

**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY AND 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: **GSAAdvantage.gov**.

Human Resources and EEO Services

FSC Group 738X

Contract Number – GS-02F-012CA

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

Contract Period – 12/29/2014 thru 12/28/2019

Contractor: Strategic Resources, Inc. (SRI)

SRI Strategic Resources, Inc.
An International Company - ISO 9001:2008 Certified
CMMI Level 3 Rated

7927 Jones Branch Drive, Suite 600W
McLean, VA 22102-3329
Telephone: 703-749-3040 Fax: 703-749-3046
Company Website: www.sri-hq.com
Email: HR&EEO@sri-hq.com
Large Business

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INFORMATION FOR ORDERING ACTIVITIES

- 1. **Awarded Special Item Number(s)**..... 595-21 and 595-28.
- 2. **Maximum Order**..... \$1,000,000 USD.
- 3. **Minimum Order** \$100 USD.
- 4. **Geographic Coverage (Delivery Area)** Domestic and Overseas.
- 5. **Points of Production** Strategic Resources, Inc.
7927 Jones Branch Drive, Ste. 600W
McLean, VA 22102
- 6. **Discount from List Prices or Statement of Net Price** Government Net Prices (discounts already deducted).
- 7. **Quantity Discounts** 2% for a single order totaling \$250,000 or more for exempt labor categories.
- 8. **Prompt Payment Terms**..... 0.5%-10 days; Payment terms are NET 30 days.
- 9. **Government Purchase Cards**
 - a. **Below Micro-Purchase Threshold**..... Government credit cards will be accepted for orders at or below the micro-purchase threshold of \$2,500.
 - b. **Above the Micro-Purchase Threshold** Government credit cards will be accepted for orders above the micro-purchase threshold of \$2,500.
- 10. **Foreign Items** None.
- 11. **Delivery**
 - a. **Time of Delivery** Specified at Task Order level.
 - b. **Expedited Delivery** Contact Contractor.
 - c. **Overnight and 2-day Delivery** Contact Contractor.
 - d. **Urgent Requirements**..... Contact Contractor.
- 12. **FOB Points** Destination.
- 13. **a. Ordering Address** Strategic Resources, Inc.
7927 Jones Branch Drive, Ste. 600W
McLean, VA 22102
TAX ID # 54-1526169
CAGE CODE: 0WVX1
 - b. **Ordering Procedures** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample BPA can be found at the GSA/FSS Schedule homepage (fsa.gsa.gov/schedules).

- 14. **Payment Address** Strategic Resources, Inc.
 Attn: Accounts Receivable
 7927 Jones Branch Drive, Ste. 600W
 McLean, VA 22102

- 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 SRI to discuss terms and conditions of any thresholds above the micro-purchase level of \$2,500.

- 18. **Terms and Conditions of Rental, Maintenance and Repair**..... N/A.

- 19. **Terms and Conditions of Installation** N/A.

- 20. **Terms and Conditions of Repair Parts Indicating Date of Parts, Price Lists and Any Discounts from List Prices**..... N/A.

 - a. **T**
erms and Conditions for Any Other Services N/A.

- 21. **List of Service and Distribution Points** N/A.

- 22. **List of Participating Dealers** N/A.

- 23. **Preventive Maintenance**..... N/A.

- 24. **Special Attributes**.....
 - a. **Environmental Attributes, e.g., Recycled Content, Energy Efficiency, and/or Reduced Pollutants** N/A.

 - b. **Section 508** SRI shall comply with Section 508 and the applicable standards, functional performance and support required as identified and required in the task order statement of work. The Electronic and Information Technology (EIT) standards can be found at www.Section508.gov.

- 25. **DUNS Number** 62-6957674

- 26. **Notification Regarding Registration in Central Contractor Registration (CCR) Database** SRI is registered in the System for Award Management (SAM) database (formerly CCR).

a. CAGE Code..... 0WVX1

CORPORATE OVERVIEW

Incorporated in 1988, **Strategic Resources, Inc. (SRI)**, is a woman-owned business, International Organization for Standardization (ISO) under the American National Standards Institute (ANSI) standard 9001:2008 Certified Capability Maturity Model Integration (CMMI) Level 3 rated company, who has provided services to Fortune 500 clients and a wide range of Federal agencies through its five lines of business:

1. Management Consulting
2. Healthcare Services
3. Telecommunications
4. Information Technology
5. Engineering and Logistics

A commitment to excellence, coupled with expert industry knowledge, has propelled SRI from its inception to a mid-sized company, recognized as a dynamic provider of high quality services. With approximately 1,000 employees worldwide, including CONUS and OCONUS locations, SRI continues to grow through the award of new contracts, as well as the expansion and retention of existing contracts. SRI's dynamic and highly skilled staff are exceptionally qualified and experienced in all aspects of supporting the Federal government's requirements.

