



GENERAL SERVICES ADMINISTRATION FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST



Human Resources & EEO Services

FSC Group 738-X

Contract Number

47QREA19D000U

***SIN 595-21 AGENCY HUMAN CAPITAL STRATEGY, POLICY, AND
OPERATIONAL PLANNING***

Contract Period

July 17, 2019 – July 16, 2024

CTR Management Group, LLC

2751 Prosperity Ave. Ste 540. Fairfax, VA 22031

Phone: (703) 638-1352 Fax: (703) 563-9284

www.ctrmg.com

Business Size: Small, SBA Certified Small Disadvantaged business, SBA Certified 8(a) Firm

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: GSAAdvantage.gov.

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.



Customer Information

- 1a. **Special Item Numbers:** 595-21 – Agency Human Capital Strategy, Policy, and Operational Planning
- 1b. **Government price list per report and per hour:** Please see Page. 9
- 1c. **Labor Category Descriptions:** Please see pages 4-8 for a description of labor categories.
2. **Maximum order:** \$8,000,000
3. **Minimum order:** \$100
4. **Geographic coverage (delivery area):** V-48 States, DC
5. **Point(s) of production:** N/A
6. **Discount from list prices or statement of net price:** Unit pricing is net and includes basic GSA Discount.
7. **Quantity discounts:** N/A
8. **Prompt payment terms:** None. Standard payment terms are Net 30 days.
- 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:** Yes
10. **Foreign items (list by country of origin):** N/A
- 11a. **Time of delivery:** will adhere to delivery schedule specified by Agency's Purchase Order.
- 11b. **Expedited Delivery:** Expedited delivery is available. Must contact contractor
- 11c. **Overnight and 2-day delivery:** Please contact for specific rates
- 11d. **Urgent Requirements:** Please contact for specific rates
12. **F.O.B. Point(s):** Destination.
- 13a. **Ordering address:**
CTR Management Group
2751 Prosperity Avenue, Ste 540
Fairfax, VA 22031
Telephone: (703) 638-1352
Facsimile: (703) 563-9284



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:**

CTR Management Group
2751 Prosperity Avenue, Ste 540
Fairfax, VA 22031
Telephone: (703) 638-1352
Facsimile: (703) 563-9284

15. **Warranty provision:** Contractor standard commercial warranty applies.

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):** Please contact

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. **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:** N/A

25. **Data Universal Number System (DUNS) number:** 831054098

26. **Notification regarding registration in Central Contractor Registration (CCR) database:** Registered and Valid

27. **Federal Tax Identification Number:** Contact contractor



Labor Category Descriptions

Labor Category	Functional Responsibility	Education	Years Experience
Human Resource Assistant	Responsible for providing advanced office support. Plans and organizes administrative operations, assists with program planning and development. Creates and manages documentation in electronic and hard copy formats. Prepares required reports; arranges travel for staff; assembles materials for meetings; orders supplies. Develops spreadsheets and reports to track budgets and expenditures. Provides formatting and editing for reports, proposals and presentations. Maintains departmental calendar, schedules meetings, training and administrative duties.	High School Diploma	2
Senior HR Project Manager	Responsible for managing a large team of professionals in providing a wide range of HR services to one or more clients. Responsible for all aspects of project performance, including: technical, contractual, administrative and financial functions. Supervises personnel in all aspects of the project activity. Organizes and assigns responsibilities to subordinates, oversees the successful completion of all assigned tasks, establishes and maintains technical and management reports to demonstrate to clients that we are meeting all tasks and responsibilities. Provides leadership to project teams, ensures conformance to performance requirements and assists in the overall direction to all project level activities and personnel. Performs Quality Assurance (QA) and Quality Control (QC) reviews, when required.	Bachelors' Degree	4
Senior HR Consultant II	Responsible for providing expert 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	7
Human Resource Specialist I	Responsible for managing the day-to-day operations of the Human Resource Office. Performs functional tasks, such as: departmental development, Human resource Information Systems (HRIS), employee relations, training and development, benefits, compensation, organizational development, and recruitment and employment.	High School Diploma	3



