



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 GSA Advantage!® is: GSAAdvantage.gov.

Multiple Award Schedule

FSC Group: Professional Services

Contract number: 47QRAA21D001W

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov.

Contract period: January 20, 2021 through January 19, 2026

Grey Street Consulting, LLC
7605 Rustle Ridge Ct
Fairfax Station, VA 22039
Office: 703-608-5996
Fax: 703-455-5758
<http://greystreet-consulting.com/>

Contract administration source (if different from preceding entry).

Name & Title	Phone	Email
Jessica Nuzzo / President	703-608-5996	jjnuzzo@greystreet-consulting.com

Business size: Small

Prices Shown Herein are Net (discount deducted)

Pricelist Effective, As of: Mod # PS-0004; Effective 12/20/2022

CUSTOMER INFORMATION

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

SINs	Recovery	SIN Title
541612HC	541612HC	Agency Human Capital Strategy, Policy and Operations
541611LIT	541611LIT	Litigation Support Services
541611	541611	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
541214HR	541214HR	Compensation and Benefits
OLM	N/A	Order-Level Materials (OLMs)

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. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. **See Page 4**

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. – **Page 5**

2. Maximum order: \$1,000,000

3. Minimum order: \$100

4. Geographic coverage (delivery area). Domestic

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.)

7. Quantity discounts. None offered

8. Prompt payment terms. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions. Net 30 days

9. Foreign items (list items by country of origin). Not Applicable

10a. Time of delivery. (Contractor insert number of days.) Contact Contractor

10b. Expedited Delivery. Items available for expedited delivery are noted in this price list. Contact Contractor

10c. Overnight and 2-day delivery. Contact Contractor

10d. Urgent Requirements. Contact Contractor

11. F.O.B. point(s). Destination

12a. Ordering address(es).

Grey Street Consulting, LLC
7605 Rustle Ridge Ct
Fairfax Station, VA 22039
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Fax: 703-455-5758

12b. 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.

13. Payment address(es).

Grey Street Consulting, LLC
7605 Rustle Ridge Ct
Fairfax Station, VA 22039

14. Warranty provision. Standard Commercial Warranty Terms & Conditions

15. Export packing charges, if applicable. Not Applicable

16. Terms and conditions of rental, maintenance, and repair (if applicable). Not Applicable

17. Terms and conditions of installation (if applicable). Not Applicable

18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). Not Applicable

18b. Terms and conditions for any other services (if applicable). Not Applicable

19. List of service and distribution points (if applicable). Not Applicable

20. List of participating dealers (if applicable). Not Applicable

21. Preventive maintenance (if applicable). Not Applicable

22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). Not Applicable

22b. 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/.

23. Unique Entity Identifier (UEI) number. **HHM5Y79RN5S3**

24. Notification regarding registration in System for Award Management (SAM) database. Contractor registered and active in SAM

LABOR CATEGORY RATES GSA SCHEDULE CONTRACT

(All rates below include IFF)

SIN	LCAT	1/20/2021-1/19/2022	1/20/2022-1/19/2023	1/20/2023-1/19/2024	1/20/2024-1/19/2025	1/20/2025-1/19/2026
541611, 541612HC, 541611LIT	Program Manager	\$88.87	\$90.82	\$92.82	\$94.86	\$96.95
541611, 541611LIT	Senior Manager II	\$190.43	\$194.62	\$198.90	\$203.28	\$207.75
541611, 541611LIT	Consultant IV	\$148.11	\$151.37	\$154.70	\$158.10	\$161.58
541612HC	Human Resources Specialist II	\$86.51	\$88.41	\$90.35	\$92.34	\$94.37
541611, 541611LIT	Senior Consultant II	\$92.87	\$94.91	\$97.00	\$99.13	\$101.31
541611	Associate III	\$100.72	\$102.93	\$105.20	\$107.51	\$109.88
541611, 541611LIT	Senior Consultant I	\$73.59	\$75.21	\$76.86	\$78.56	\$80.28
541611	Associate IV	\$106.64	\$108.99	\$111.38	\$113.83	\$116.34
541612HC	Senior HR Consultant I	\$96.23	\$98.35	\$100.51	\$102.72	\$104.98
541611, 541611LIT	Senior Consultant III	\$110.78	\$113.21	\$115.70	\$118.25	\$120.85
541611	Financial/Budget Analyst I	\$65.29	\$66.73	\$68.19	\$69.69	\$71.23
541611, 541612HC,	Senior Classification Specialist	\$96.24	\$98.36	\$100.52	\$102.73	\$104.99
541611	Associate I	\$88.87	\$90.82	\$92.82	\$94.86	\$96.95
541611	Financial/Budget Analyst II	\$76.17	\$77.85	\$79.56	\$81.31	\$83.10
541612HC	Human Resources Specialist III	\$117.07	\$119.64	\$122.27	\$124.96	\$127.71
541611	Associate II	\$94.79	\$96.88	\$99.01	\$101.19	\$103.41

