

GENERAL SERVICES ADMINISTRATION

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 for GSA Advantage! is: GSAAdvantage.gov.

Multiple Award Schedule

FSC Group: Human Capital

Contract No.: GS-02F-0057T

Contract Period: February 12, 2007 through February 11, 2027

Business Size: Small



**14933 Cub Run Park Drive
Centreville, VA 20120
Phone (703) 518-8828
Fax (703) 518 8868**

www.kaafederal.com

**Contract Administrator: Lynda L Zelnick, E-mail: lzelnick@kaafederal.com
Government Business POC: Winston F Spong E-mail: wfleischman@kaafederal.com**

**Prices Shown Herein are Net (Discount Deducted)
For more information on ordering from Federal Supply Schedules,
go to the GSA Schedules page at GSA.gov**

Updated through Contract Modification PO-0042 dated Feb 12, 2022

Customer Information

1a. Awarded Special Item Number(s): 56131

Talent Acquisition, **541612EPM** Employee Relations Management, **541214HR** Compensation and Benefits, **524292** Separation and Retirement, **541612ER** Employee Relations, **541612LR** Labor Relations, **541611W** Workforce Analytics and Employee Records, **54161** Agency Human Capital Evaluation, **541611** Management and Financial Consulting , Acquisition and Grants Management Support and Business Program and Project Management Services and **541612HC** Agency Human Capital Strategy Policy and Operational Planning **OLM** Order Level Materials

1b. Lowest Priced Service and Price for Each

SIN: \$74.24 Human Resources Assistant

1c. Description of Commercial Job Titles: See p. 5

2. Maximum Order \$1,000,000

3. Minimum Order: \$100

4. Geographic Coverage (Delivery Area): 48 contiguous states, Alaska, Hawaii, Puerto Rico, US territories, Washington DC

5. Point(s) of production (city, county, and State or foreign country): Centreville, VA

6. Discount from list prices or statement of net price: Prices shown herein are GSA net prices, discount deducted.

7. Quantity discounts: 1% for all orders over \$300,000

8. Prompt payment terms: 0.50% 20 days, Net 30 days Information for Ordering Offices Prompt Payment Information terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9. Foreign items (list items by country of origin): N/A

10a. Time of Delivery: 15 days ARO from start of services

10b. Expedited Delivery: 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: See front page

12b. Ordering procedures: For services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), are found in Federal Acquisition Regulation (FAR) 8.405-3.

13. Payment address: 13800 Coppermine Road 1st Floor, Herndon, VA 20171

14. Warranty provision: N/A

15. Export packing charges, if applicable: N/A.

16. Terms and conditions of rental: N/A.

17. Terms and conditions of installation: N/A.

18a. Terms and conditions of repair parts: N/A.

18b. Terms and conditions for other services: N/A

19. List of service and distribution points: N/A.

20. List of participating dealers: N/A.

21. Preventive maintenance: N/A.

22a. Special attributes such as environmental: N/A.

22b. Section 508: N/A

23. Data Universal Number System (DUNS) number: 161584073

24. Notification regarding registration in System for Award (SAM) database: Registered

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ABOUT KELLY, ANDERSON & ASSOCIATES, INC

Since the firm's founding in 1984, Kelly, Anderson & Associates, Inc. (KAA) has excelled at forging relationships between the public and private sectors. In 2014, recognizing our growing Government Services practice, KAA rebranded and as a result, now does business as KAA Federal Solutions. KAA brings hands-on knowledge of all major Federal Government agencies to both our private sector and Government clients through a nationwide network of experts and consultants, most of whom are former Federal executives, managers, and technical experts in a wide variety of disciplines. Our Alexandria, VA Headquarters is strategically located near all major U.S. Government agency headquarters offices. Our network of consultants provides our clients with unique insight into Federal agencies and U.S. Government management policies and procedures.

Our extensive talent pool of associates, from a broad spectrum of agencies, bring specialized Federal human resources (HR) expertise. Our associates have hands on experience in the following HR disciplines:

- Human Capital Strategic Policies and Operations
- Talent acquisition
- Position classification
- Executive resources
- Employee compensation and benefits
- Separations and retirements
- Workforce analysis
- Payroll/personnel system processing and implementation
- Employee Official Personnel Files (OPF) records management
- Human Capital Evaluations

KAA has aligned our corporate capabilities to help Federal agencies achieve results focused HR management. KAA has extensive experience providing HR consulting services to over 30 Federal agencies.

