



**GENERAL SERVICES ADMINISTRATION
Multiple Award Schedule 738X Human Resources
Authorized Federal Supply Schedule Pricelist**

CONTRACT NUMBER: GS-02F-054CA
Contract Period: 7/30/2015 through 7/29/2020
IDIQ/MAS/FFP

SIN 595.21 HUMAN RESOURCE SERVICES
Planning; Position Classification; Training;
Recruitment & Internal Placement

For more information, please contact:

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CUSTOMER INFORMATION

- 1a. **Awarded Special Items Number(s):** 595.21 Human Resource Services Planning; Position Classification; Training; Recruitment & Internal Placement
2. **Maximum Order:** \$1,000,000
3. **Minimum Order:** \$100.00
4. **Geographic Scope of Contract:** Domestic
5. **Points of Production:**
CPS HR Consulting
241 Lathrop Way
Sacramento, CA 95815
6. **Discounts:** All prices listed are net prices.
7. **Quantity Discounts:** None
8. **Prompt Payment Terms:** Payment terms are Net 30 days. No special discount is offered for prompt payment.
9. **Government Purchase Cards:** Government purchase cards are accepted for orders at, below, or above the micro purchase threshold.
10. **Foreign Items:** Not Applicable
- 11a. **Time of Delivery:** Specified in each task order.
- 11b. **Expedited Delivery:** As negotiated between the Contractor and the ordering activity.
- 11c. **Overnight or 2-Day Delivery:** As negotiated between Contractor and ordering activity.
- 11d. **Urgent Requirements:** As negotiated between the Contractor and the ordering activity.
12. **F.O.B. Point(s):** Destination
- 13a. **Ordering Address:** Email: smacdonald-hopp@cpshr.us
CPS HR Consulting
241 Lathrop Way
Sacramento, CA 95815

- 13b. **Ordering Procedures:** Ordering terms and conditions are found in "Terms and Conditions Applicable to Orders" in this catalog.
14. **Payment Address:**
CPS HR Consulting
Dept# 34327
P.O. Box 39000
San Francisco, CA 94139
15. **Warranty Provision:** Not Applicable.
16. **Export Packing Charges:** Not Applicable.
17. **Terms and Conditions of Government Purchase Card Acceptance:**
Government Commercial Credit Cards will be acceptable for payments.
18. **Terms and Conditions of Rental, Maintenance, and Repair:** Not Applicable.
19. **Terms and Conditions of Installation:** Not Applicable.
20. **Terms and Conditions for Any Other Services:** Not Applicable.
21. **List of Service and Distribution Points:** Not Applicable.
22. **List of Participating Dealers:** Not Applicable.
23. **Preventive Maintenance:** Not Applicable.
- 24a. **Special Attributes:** Not Applicable.
- 24b. **Section 508:** 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. The EIT standards can be found at www.Section508.gov.
25. **Data Universal Numbering System (DUNS) Number:** 12-851-2480.
26. **Notification Regarding Registration in System for Award Management (SAM) Database:** Contractor is registered with the System for Award Management (SAM) Database.

Appendix A 738X LABOR RATES

SIN 595.21 Human Resource Services

Planning, Position Classification; Training; Recruitment & Internal Placement

Service Proposed (e.g. Labor Category or Job Title/Task)	Minimum Education / Certification Level	Minimum Years of Experience	Domestic or Overseas	Unit of Issue	7/30/2017 7/29/2018	7/30/2018 7/29/2019	7/30/2019 7/29/2020
Federal Human Resource Management Consultant III	Bachelors' Degree	10	Domestic Only	Hourly	\$ 291.35	\$ 298.05	\$ 304.91
Federal Human Resource Management Consultant II	Bachelors' Degree	6	Domestic Only	Hourly	\$ 201.71	\$ 206.35	\$ 211.09
Federal Human Resource Management Consultant I	Bachelors' Degree	4	Domestic Only	Hourly	\$ 155.10	\$ 158.66	\$ 162.31
Federal Human Resources Project Manager	Bachelors' Degree	5	Domestic Only	Hourly	\$ 166.39	\$ 170.21	\$ 174.13
Federal Training Consultant	Bachelors' Degree	5	Domestic Only	Hourly	\$ 189.22	\$ 193.58	\$ 198.03
Federal Employment Recruiter	Bachelors' Degree	4	Domestic Only	Hourly	\$ 142.35	\$ 145.62	\$ 148.97
Sr. Federal Human Resources Technical Specialist	Bachelors' Degree	2	Domestic Only	Hourly	\$ 107.39	\$ 109.86	\$ 112.39
Federal Human Resources Assistant***	Associates' Degree	1	Domestic Only	Hourly	64.434791	65.916791	67.432877

***Denotes SCA Labor Category

LABOR CATEGORY DESCRIPTIONS

CPS HR Consulting’s (CPS HR) commercial practices include the education / experience substitutions identified below. In order to be consistent with commercial practices, CPS HR incorporates their commercial education / experience substitution methodology to all GSA labor categories.

Education Substitutions Methodology:

A Masters Degree may be substituted for five (5) years of required experience with a Bachelors Degree.
A Bachelors Degree may be substituted for five (5) years of required experience with a Diploma / GED or three (3) years of required experience with an Associates Degree.
An Associates Degree may be substituted for three (3) years of required experience with a Diploma/ GED.