541611	Cost Analyst I	\$108.82	\$111.21	\$113.66	\$116.16	\$118.71
541612HC	Secretary I/HR Associate I	\$44.63	\$45.61	\$46.62	\$47.64	\$48.69
541611	Cost Analyst II	\$119.70	\$122.33	\$125.02	\$127.77	\$130.58
541611	Cost Analyst III	\$130.58	\$133.45	\$136.39	\$139.39	\$142.46
541612HC	Secretary III/HR Associate III	\$58.26	\$59.54	\$60.85	\$62.19	\$63.56
541611	Cost Analyst IV	\$141.46	\$144.57	\$147.75	\$151.00	\$154.33
541612HC	HR Policy/Program Analyst II	\$69.07	\$70.59	\$72.14	\$73.73	\$75.35
541611	Financial/Budget Analyst IV	\$87.05	\$88.97	\$90.93	\$92.93	\$94.97
541612HC	HR Policy/Program Analyst IV	\$85.28	\$87.16	\$89.08	\$91.04	\$93.04
541611LIT	Principal FOIA Analyst	\$66.16	\$67.61	\$69.10	\$70.62	\$72.17
541214HR	Program Manager		\$90.82	\$92.82	\$94.86	\$96.95
541214HR	Human Resources Specialist II		\$88.41	\$90.35	\$92.34	\$94.37
541214HR	Senior HR Consultant I		\$98.35	\$100.51	\$102.72	\$104.98
541214HR	Senior Classification Specialist		\$98.36	\$100.52	\$102.73	\$104.99
541214HR	Human Resources Specialist III		\$119.64	\$122.27	\$124.96	\$127.71
541214HR	Secretary I/HR Associate I		\$45.61	\$46.62	\$47.64	\$48.69
541214HR	Secretary III/HR Associate III		\$59.54	\$60.85	\$62.19	\$63.56
541214HR	HR Policy/Program Analyst II		\$70.59	\$72.14	\$73.73	\$75.35
541214HR	HR Policy/Program Analyst IV		\$87.16	\$89.08	\$91.04	\$93.04
541214HR	Human Resources Specialist - Lead		\$128.23	\$131.05	\$133.93	\$136.88
541214HR	Human Resources Specialist - Corporate Recruitment		\$121.66	\$124.34	\$127.08	\$129.87
541214HR	Human Resources Specialist - Employee Benefits		\$106.46	\$108.80	\$111.19	\$113.64
541214HR	Human Resources Specialist - Data Analyst		\$119.77	\$122.41	\$125.10	\$127.85

Labor Category Descriptions

SIN	Labor Category	Functional Responsibility	Minimum Education	Minimum Years of Experience
541611, 541612HC, 541611LIT	Program Manager	Responsible for day-to-day operational management of contract personnel for a specified program. Provides program management for consulting, human resources, human capital, litigation support and other technical advisory programs and activities. Organized, directs and coordinates the planning and production of contract support activities. Demonstrates written and verbal communication skills.	Bachelors Degree	2
541611, 541611LIT	Senior Manager II	Provides strategic advisory and assistance and management for portfolio of programs and/or projects or a single program or project. Manages productivity and processes and may assist in organizational assessments, risk analysis and risk management, audit preparation- financial and otherwise-, program audits, and related performance improvement assessments. May serve as the primary point of contact for client leadership with respect to delivering business solutions, delegating resources, and quality management.	Bachelors Degree	15
541611, 541611LIT	Consultant IV	Responsible for providing analytical and program support and focuses on high performance work in consulting services. Completes assigned engagement tasks within the project scope and budget, while meeting deliverable requirements. Serves as a key analytical resource on an engagement team. Assumes responsibility for conducting relevant research, distilling data, and creating reports. Actively engages consulting tools and methodologies to meet project objectives. Maintains responsibility for quality assurance practices and fostering completion and accuracy of documentation. Leads analyses and research efforts for	Bachelors Degree	8

