

GENERAL SERVICES ADMINISTRATION

FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICELIST

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.fss.gsa.gov>.

Human Resources & EEO Services
FSC Group 738-X
Administrative Services Acquisition Division (2FYA)

Howroyd Wright Employment Agency, Inc.
dba AppleOne Employment Services

Contract Number: GS-02F-0011U
Contract Period: October 16, 2007 to October 15, 2012
Business Size: Large

Primary POC: Kenneth W. Landau, Director of Government Solutions
990 Knox Street
Torrance, CA 90502
Phone: (310) 516-1572
Fax: (800) 539-2228
klandau@appleone.com

Alternate POC: Kevin R. Knopf, Senior Project Manager, Government Solutions
990 Knox Street
Torrance, CA 90502
Phone: (310) 516-1572
Fax: (800) 539-2228
kknopf@appleone.com

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://fss.gsa.gov>.

CUSTOMER INFORMATION

- 1a. Table of awarded special item number(s).** For a description of services provided please visit <http://www.appleone.com/gov/gsa>

595-21 – General Support Services:

SIN 595-21-P – Planning

SIN 595-21-R – Recruitment and Internal Services

SIN 595-21-O – Outplacement

- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. See Item 6 below.**

- 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. If hourly rates are not applicable, indicate “Not applicable” for this item.** Hourly Rates are applicable. Rates are provided at the end of this information.

2. Maximum order. \$5,000,000

3. Minimum order. \$100

4. Geographic coverage (delivery area). 48 Contiguous States, Alaska, Hawaii and Puerto Rico.

5. Point(s) of production (city, county, and State or foreign country). N/A

6. Discount from list prices or statement of net price. Government Net Prices (discounts already deducted). All prices include the required 0.75% GSA FSS Industrial Funding Fee which is paid by AppleOne to GSA quarterly based on sales activity.

7. Quantity discounts. None Offered; subject to negotiation.

8. Prompt payment terms. N/A

9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold. Yes.

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold. Contact Contractor.

10. **Foreign items (list items by country of origin).** None.
- 11a. **Time of delivery. (Contractor insert number of days.)** Depending on requirements, Contractor will adhere to delivery schedule as specified by the Agency's Task Order.
- 11b. **Expedited Delivery. The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price lists that have expedited delivery.** All services on the Price List are available for expedited delivery. 72 hours ARO.
- 11c. **Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery.**
- 11d. **Urgent Requirements. The Contractor will note in its price list the "Urgent Requirements" clause of its contract and advise agencies that they can also contact the Contractor's representative to effect a faster delivery.** Contact Contractor
12. **F.O.B. point(s).** Destination
- 13a. **Ordering address(es).** AppleOne Government Solutions, 990 Knox Street, Torrance, California 90502. Telephone: (310) 516-1572; Fax: (800) 539-2228; E-mail: AppleOneGov@appleone.com.
- 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).** 990 Knox Street, Torrance, California 90502. EFT payments, contact contractor.
15. **Warranty provision.** N/A
16. **Export packing charges, if applicable.** N/A
17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level).** Contact Contractor.
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 applicable). N/A**
- 20a. Terms and conditions for any other services (if applicable). As stipulated with each SIN.**
- 21. List of service and distribution points (if applicable). See item 5.**
- 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. 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/. Contact Contractor.**
- 25. Data Universal Number System (DUNS) number. 07-622-4179**
- 26. Notification regarding registration in Central Contractor Registration (CCR) database. Kevin R. Knopf, kknopf@appleone.com; Telephone: (310) 516-1572; Fax: (800) 539-2228.**
- 27. Uncompensated Overtime. (Indicate if used). Contact Contractor.**

FSS AUTHORIZED SCHEDULE PRICELIST #GS-02F-0011U
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SIN #595-21 – General Support Services – Human Resources Services

Sub-SIN Categories:

SIN 595-21-P – Planning

SIN 595-21-R – Recruitment and Internal Services

SIN 595-21-O – Outplacement

Rates are inclusive of GSA Industrial Funding Fee 0.75%

SIN	Labor Category	GSA Rate
595-21-P	Project Manager	\$114.67
595-21-P	Senior Process Consultant	\$62.38
595-21-P	Process Consultant	\$54.91
595-21-P	Recruiter	\$53.00
595-21-R	Project Manager	\$114.67
595-21-R	Senior Recruiter	\$63.99
595-21-R	Recruiter	\$53.00
595-21-R	Testing Consultant	\$35.76
595-21-R	Computer Systems Analyst I	\$43.89
595-21-R	Computer Systems Analyst II	\$53.00
595-21-R	Computer Systems Analyst III	\$54.91
595-21-R	Data Network Specialist	\$51.18
595-21-R	Web Developer	\$59.95
595-21-O	Project Manager	\$114.67
595-21-O	Senior Recruiter	\$63.99
595-21-O	Recruiter	\$53.00
595-21-O	Testing Consultant	\$35.76
595-21-O	Computer Systems Analyst I	\$43.89
595-21-O	Computer Systems Analyst II	\$53.00
595-21-O	Computer Systems Analyst III	\$54.91
595-21-O	Data Network Specialist	\$51.18
595-21-O	Web Developer	\$59.95