Federal Human Resource Management Consultant III	
Minimum Experience:	Ten (10) years of progressive experience in leading and participating in federal human resource projects.
Minimum Education:	Bachelors Degree
Functional Requirements:	Able to supervise complex projects and provide guidance and direction for specific projects or significant sub-tasks. Proven expertise in several key areas of federal personnel management areas. Increasing responsibility for design, implementation and management of federal human resource projects. Interfaces with the client on a day-to-day basis and will deliver presentations and lead client meetings. Directs the completion of project-specific tasks within estimated timeframes and budgets, manages the day-to-day activities, reviews work products for completeness and adherence to customer requirements.

Federal Human Resource Management Consultant II	
Minimum Experience:	Six (6) years of experience providing knowledge and direction, and interfacing between project management and on-site consultant team on federal human resource projects.
Minimum Education:	Bachelors Degree
Functional Requirements:	Serves as recognized technical expert in one or more specific federal human resource areas and knowledgeable in others. Supervises complex projects and may be actively engaged to assist in leadership of others. Performs direct consulting services to clients and will support presentations and client meetings. Able to provide guidance and direction for specific sub-tasks of a federal human resource project. Interfaces with the client on a day-to-day basis and supports the completion of project-specific tasks within estimated timeframes and budget and evaluates and monitors the work of staff charged with carrying out program and project assignments.

Federal Human Resource Management Consultant I	
Minimum Experience:	Four (4) years of experience leading, providing knowledge and direction on federal human resource projects.
Minimum Education:	Bachelors Degree
Functional Requirements:	Performs direct consulting services to clients and with the ability to provide guidance and direction for specific sub-tasks of a project. Expertise in one or more of the specific key areas of federal human resource personnel management and knowledgeable in others. Typically supports more senior members of the project team on complex projects and may work independently on smaller sub-tasks or projects. Responsible for the completion of project-specific tasks within estimated timeframes and budgets and will estimate costs and prepare bids for complex technical projects. Supports presentations and client meetings.

Federal Human Resources Project Manager	
Minimum Experience:	Five (5) years of progressive experience in leading federal human resource projects.
Minimum Education:	Bachelors Degree
Functional Requirements:	Project Manager will provide oversight and direction for specific projects or sub- tasks. May manage multiple Consultants on projects with a high degree of complexity. Responsible for all aspects of a federal human resource project including design, implementation and management. Delivers presentations, leads client meetings and interface with the Federal client on project-specific issues. Responsible for the completion of projects within estimated time frames and budgets and coordinates project-specific efforts and reviews work products for completeness and adherence to customer requirements.

Federal Training Consultant	
Minimum Experience:	Five (5) years of experience in federal human resource topic training and meeting facilitation work.
Minimum Education:	Bachelors Degree
Functional Requirements:	May develop, coordinate and administer federal training and professional development programs; establish training priorities; administer training surveys and other evaluation tools; recommend and implement policies, procedures and guidelines governing training and professional development programs. Prepares for the training or meeting, including development of course material, analysis of materials and logistics planning; carries out the actual training or meeting process, including ground rules, follow-up plans, summary of accomplishments, and training/meeting evaluation; provides transcription of meeting facilitated; and follows up with the group's management and/or representatives to elicit final evaluation and comments on the training and/or facilitation provided.

Federal Employment Recruiter	
Minimum Experience:	Four (4) years of experience working with senior leadership to develop recruiting plans to ensure timely recruitment of current and future hiring needs.
Minimum Education:	Bachelors Degree
Functional Requirements:	<p>Designs and implements recruiting strategies using creative recruitment techniques to identify well qualified candidates. Develops action plans that include writing and placing of advertisements in professional journals, national newspapers and on professional web sites; posting positions on USAJOBS; and, planning, coordinating and conducting outreach activities at association meetings, conferences and job fairs.</p> <p>Maximizes the use of federal hiring flexibilities and recruiting incentives. May lead a team of recruiters and support personnel to proactively identify candidates: conducting qualifications assessments and prescreening interviews; setting up selection interviews; supporting staffing activities including reference checks, offer letters, and employee on boarding and new employee orientation.</p>

Senior Federal Human Resource Technical Specialist	
Minimum Experience:	Two (2) years of experience in a specific subject matter or functional area expertise of federal government personnel management and related transaction processing tasks.
Minimum Education:	Bachelors Degree
Functional Requirements:	<p>Familiarity with specific advanced human resources and related administrative processing systems. Expertise in specific aspects of a federal agency's human resources policies, objectives, and initiatives. Provide federal and industry knowledge on the practice areas of employment, placement, orientation and training, labor relations, compensation, benefits, and employee services. Demonstrates expertise of the field's concepts, practices, and procedures, specifically as it relates to a specific area of federal government personnel practice. Relies on extensive experience and judgment to plan and accomplish goals.</p>

Federal Human Resource Assistant	
Minimum Experience:	One (1) year experience in a related area of federal human resource projects.
Minimum Education:	Associates Degree
Functional Requirements:	<p>May provide support in multiple area of federal human resource specialties. Assists Trainers, Recruiters, Project Managers, and Management Consultants in compiling, collating, and preparing data and reports for presentation and has extensive knowledge of office automation software, such as Word, Excel and PowerPoint. May also perform other duties as assigned and provide leadership to other assistants.</p>