		consulting teams. Provides guidance and supervision to daily support staff.		
541612HC	Human Resources Specialist II	Responsible for applying advanced skills and experience in processing personnel transactions, detailed knowledge of federal HR business processes and supervisory skills to administer HR Processes in at least two HR functional areas. Conducts employee recruitment and internal placement. Provides HR process services and interacts with clients at the supervisory level and/or provides HR advisory services to Federal HR Policy and operations specialists.	Bachelors Degree	2
541611, 541611LIT	Senior Consultant II	Responsible for providing analytical and program support and focuses on high performance work in consulting services. Completes assigned engagement tasks within the project scope and budget, while meeting deliverable requirements. Serves as a key analytical resource on an engagement team. Assumes responsibility for conducting relevant research, distilling data, and creating reports. Actively engages consulting tools and methodologies to meet project objectives. Maintains responsibility for quality assurance practices and fostering completion and accuracy of documentation.	Bachelors Degree	3
541611	Associate III	Responsible for providing a variety of project support involving: Finance, Business Processes, Consulting and Administration from a risk services and management consulting standpoint. Structures and supports process improvement and strategic alignment. Works with staff, managers and partners on all phases of	Bachelors Degree	4

		project planning, engagement management and closeout.		
541611, 541611LIT	Senior Consultant I	Responsible for providing analytical and program support and focuses on high performance work in consulting services. Completes assigned engagement tasks within the project scope and budget, while meeting deliverable requirements. Serves as a key analytical resource on an engagement team. Assumes responsibility for conducting relevant research, distilling data, and creating reports. Actively engages consulting tools and methodologies to meet project objectives.	Bachelors Degree	1
541611	Associate IV	Responsible for providing a variety of project support involving: Finance, Business Processes, Consulting and Administration from a risk services and management consulting standpoint. Structures and supports process improvement and strategic alignment. Works with staff, managers and partners on all phases of project planning, engagement management and closeout. Provides guidance and supervision to daily support staff.	Bachelors Degree	4
541612HC	Senior HR Consultant I	Responsible for providing senior level and supervision in the Federal HR arena, providing project guidance, development and consultation in such areas as HR planning, systematic approaches for forecasting the future demand for, and supply of employees; Position Classification review and evaluation of positions to determine title, series, and grade, conduct audits, provide advice on position management; Recruitment and Internal placement, provides support on outside recruitment and internal placement including merit promotion, transfer of function, reassignment, and temporary promotion; Training and advises management and employees on a variety of	Bachelors Degree	4

		training and development issues, including developing and providing classroom and web-based training.		
541611, 541611LIT	Senior Consultant III	Responsible for providing analytical and program support and focuses on high performance work in consulting services. Completes assigned engagement tasks within the project scope and budget, while meeting deliverable requirements. Serves as a key analytical resource on an engagement team. Assumes responsibility for conducting relevant research, distilling data, and creating reports. Actively engages consulting tools and methodologies to meet project objectives. Maintains responsibility for quality assurance practices and fostering completion and accuracy of documentation. Leads analyses and research efforts for consulting teams.	Bachelors Degree	5
541611	Financial/Budget Analyst I	Responsible for supporting the planning and execution of operating resource budgets. Provides strategic resource management analysis, budget or programming services including: planning, programming, budgeting, and executing and tracking data, and financial management support.	Bachelors Degree	1