LABOR CATEGORY DESCRIPTIONS

Project Manager

Responsible for the coordination and completion of projects. Oversees all aspects of projects. Sets deadlines, assigns responsibilities, and monitors and summarizes progress of project. Prepares reports for upper management regarding status of project. May require a bachelor's degree and at least 7 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. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Senior Process Consultant

Reviews, analyzes, and evaluates business systems and user needs. Formulates systems to parallel overall business strategies. Writes detailed description of user needs, program functions, and steps required to develop or modify computer programs. May require a bachelor's degree in a related area and 4-6 years of experience in the field or in a related area. Familiar with relational database concepts, and client-server concepts. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report directly to a project lead or manager. A wide degree of creativity and latitude is expected.

Process Consultant

Reviews, analyzes, and evaluates business systems and user needs. Formulates systems to parallel overall business strategies. Writes detailed description of user needs, program functions, and steps required to develop or modify computer programs. May require an associate's degree in a related area and 2-4 years of experience in the field or in a related area. Familiar with relational database concepts, and client-server concepts. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a project leader or manager. A certain degree of creativity and latitude is required.

Senior Recruiter

Recruits, interviews, checks references, makes offers, and conducts orientation for new employees. Performs exit interviews and processes change of employee status. May require a bachelor's degree 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.

Recruiter

Recruits, interviews, checks references, makes offers, and conducts orientation for new employees. Performs exit interviews and processes change of employee status. May require a bachelor's degree and 5-8 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.

Testing Consultant

Recruits, interviews, checks references, makes offers, and conducts orientation for new employees. Performs exit interviews and processes change of employee status. May require a bachelor's degree in area of specialty and 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor or manager.

Data Network Specialist

As a fully qualified Computer Programmer, the Data Network Specialist applies standard programming procedures and detailed knowledge of pertinent subject matter in a programming area such as a record keeping operation (supply, personnel and payroll, inventory, purchasing, insurance payments, depositor accounts, etc.); a well-defined statistical or scientific problem; or other standardized operation or problem. The incumbent works according to approved statements of requirements and detailed specifications.

While the data are clear cut, related, and equally available, there may be substantial interrelationships of a variety of records and several varied sequences of formats are usually produced. The programs developed or modified typically are linked to several other programs in that the output of one becomes the input for another. This Data Network Specialist recognizes probable interactions of other related programs with the assigned program(s) and is familiar with related system software and computer equipment, and solves conventional programming problems, (In small organizations, may maintain programs that concern or combine several operations, i.e. users, or develop programs where there is one primary user and the others give input.)

The Data Network Specialist performs such duties as developing, modifying, and maintaining assigned programs, designing and implementing modifications to the interrelation of files and records within programs in consultations with higher level staff.

This Worker monitors the operation of assigned programs and responds to problems by diagnosing and correcting errors in logic and coding; implements and/or maintains assigned portions of a scientific programming project, applying established scientific programming techniques to well-defined mathematical, statistical, engineering, or other scientific problems usually requiring the translation of mathematical notation into processing logic and code. (Scientific programming includes assignments such as: using predetermined physical laws expressed in mathematical terms to relate one set of data to another; the routine storage and retrieval of field test data, and using procedures for real-time command and control, scientific data reduction, signal processing, or similar areas.)

This Specialist tests, documents work, writes and maintains operator instructions for assigned programs, and confers with other EDP personnel to obtain or provide factual data.

In addition, this Specialist may carry out fact-finding and programming analysis of a single activity or routine problem, applying established procedures where the nature of the program, feasibility, computer equipment, and programming language have already been decided. Job tasks may require the incumbent to analyze present performance of the program and take action to correct deficiencies based on discussion with the user and consultation with and approval of the supervisor or higher-level staff. This Specialist may assist in the review and analysis of detailed program specifications, and in program design to meet changes in work processes.

The Data Network Specialist works independently under specified objectives; applies judgment in devising program logic and in selecting and adapting standard programming procedures, resolves problems and deviations according to established practices, and obtains advice where precedents are unclear or not available. This Specialist, may guide or instruct lower level programmers; supervise technicians and others who assist in specific assignments, works on complex programs under close direction of higher level staff or supervisor, and may assist higher level staff by independently performing moderately complex tasks assigned, and performing complex tasks under close supervision. Work at a level above this is deemed Supervisory or Individual Contributor. Completed work is reviewed for conformance to standards, timeliness, and efficiency.