SRI is a proven, quality, customer, and employee-focused company that provides services to include, but not limited to: human resources management, strategic and business planning, organizational design and development, career development, training; systems analysis and design, network implementation, client/server computing, hardware/software integration, database management; technical assistance; telecommunications, information engineering, and imaging; and base support services, facilities management and support, integrated logistics support, supply support and warehousing, and material fielding and support.

SRI is dedicated to ensuring each engagement is handled professionally and exceeds client expectations. The true measure of our value is evidenced by the successful integration of efficient, productive, and cost effective systems into the client's work environment. SRI consistently employs leading-edge methodologies in developing systems and services that are designed to match client specifications, utilizing experts in the appropriate business fields.

For more information about SRI's, please visit our website at www.sri-hq.com.

SIN DESCRIPTIONS

595-21 Human Resource Services (excluding EEO)

Provide support in the functions of planning, recruitment and internal placement, position classification, personnel actions, training, employee relations, outplacement, function review/integration services and worker's compensation. Includes all phases of planning, acquisition and management of logistics systems. Provide operations research, including quantitative analysis and program evaluation. Provide Human Resources records management, perform function reviews, track certifications and accreditations, and maintain an administrative library. Provide program management support and policy development/review.

595-28 Social Services, Professional Counseling, Veterans Readjustment & Behavioral Health

Provide comprehensive employee assistance and related social and behavioral health counseling and readjustment services including, but not limited to, traditional EAP, vocational and psychosocial rehabilitation, physical/occupational/educational therapy and outpatient recovery; personal and family support, wellness coaching, psychotherapy, including homeless counseling and placement services, emergency response and social advocacy services, educational and public health program administration, service registries (employment, daycare, etc.); legal, benefit/compensation consultation in the areas of individual and family, personal and financial enhancement. Provide Telemental Health counseling services which augments treatment and improves patient access using Telehealth channels. Provide licensed and credentialed personnel who provide case management behavioral health support leading to improved patient centered outcomes in the evaluation, assessment, treatment and rehabilitation of identified patient population individuals (i.e., multi-tour war theater veterans; disaster victims; incarcerated individuals delivered either in-the-home, in community based facilities or in correctional facilities), telephonically, via remote video and/or via telehealth, web-based and/or social media channels - in areas including but not limited to, substance abuse disorder (SUD), suicide prevention, depression, military sexual trauma (MST), Post-Traumatic Stress Disorder (PTSD) and/or Traumatic Brain Injury (TBI) and/or Polytrauma. Services may be all inclusive, separate, short and/or long term, bundled or unbundled.

PRICELIST

SRI's proposed rates include the Industrial Funding Fee (IFF) of 0.99%.

SERVICE PROPOSED (e.g., Labor Category or Job Title/Task)	HOURLY RATE (GSA w/ IFF)				
	(\$) 1/1/2015- 12/31/2015	(\$) 1/1/2016- 12/31/2016	(\$) 1/1/2017- 12/31/2017	(\$) 1/1/2018- 12/31/2018	(\$) 1/1/2019- 12/28/2019
Project Manager	\$107.62	\$109.99	\$112.41	\$114.89	\$117.41
Wounded Warrior Advocate	\$61.88	\$63.25	\$64.64	\$66.06	\$67.51
Victim Advocate	\$60.99	\$62.33	\$63.70	\$65.10	\$66.53
Administrative Assistant*	\$43.59	\$43.59	\$43.59	\$43.59	\$43.59
Home Visitation Specialist	\$41.26	\$42.16	\$43.09	\$44.04	\$45.01
Secretary II*	\$37.12	\$37.12	\$37.12	\$37.12	\$37.12
Personnel Assistant II*	\$36.05	\$36.05	\$36.05	\$36.05	\$36.05
General Clerk III (HR Specialist)*	\$32.84	\$32.84	\$32.84	\$32.84	\$32.84
General Clerk II (HR Specialist)*	\$29.69	\$29.69	\$29.69	\$29.69	\$29.69
General Clerk I (HR Specialist)*	\$26.38	\$26.38	\$26.38	\$26.38	\$26.38

**SCA Applicable. SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide) and changes are made in accordance with changes to SCA wage determination rates.*

Please Note: The negotiated method for price escalation for the base period and option periods of the resulting contract is in accordance with I-FSS-696 regarding our pricing adjustments of 2.2% based on the described market.