541611, 541612HC,	Senior Classification Specialist	Responsible for providing support for Human Resource programs. Performs all classifications within the assigned area of responsibility, as well as the completion of various projects and reports. Plans and executes actions with minimum supervision or on the basis of brief outlines. Assures that the classification actions are taken within legal and procedural guidelines, providing guidance and assistance to other personnel specialist, manager, supervisors within headquarters on various classification matters. Familiar with Reduction in Force (RIF) procedures and qualifications.	Bachelors Degree	4
541611	Associate I	Responsible for providing a variety of project support involving: Finance, Business Processes, Consulting and Administration from a risk services and management consulting standpoint. Supports process improvement and strategic alignment.	Bachelors Degree	2
541611	Financial/Budget Analyst II	Responsible for supporting the planning and execution of operating resource budgets. Provides strategic resource management analysis, budget or programming services including: planning, programming, budgeting, and executing and tracking data, and financial management support. Coordinates with leadership, as required in performance of budget execution or justification.	Bachelors Degree	2
541612HC	Human Resources Specialist III	Responsible for applying advanced skills and experience in processing personnel transactions, detailed knowledge of federal HR business processes and supervisory skills to administer HR Processes in at least two HR functional areas. Conducts employee recruitment and internal placement. Provides HR process services and interacts with clients at the supervisory level and/or provides HR advisory services to Federal HR Policy and operations specialists. Provides guidance and supervision to daily support staff.	Bachelors Degree	5

541611	Associate II	Responsible for providing a variety of project support involving: Finance, Business Processes, Consulting and Administration from a risk services and management consulting standpoint. Supports process improvement and strategic alignment. Works with staff, managers and partners on all phases of project planning, engagement management and closeout.	Bachelors Degree	3
541611	Cost Analyst I	Responsible for providing a full range of cost analysis services in the development and maintenance of Program Office Estimates (POE), Life Cycle Cost Estimates (LCCE), Cost Analysis Requirements Description (CARD), Independent Cost Estimates (ICE), Component Cost Analysis (CCA), Business Case Analyses (BCA), and Cost Benefit Analysis (CBA). this includes but is not limited to the generation of initial planning documents, program & schedule breakdown structures, and budget requirements analysis. Provides support during review of contractor proposal submittals, including review of submitted hours, direct labor rates, overhead rates, and other direct costs.	Bachelors Degree	5
541612HC	Secretary I/HR Associate I	Responsible for providing temporary support under the guidance of supervision in all functional areas of human resources, such as benefits administrative duties, administration, compensation management, employee and labor relations, job evaluation, personnel records, recruitment and employment, and training.	High School Diploma	2
541611	Cost Analyst II	Responsible for providing a full range of cost analysis services in the development and maintenance of Program Office Estimates (POE), Life Cycle Cost Estimates (LCCE), Cost Analysis Requirements Description (CARD), Independent Cost Estimates (ICE), Component Cost Analysis (CCA), Business Case Analyses (BCA), and Cost Benefit Analysis (CBA). this includes but is not limited to the generation of initial planning documents, program & schedule breakdown structures, and budget requirements analysis. Provides support during review of contractor proposal	Bachelors Degree	6

		submittals, including review of submitted hours, direct labor rates, overhead rates, and other direct costs.		
541611	Cost Analyst III	Responsible for providing a full range of cost analysis services in the development and maintenance of Program Office Estimates (POE), Life Cycle Cost Estimates (LCCE), Cost Analysis Requirements Description (CARD), Independent Cost Estimates (ICE), Component Cost Analysis (CCA), Business Case Analyses (BCA), and Cost Benefit Analysis (CBA). this includes but is not limited to the generation of initial planning documents, program & schedule breakdown structures, and budget requirements analysis. Provides support during review of contractor proposal submittals, including review of submitted hours, direct labor rates, overhead rates, and other direct costs.	Bachelors Degree	7
541612HC	Secretary III/HR Associate III	Responsible for providing temporary support under the guidance of supervision in all functional areas of human resources, such as benefits administrative duties, administration, compensation management, employee and labor relations, job evaluation, personnel records, recruitment and employment, and training.	High School Diploma	4