Web Developer

Designs, develops, and implements software packages for web sites. Troubleshoots, debugs and implements software code. May require a bachelor's degree in a related area and at least 2 years of experience in the field or in a related area. Has knowledge of standard concepts, practices, and procedures within a particular field (i.e., SQL, C++, HTML, CGI and JavaScript). Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a project leader or manager. A certain degree of creativity and latitude required.

Computer Systems Analyst I

At this level, initial assignments are designed to expand practical experience in applying systems analysis techniques and procedures. This Analyst provides several phases of the required systems analysis where the nature of the system is predetermined, uses established fact-finding approaches, knowledge of pertinent work processes and procedures, and familiarity with related computer programming practices, system software, and computer equipment.

This Worker carries out fact finding and analyses as assigned, (usually of a single activity or a routine problem); applies established procedures where the nature of the system, feasibility, computer equipment and programming language have already been decided; may assist a higher level systems analyst by preparing the detailed specifications required by computer programmers from information developed by the higher level analyst, and

may research routine user problems and solve them by modifying the existing system when the solutions follow clear precedents. When cost and deadline estimates are required, results receive closer review.

The supervisor defines objectives, priorities, and deadlines. Incumbents work independently; adapt guides to specific situations; resolve problems and deviations according to established practices; and obtain advice where precedents are unclear or not available. Completed work is reviewed for conformance to requirements, timeliness, and efficiency. This position may supervise technicians and others who assist in specific assignments. Work at a level above this is deemed Supervisory or Individual Contributor.

Computer Systems Analyst II

This Analyst applies systems analysis and design skills in an area such as a record keeping or scientific operation. A system of several varied sequences or formats is usually developed, e.g. the analyst develops systems for maintaining depositor accounts in a bank, maintaining accounts receivable in a retail establishment, maintaining inventory accounts in a manufacturing or wholesale establishment, or processing a limited problem in a scientific project. This position requires competence in most phases of system analysis and knowledge of pertinent system software and computer equipment and of the work processes, applicable regulations, workload, and practices of the assigned subject matter area. Job duties require the incumbent to be able to recognize probable interactions of related computer systems and predict impact of a change in assigned system.

The Computer Systems Analyst II reviews proposals which consist of objectives, scope, and user expectations; gathers facts, analyzes data, and prepares a project synopsis which compares alternatives in terms of cost, time, availability of equipment and personnel, and recommends a course of action; upon approval of synopsis, prepares specifications for development of computer programs. Duties also include the ability to determine and resolve data processing problems and coordinate the work with program, users, etc. This worker orients user personnel on new or changed procedures, may conduct special projects such as data element and code standardization throughout a broad system, working under specific objectives and bringing to the attention of the supervisor any unusual problems or controversies.

In this position, the incumbent works independently under overall project objectives and requirements, and appraises supervisor about progress and unusual complications. Guidelines usually include existing systems and the constraints imposed by related systems with which the incumbent's work must be meshed. This worker adapts design approaches successfully used in precedent systems, works on a segment of a complex data processing scheme or broad system, as described for Computer Systems Analyst, level III, works independently on routine assignments and receives instructions and guidance on complex assignments. Work is reviewed for accuracy of judgment, compliance with instructions, and to insure proper alignment with the overall system.

Completed work is reviewed for timeliness, compatibility with other work, and effectiveness in meeting requirements. This analyst may provide functional direction to lower level assistants on assigned work.

Computer Systems Analyst III

The Computer Systems Analyst III applies systems analysis and design techniques to complex computer systems in a broad area such as manufacturing, finance management, engineering, accounting, or statistics, logistics planning, material management, etc.

Usually, there are multiple users of the system; however, there may be complex one-user systems, e.g., for engineering or research projects. This position requires competence in all phases of systems analysis techniques, concepts, and methods and knowledge of available system software, computer equipment, and the regulations, structure, techniques, and management practices of one or more subject-matter areas. Since input data usually come from diverse sources, this worker is responsible for recognizing probable conflicts and integrating diverse data elements and sources, and produces innovative solutions for a variety of complex problems.

The Computer Systems Analyst III maintains and modifies complex systems or develops new subsystems such as an integrated production scheduling, inventory control, cost analysis, or sales analysis record in which every item of each type is automatically processed through the full system of records. The incumbent guides users in formulating requirements, advises on alternatives and on the implications of new or revised data processing systems, analyzes resulting user project proposals, identifies omissions and errors in requirements and conducts feasibility studies. This analyst recommends optimum approach and develops system design for approved projects, interprets information and informally arbitrates between system users when conflicts exist. This worker may serve as lead analyst in a design subgroup, directing and integrating the work of one or two lower level analysts, each responsible for several programs. Supervision and nature of review are similar to level II; existing systems provide precedents for the operation of new subsystems.