Human Resource Specialist II	Responsible for managing the day-to-day operations of the Human Resource Office. Performs functional tasks, such as: departmental development, Human resource Information Systems (HRIS), employee relations, training and development, benefits, compensation, organizational development, and recruitment and employment.	Associates	2
HR Project Manager I	Responsible for managing a team of professionals in providing a wide range of HR services to one or more clients. Responsible for all aspects of project performance, including: technical, contractual, administrative and financial functions. Supervises personnel in all aspects of the project activity. Organizes and assigns responsibilities to subordinates, oversees the successful completion of all assigned tasks, establishes and maintains technical and management reports to demonstrate to clients that we are meeting all tasks and responsibilities. Provides leadership to project teams, ensures conformance to performance requirements and assists in the overall direction to all project level activities and personnel.	Bachelors' Degree	2
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	2
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	2
Human Resource Specialist III	Responsible for managing the day-to-day operations of the Human Resource Office. Performs functional tasks, such as: departmental development, Human resource Information Systems (HRIS), employee relations, training and development, benefits, compensation, organizational development, and recruitment and employment. Provides guidance and supervision to support staff.	Bachelors' Degree	3



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
Secretary II/HR Associate II	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	3
Secretary II/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
HR Policy/Programs 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	2
HR Policy/Programs 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	1
HR Policy/Programs Analyst III	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. Performs research and analysis of pay practices, benefits, workforce statistics, and industry metrics to support decision making. Writes, maintains and supports a variety of reports or queries utilizing the appropriate reporting tools.	Associates	3



<p>Subject Matter Expert - Mentor</p>	<p>Responsible for addressing staffing and workforce issues to include HR needs analysis, modeling, and forecasting. Establishes internal programs and procedures for attracting, recruiting, assessing, and selecting highly qualified, productive employees with appropriate skills and competencies. Conducts workforce studies involving organizations at multiple locations. Develops detailed staffing recommendations, staffing standards and guides, based upon study findings. Develops project plans and determines resource needs and allocates them. Identifies problems and develops recommendations. Provides guidance and supervision to support staff.</p>	<p>Bachelors' Degree</p>	<p>2</p>
<p>Workforce Planner IV</p>	<p>Responsible for preparing and producing work volume and staffing forecast dashboards, as well as comparative data on results versus forecasts. Identifies opportunities for improvement and recommends solutions. Provides workforce management scheduling and load balancing requirements for work peaks and valleys. Makes adjustments and recommendations for optimizing scheduling to maximize service and quality.</p>	<p>Bachelors' Degree</p>	<p>2</p>
<p>Senior Curriculum Specialist</p>	<p>Responsible for providing guidance and direction of multiple highly complex training and curriculum development tasks and sub-tasks associated within functional Human Resource areas. Serves as interface with training client on day-to-day project issues and assists project leader with development of solutions to address client problems within project goals and strategies. Provides expertise in specific curriculum development project tasks and reviewing task products for adherence to requirements, directs completion of specific tasks within scheduling and budgetary parameters. Prepares presentations and leads meetings with clients on specific tasks.</p>	<p>Bachelors' Degree</p>	<p>2</p>
<p>Evaluation Specialist</p>	<p>Responsible for the design and execution of evaluation studies at the course and institutional levels. Provides expertise implementing reliable and innovative methods to measure training effectiveness at all levels, as described in OPM's Training Evaluation Field Guide and other documentation relevant to the measurement of training effectiveness in a corporate training environment for adult learners. Applies technical expertise to advise, support and assist in the design, development, and implementation of training evaluation, including the use of tools, techniques, processes and systems for training and program evaluation. Creates tools, templates, guidance documents, and reference materials that enable the implementation of evaluation methodologies. Designs and uses appropriate evaluation instruments and methods for data collection, using quantitative, qualitative and mixed measures approaches; designs and implements surveys, focus group and structured interview protocols and other methods to collect data needed to produce actionable findings. Demonstrated, significant experience using appropriate methods for data analysis of quantitative, qualitative and mixed measures approaches, using descriptive and inferential statistical measures to analyze data and produce accurate findings.</p>	<p>Bachelors' Degree</p>	<p>2</p>