541611	Cost Analyst IV	Responsible for providing a full range of cost analysis services in the development and maintenance of Program Office Estimates (POE), Life Cycle Cost Estimates (LCCE), Cost Analysis Requirements Description (CARD), Independent Cost Estimates (ICE), Component Cost Analysis (CCA), Business Case Analyses (BCA), and Cost Benefit Analysis (CBA). this includes but is not limited to the generation of initial planning documents, program & schedule breakdown structures, and budget requirements analysis. Provides support during review of contractor proposal submittals, including review of submitted hours, direct labor rates, overhead rates, and other direct costs. Provides guidance and supervision to daily support staff.	Bachelors Degree	8
541612HC	HR Policy/Program Analyst II	Responsible for collecting data from readily available sources and summarizes into prescribed format. Extracts, consolidates, and analyzes data from HR systems. Provides insights into the data and presents the outcome in a professional manner. Supports the HR team with HR processes supporting the day-to-day operations and HR initiatives. Assists in the research and analysis pay practices, benefits, workforce statistics, and industry metrics to support decision making.	Associates	3
541611	Financial/Budget Analyst IV	Responsible for supporting the planning and execution of operating resource budgets. Provides strategic resource management analysis, budget or programming services including: planning, programming, budgeting, and executing and tracking data, and financial management support. Coordinates with leadership, as required in performance of budget execution or justification. Provides guidance and supervision to daily support staff.	Bachelors Degree	3

541612HC	HR Policy/Program Analyst IV	<p>Responsible for collecting data from readily available sources and summarizes into prescribed format. Extracts, consolidates, and analyzes data from HR systems. Provides insights into the data and presents. Writes, maintains, and supports a variety of reports or queries utilizing appropriate reporting tools. Develops and analyzes large data sets. Creates, implements and facilitates highly independent project work in a specialized HR area. Provides guidance and supervision to support staff.</p>	Bachelors Degree	3
541611LIT	Principal FOIA Analyst	<p>The FOIA Specialist has extensive knowledge and understanding of FOIA/PA and processing; Review of records pursuant to the FOIA/PA; Application of the FOIA/PA; Application of FOIA/PA exemptions to withhold information; Redaction experience; Generating response letters; Ability to Handle Complex, Difficult, and Time Sensitive Assignments.</p>	Bachelors Degree	1
541214HR	Program Manager	<p>Responsible for day-to-day operational management of contract personnel for a specified program. Provides program management for consulting, human resources, human capital, litigation support and other technical advisory programs and activities. Organized, directs and coordinates the planning and production of contract support activities. Demonstrates written and verbal communication skills.</p>	Bachelors Degree	2
541214HR	Human Resources Specialist II	<p>Responsible for applying advanced skills and experience in processing personnel transactions, detailed knowledge of federal HR business processes and supervisory skills to administer HR Processes in at least two HR functional areas. Conducts employee recruitment and internal placement. Provides HR process services and interacts with clients at the supervisory level and/or provides HR advisory services to Federal HR Policy and operations specialists.</p>	Bachelors Degree	2

541214HR	Senior HR Consultant I	Responsible for providing senior level and supervision in the Federal HR arena, providing project guidance, development and consultation in such areas as HR planning, systematic approaches for forecasting the future demand for, and supply of employees; Position Classification review and evaluation of positions to determine title, series, and grade, conduct audits, provide advice on position management; Recruitment and Internal placement, provides support on outside recruitment and internal placement including merit promotion, transfer of function, reassignment, and temporary promotion; Training and advises management and employees on a variety of training and development issues, including developing and providing classroom and web-based training.	Bachelors Degree	4
541214HR	Senior Classification Specialist	Responsible for providing support for Human Resource programs. Performs all classifications within the assigned area of responsibility, as well as the completion of various projects and reports. Plans and executes actions with minimum supervision or on the basis of brief outlines. Assures that the classification actions are taken within legal and procedural guidelines, providing guidance and assistance to other personnel specialist, manager, supervisors within headquarters on various classification matters. Familiar with Reduction in Force (RIF) procedures and qualifications.	Bachelors Degree	4
541214HR	Human Resources Specialist III	Responsible for applying advanced skills and experience in processing personnel transactions, detailed knowledge of federal HR business processes and supervisory skills to administer HR Processes in at least two HR functional areas. Conducts employee recruitment and internal placement. Provides HR process services and interacts with clients at the supervisory level and/or provides HR advisory services to Federal HR Policy and operations specialists. Provides guidance and supervision to daily support staff.	Bachelors Degree	5

