$73.97	\$76.55	\$79.23	\$82.01	\$84.88
520-15	Payroll Supervisor	\$80.01	\$82.81	\$85.71	\$88.71	\$91.82