Budget & Operations Analyst	Responsible for performing trending analysis and projections. Maintains expense and audit records to inventories and budget balances. Prepares budgets for departments based on performance, revenue, and expenses, reviews expenditures to ensure compliance within operational and budget limits on an Human Resource project or contract.	Bachelors' Degree	2
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Labor Category Allowable 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:

Education: An associate degree will equal 2 years of experience. A relevant bachelor’s degree will equal 4 years of experience. A relevant Master’s Degree will equal 6 years of experience. A Doctorate will equal 8 years of experience.

Experience: For every year of full time specific field experience, the person shall be credited with one-half Year of degree qualifications toward the values stated in the labor category descriptions.

GSA and/or the ordering activities may have access to any employee resume (by request) before, during, or after assignment of any GSA order. If for some extenuating reason a person assigned to an order must be replaced or substituted, the ordering activity will be notified in advance, in writing, and the substituted personnel will meet or exceed the required qualifications for the departing employee’s labor category.



Price List

SIN	LCAT	7/17/2019-7/16/2020	7/17/2020-7/16/2021	7/17/2021-7/16/2022	7/17/2022-7/16/2023	7/17/2023-7/16/2024
595-21	Human Resource Assistant	\$57.72	\$ 58.88	\$ 60.05	\$ 61.25	\$ 62.48
595-21	Senior HR Project Manager	\$103.96	\$ 106.04	\$ 108.16	\$ 110.32	\$ 112.53
595-21	Senior HR Consultant II	\$139.32	\$ 142.10	\$ 144.95	\$ 147.85	\$ 150.80
595-21	Human Resource Specialist I	\$47.83	\$ 48.79	\$ 49.76	\$ 50.76	\$ 51.77
595-21	Human Resource Specialist II	\$68.45	\$ 69.82	\$ 71.22	\$ 72.64	\$ 74.09
595-21	HR Project Manager I	\$83.09	\$ 84.75	\$ 86.45	\$ 88.18	\$ 89.94
595-21	Senior HR Consultant I	\$82.91	\$ 84.57	\$ 86.26	\$ 87.98	\$ 89.74
595-21	Senior Classification Specialist	\$82.92	\$ 84.58	\$ 86.27	\$ 87.99	\$ 89.75
595-21	Human Resource Specialist III	\$92.63	\$ 94.48	\$ 96.37	\$ 98.30	\$ 100.27
595-21	Secretary I/HR Associate I	\$35.32	\$ 36.03	\$ 36.75	\$ 37.48	\$ 38.23
595-21	Secretary II/HR Associate II	\$39.30	\$ 40.08	\$ 40.89	\$ 41.70	\$ 42.54
595-21	Secretary II/HR Associate III	\$46.10	\$ 47.02	\$ 47.96	\$ 48.92	\$ 49.90
595-21	HR Policy/Programs Analyst II	\$59.51	\$ 60.70	\$ 61.91	\$ 63.15	\$ 64.42
595-21	HR Policy/Programs Analyst IV	\$73.48	\$ 74.95	\$ 76.44	\$ 77.97	\$ 79.53
595-21	HR Policy/Programs Analyst III	\$58.23	\$ 59.39	\$ 60.58	\$ 61.79	\$ 63.03
595-21	Subject Matter Expert - Mentor	\$87.65	\$ 89.40	\$ 91.19	\$ 93.01	\$ 94.87
595-21	Workforce Planner IV	\$69.90	\$ 71.30	\$ 72.72	\$ 74.18	\$ 75.66
595-21	Senior Curriculum Specialist	\$83.84	\$ 85.51	\$ 87.22	\$ 88.97	\$ 90.75
595-21	Evaluation Specialist	\$72.40	\$ 73.85	\$ 75.33	\$ 76.83	\$ 78.37
595-21	Budget & Operations Analyst	\$80.03	\$ 81.63	\$ 83.27	\$ 84.93	\$ 86.63