541214HR	Secretary I/HR Associate I	Responsible for providing temporary support under the guidance of supervision in all functional areas of human resources, such as benefits administrative duties, administration, compensation management, employee and labor relations, job evaluation, personnel records, recruitment and employment, and training.	High School Diploma	2
541214HR	Secretary III/HR Associate III	Responsible for providing temporary support under the guidance of supervision in all functional areas of human resources, such as benefits administrative duties, administration, compensation management, employee and labor relations, job evaluation, personnel records, recruitment and employment, and training.	High School Diploma	4
541214HR	HR Policy/Program Analyst II	Responsible for collecting data from readily available sources and summarizes into prescribed format. Extracts, consolidates, and analyzes data from HR systems. Provides insights into the data and presents the outcome in a professional manner. Supports the HR team with HR processes supporting the day-to-day operations and HR initiatives. Assists in the research and analysis pay practices, benefits, workforce statistics, and industry metrics to support decision making.	Associates	3
541214HR	HR Policy/Program Analyst IV	Responsible for collecting data from readily available sources and summarizes into prescribed format. Extracts, consolidates, and analyzes data from HR systems. Provides insights into the data and presents. Writes, maintains, and supports a variety of reports or queries utilizing appropriate reporting tools. Develops and analyzes large data sets. Creates, implements and facilitates highly independent project work in a specialized HR area. Provides guidance and supervision to support staff.	Bachelors Degree	3

541214HR	Human Resources Specialist - Lead	<p>Responsible for acting as a subject matter specialist and provides guidance and direction for multiple projects and in designing, implementing and managing Human Resources programs and activities. Supports working with managers to fill a wide variety of positions for HR programs; such as: Staffing and Recruitment, Position Classification, and Advisory Services.</p> <p>Supports talent development, compensation and benefits projects, and other related Human Resources programs. Coordinates and manages consulting projects, budgeting, and work plans. Performs required program analysis, as needed.</p>	Bachelors Degree	5
541214HR	Human Resources Specialist - Corporate Recruitment	<p>Responsible for supporting recruitment and outreach programs, focusing on current objectives and strategies to strengthen the workforce. Gathers data on current recruitment and outreach methods, policies, and practices to identify, evaluate, and recommend appropriate HR solutions to promote diversity, equity, inclusion, and accessibility. Utilizes innovative marketing tools using social media and other techniques to broaden outreach and increase effectiveness of various agency recruitment plans. Provides input on new policies and recruitment strategies for achieving goals and/or identifies novel recruitment initiatives being used by other Government agencies for implementation within a customer's organization.</p> <p>Responsible for developing internal and external communications. Plans, administers, and coordinates recruitment and outreach programs for mission critical occupations. Develops and implements strategies for corporate recruitment and outreach in cooperation with program offices across customer's organization.</p>	Bachelors Degree	5