Labor Categories

SIN 595-21	SIN 595-28	SERVICE PROPOSED (e.g., Labor Category or Job Title/Task)	MINIMUM EDUCATION	MINIMUM YEARS OF EXPERIENCE
✓	✓	Project Manager	Bachelors	8
	✓	Wounded Warrior Advocate	Bachelors	2
	✓	Victim Advocate	Bachelors	2
✓	✓	Administrative Assistant*	Associates	3
	✓	Home Visitation Specialist	LCSW, Masters or RN with BSN	2
✓	✓	Secretary II*	High School	2
✓	✓	Personnel Assistant II*	High School	4
✓	✓	General Clerk III (HR Specialist)*	High School	2
✓	✓	General Clerk II (HR Specialist)*	High School	1
✓	✓	General Clerk I (HR Specialist)*	High School	0

*SCA Applicable.

Labor Category Descriptions

Educational Equivalencies

REQUIREMENT	ACCEPTABLE EQUIVALENCY
High School Diploma	GED or two years directly related experience
Associates Degree	High School Diploma plus two years directly related experience
Bachelor's Degree	Associates Degree plus two years directly related experience or High School Diploma plus four years directly related experience
Certifications	May not be substituted

Job Descriptions

PROJECT MANAGER (EXEMPT)

MINIMUM/GENERAL EXPERIENCE	8-10 years of related experience	MINIMUM EDUCATION	Bachelor's degree
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Functional Responsibilities:

Manages a specific project and may report to a Program Manager (PM) or other corporate executive. Keeps superiors up-to-date on all problems and accomplishments. Serves as focal point for Contractor on technical matters. Plans, organizes, and directs the efforts of specialists skilled in various support disciplines in accordance with established policies and procedures. Ensures all tasks and deliverables are complete, correct, and in accordance with contract requirements prior to submission to customer. May perform independently or under the direction of Program Manager. Responsible for overall performance of the contract and management of the Project Management Office (PMO) in accordance with contractual requirements and corporate policies and procedures. Cultivates and maintains a climate which is free of harassment, intimidation, discrimination, and disrespect to provide a safe place for employees to work. Maintains accountability of both Government and corporate property; and adheres to applicable safety practices. Ensure personnel vacancies are quickly filled with trained personnel so that customer satisfaction and contract performance are maintained at consistently high levels. Responsible for contract deliverables. Reviews and audits timecards to ensure personnel are charging time appropriately and on a daily basis.

WOUNDED WARRIOR ADVOCATE (EXEMPT)

MINIMUM/GENERAL EXPERIENCE	2-4 years of related experience	MINIMUM EDUCATION	Bachelor's degree
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Functional Responsibilities:

Serves as non-clinical case managers for severely wounded, ill and injured Soldiers and their Families/Caregivers. Conducts individual assessments to ascertain individual needs and requirements in support of the Wounded Warrior's recovery to effectively remain on active duty or transition from military life to civilian life. Educate and assist Wounded Warriors and their Families/Caregivers in navigating and applying for military programs, resources, and benefits for which they are eligible. Assist in the preparation of action plans utilizing a holistic care approach that serves the needs of Wounded Warriors across all aspects of their lives (physical, spiritual, financial, etc.) – to assist them along their path to

Job Descriptions

independence.

VICTIM ADVOCATE (EXEMPT)

MINIMUM/GENERAL EXPERIENCE	2-4 years of related experience	MINIMUM EDUCATION	Bachelor's degree
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Functional Responsibilities:
 Capable of providing crisis intervention. Assess situations for imminent danger, and/or life threatening harm to victim. Assists in securing medical treatment. Knowledge of legal rights and proceedings; outreach resources and services available to victims; and Family violence dynamics, environmental stressors, safety planning, and risk assessments. Able to intervene in crisis situations exercising judgment and applying innovative problem solving. Knowledge of military structure and the military Family environment. Certifications include: CPR and Basic First Aid.

ADMINISTRATIVE ASSISTANT (SCA CODE 01020)

MINIMUM/GENERAL EXPERIENCE	3-5 years of general experience	MINIMUM EDUCATION	Associate degree or equivalent
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Functional Responsibilities:
 In addition to secretarial duties (filing, taking phone calls, scheduling appointments, making travel arrangements), this position provides administrative support in response to customer requirements. May be required to work independently on projects requiring research and preparation of briefing charts and other presentation materials. Answer multiple-line telephone, and respond to e-mail inquiries. Input data into customer database. Maintain office and computer supplies. Prepare, review, maintain, route and coordinate recorded information; check records and schedules for accuracy. Perform copying and faxing. Assist in classifying, sorting and filing correspondence, records and other data in alphabetical or numerical order, or according to subject matter or other filing systems.