541214HR	Human Resources Specialist - Employee Benefits	<p>Serves as a consultant to program managers advising on difficult complex human resources issues, such as employee relations related to benefits. Determines the benefits of and implications for employees and their families in the event of extraordinary situations such as furloughs, cessation of operations, emergencies, death, or other complex human resource areas. Takes the lead on preparing seminars, training, new employee orientations, and individual conferences to ensure that all customers are thoroughly familiar with the requirements of all relevant employee benefits programs. Interprets and applies a full range of employee services laws, regulations, policies, procedures, theories, methods and techniques. Provides accurate advice to employees relative to their participation in the CSRS, FERS, TSP, FEGLI, Workers Compensation Program, Voluntary Leave Program, and Social Security Program. Details advantages and disadvantages, differential costs, varying entitlement conditions, and the differing benefits applicable to a variety of circumstances, options, or choices. Resolve complex insurance problems and issues that require substantial knowledge of Federal insurance laws, regulations, and procedures. Processes all benefits and retirement actions and beneficiary forms.</p>	Bachelors Degree	4
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541214HR	Human Resources Specialist - Data Analyst	<p>Responsible for applying practices of analyzing employee related data, maintaining and updating human resources information in systems, ensure data is accurate, collect, analyze, and present HR metrics and data from a variety of sources. Applies data analytics in the collection and analysis of data used to manage customer inquiries and office dashboards that convey the status of recruitment activity, agency workforce levels and other HR data management requirements. Communicate with co-workers, supervisors, and employees in performing human resources and human capital advice and assistance work. Design surveys, prepares reports, letters, or other documents to convey information related to human capital management. Maintains professional work relations with internal and external customers fostering a commitment to overall quality customer service. Compiles, structures, and analyzes data to provide conclusions that help streamline HR processes and provide a base for decision-making processes.</p>	Bachelors Degree	5
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LABOR CATEGORY SUBSTITUTIONS:

The Vendor offers only the personnel who meet or exceed the minimum qualification requirements stated in the Commercial Labor Category Descriptions provided herein. Vendor allows experience to substitute for minimum education requirements and education to substitute for minimum years of experience. Vendor criteria for substitution are as follows:

Years of Experience Substitutions

<u>Labor Category</u>	<u>Minimum Education</u>	<u>Minimum Years' Experience</u>	PhD	Masters	Bachelors	Associate
Program Manager	Bachelors Degree	2	0	0	2	4
Senior Manager II	Bachelors Degree	15	11	13	15	19
Consultant IV	Bachelors Degree	8	4	6	8	10
Human Resources Specialist II	Bachelors Degree	2	0	0	2	4
Senior Consultant II	Bachelors Degree	3	0	0	3	5
Associate III	Bachelors Degree	4	0	2	4	6
Senior Consultant I	Bachelors Degree	1	0	0	1	3
Associate IV	Bachelors Degree	4	0	2	4	6
Senior HR Consultant I	Bachelors Degree	4	0	2	4	6
Senior Consultant III	Bachelors Degree	5	1	3	5	7
Financial/Budget Analyst I	Bachelors Degree	1	0	0	1	3
Senior Classification Specialist	Bachelors Degree	4	0	2	4	6
Associate I	Bachelors Degree	2	0	0	2	4
Financial/Budget Analyst II	Bachelors Degree	2	0	0	2	4
Human Resources Specialist III	Bachelors Degree	5	1	3	5	7
Associate II	Bachelors Degree	3	0	0	3	5

Cost Analyst I	Bachelors Degree	5	1	3	5	7
Secretary I/HR Associate I	High School Diploma	2	2	4	6	8
Cost Analyst II	Bachelors Degree	6	2	4	6	8
Cost Analyst III	Bachelors Degree	7	3	5	7	9
Secretary III/HR Associate III	High School Diploma	4	0	0	0	2
Cost Analyst IV	Bachelors Degree	8	4	6	8	10
HR Policy/Program Analyst II	Associates	3	0	0	1	3
Financial/Budget Analyst IV	Bachelors Degree	3	2	4	6	8
HR Policy/Program Analyst IV	Bachelors Degree	3	0	0	3	5
Principal FOIA Analyst	Bachelors Degree	1	0	0	1	3
Human Resources Specialist - Lead	Bachelors Degree	5	1	3	5	7
Human Resources Specialist - Corporate Recruitment	Bachelors Degree	5	1	3	5	7
Human Resources Specialist - Employee Benefits	Bachelors Degree	4	0	2	4	6
Human Resources Specialist - Data Analyst	Bachelors Degree	5	1	3	5	7

Service Contract Labor Standards: The Service Contract Labor Standards (SCLS), formerly known as the Service Contract Act (SCA), is applicable to this contract as it applies to the entire Multiple Award Schedule (MAS) and all services provided. While no specific labor categories have been identified as being subject to SCLS/SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCLS/SCA eligible labor categories. If and / or when the contractor adds SCLS/SCA labor categories to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS/SCA matrix identifying the GSA labor category titles, the occupational code, SCLS/SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.