HOME VISITATION SPECIALIST (EXEMPT)

MINIMUM/GENERAL EXPERIENCE	2-4 years of related experience	MINIMUM EDUCATION	LCSW, Master's degree or RN with BSN
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Functional Responsibilities:
 Provides individualized services and resource utilization that are tailored to meet the needs of each family. Conducts assessments to provide comprehensive utilization of all Army and community resources such as, parent education, holistic care for each family member, anger and/or stress management, bonding, and attachment skills. Provides education, mentoring, coaching, prevention strategies, integrated support, and follow-up action.

Job Descriptions

SECRETARY II (SCA CODE 01312)			
MINIMUM/GENERAL EXPERIENCE	2-4 years of related experience	MINIMUM EDUCATION	High School diploma or equivalent

Functional Responsibilities:

Provides principal secretarial support in an office, usually to one individual, and, in some cases, to the subordinate staff of that individual. Maintains a close and highly responsive relationship to the day-to-day activities of the supervisor and staff, works fairly independently receiving a minimum of detailed supervision and guidance, and performs various clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office. Requires proficiency in office software programs. Handles differing situations, problems, and deviations in the work of the office according to the general instructions, priorities, duties and policies. Duties include or are comparable to the following: screen telephone calls, visitors, and incoming correspondence; personally respond to requests for information concerning office procedures; determine which requests should be handled by the supervisor, appropriate staff member or other offices. Prepare and sign routine non-technical correspondence in own or supervisor's name; schedule tentative appointments without prior clearance. Make arrangements for conferences and meetings and assemble established background materials as directed. May attend meetings and record and report on the proceedings; review outgoing materials and correspondence for internal consistency and conformance with supervisor's procedures; assure that proper clearances have been obtained, when needed; collect information from the files or staff for routine inquiries on office program(s) or periodic reports, and refer non-routine requests to supervisor or staff.

PERSONNEL ASSISTANT II (SCA CODE 01262)			
MINIMUM/GENERAL EXPERIENCE	4-6 years related experience	MINIMUM EDUCATION	High School diploma or equivalent

Functional Responsibilities:

Serves as a clerical expert in independently processing the most complicated types of personnel actions, e.g., temporary employment, rehires, and dismissals. May perform tasks beyond routine clerical, such as training and briefings, responding to routine questions on military policies and procedures, and/or providing reports from military databases. May be asked to evaluate and consolidate information from various sources under short deadlines. May provide guidance to lower level Personnel Assistants. Requires extensive knowledge of various office software packages and military HR systems.

GENERAL CLERK I (SCA CODE 01111)			
MINIMUM/GENERAL EXPERIENCE	0-1 years of general experience	MINIMUM EDUCATION	High School diploma or equivalent

Functional Responsibilities:

Follows clearly detailed, specific procedures in completing several repetitive clerical steps, performed in a prescribed or slightly varied sequence. These procedures consist of filing documents, operating basic office equipment such as photocopier, facsimile, multi-line phone/voicemail systems, mailing machines, and minimal computer programs. May be required to: greet and process Soldiers/civilians; copy orders, issue linen and/or individual rooms; maintain and update

Job Descriptions

records or rosters.

Job Descriptions

GENERAL CLERK II (SCA CODE 01112)

MINIMUM/GENERAL EXPERIENCE	1-2 years of general experience	MINIMUM EDUCATION	High School diploma or equivalent
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Functional Responsibilities:

Work requires a familiarity with the terminology of the office unit. Selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals. The clerical steps often vary in type or sequence, depending on the task. Recognize problems are referred to others. May be required to: enter data in customer databases; review Soldier/civilian mobilization/demobilization packets for accuracy; process Soldier/civilian paperwork; research military websites for regulations; distribute documents as directed.

GENERAL CLERK III (SCA CODE 01113)

Minimum/General Experience	2-3 years of general experience	MINIMUM EDUCATION	High School diploma or equivalent
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Functional Responsibilities:

Uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps varying in nature and sequence. Selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Typical duties include: assisting in a variety of administrative matters; maintaining a wide variety of financial or other records (stored both manually and electronically); verifying statistical reports for accuracy and completeness; compiling information; and handling and adjusting complaints. May also direct lower level clerks.

Service Contract Act (SCA) Matrix

SCA ELIGIBLE LABOR CATEGORY	SCA EQUIVALENT TITLE AND CODE	WAGE DETERMINATION NUMBER
Administrative Assistant	Administrative Assistant 01020	2005-2567
Secretary II	Secretary II 01312	2005-2567
Personnel Assistant II	Personnel Assistant II 01262	2005-2567
General Clerk I	General Clerk I 01111	2005-2567
General Clerk II	General Clerk II 01112	2005-2567
General Clerk III	General Clerk III 01113	2005-2567

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the cited SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix above. The prices offered are based on the preponderance of where work is performed. Should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.