The hallmark of KAA's corporate philosophy is client satisfaction. We are a relationship oriented company, continually striving to support our clients with the very best service and consultants available. We know our client's needs, cultures, core competencies, history and goals, now and for the future. Through our dedication, consistent analysis of the changes taking place in Government and the relentless pursuit of excellence, integrity and customer satisfaction, KAA is enthusiastically prepared to support our clients during opportunities and challenges of the future.

KAA is a 100 percent employee owned small business and is managed by Federal subject matter experts. KAA's entire Government Services management team possess more than 100 years of Federal operations and management experience as Senior Federal managers.

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GSA Federal Supply Schedule Price List

SINs 56131, 542512EPM, 541214HR, 524292, 541612ER, 341612LR, 541611W,
 54161, 541611, 541612HC and OLM

<i>HR Labor Category Title</i>	<i>Government Price (Inclusive of IFF)</i>
Senior Program Manager	<i>\$210.43</i>
Senior Project Manager Program Manager	<i>\$193.95</i>
Senior Workforce Planning Strategist Project Manager	<i>\$168.72</i>
Senior Position Classification Specialist Senior Human Resources Specialist Senior Employee Development Specialist Senior Employee Relations Specialist Senior Career Transition Specialist	<i>\$153.56</i>
Workforce Planning Strategist Senior Staffing Specialist	<i>\$144.44</i>
Position Classification Specialist Human Resources Specialist Employee Development Specialist Employee Relations Specialist Position Classification Specialist	<i>\$128.85</i>
Staffing Specialist	<i>\$115.02</i>
Senior Human Resources Assistant	<i>\$89.69</i>
Human Resources Assistant*	<i>\$74.25</i>
Order Level Materials (OLM)	<i>An NTE will be established if OLM are required</i>
<i>*Position with asterisk is covered by the Service Contract Labor Standards (formerly Service Contract Act). See Matrix below.</i>	

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SCA Eligible Labor Category	SCA Equivalent Code and Title	WD Number
Human Resources Assistant	01261 Personnel Assistant (Employment)	15-4281

The Service Contract Labor Standards (SCLS) (formerly the Service Contract Act (SCA)) are applicable to this contract and it includes SCLS applicable labor categories. The prices for the indicated (*) SCLS labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS matrix. The prices awarded are in line with the geographic scope of the contract (i.e nationwide).

POSITION DESCRIPTIONS

Senior Program Manager

Serves as the overall manager for a large multiple task order contract or a single multi-million dollar contract or order. Serves as the primary interface and point of contact with Government agency authorities and representatives on program issues. Authorizes acquisition and use of corporate resources. Manages and controls financial and administrative aspects of the program/project with respect to contract requirements.

Qualifications: Bachelor's degree in Business Administration, Public Administration, Human Resource or related discipline from an accredited college or university and fifteen (15) years of management and supervisory experience including performance in program management functions.

Program Manager

Serves as the overall manager for a large multiple task order contract or a single multi-million dollar contract or order. Serves as the primary interface and point of contact with Government agency authorities and representatives on program issues. Authorizes acquisition and use of corporate resources. Manages and controls financial and administrative aspects of the program/project with respect to contract requirements.

Qualifications: Bachelor's degree in Business Administration, Public Administration, Human Resource or related discipline from an accredited college or university and ten (10) years of management and supervisory experience including performance in program management functions.

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Senior Project Manager

Applies broad management skills and applicable human resources functional and technical expertise to guide project teams in delivering client solutions or to manage the day to day operations of projects. Provides subject matter expertise in HR processes or technology areas.

Qualifications: Bachelor's degree in Business Administration, Public Administration, Human Resource or related discipline from an accredited college or university and twelve (12) years of management and supervisory experience including performance in program management functions.

Project Manager

Applies broad management skills and applicable human resources functional and technical expertise to guide project teams in delivering client solutions or to manage the day to day operations of projects. Provides subject matter expertise in HR processes or technology areas.

Qualifications: Bachelor's degree in Business Administration, Public Administration, Human Resource or related discipline from an accredited college or university and eight (8) years of management and supervisory experience including performance in program management functions.

Senior Workforce Planning Strategist

Develops key workforce strategies for internal and external pipeline development. Identifies opportunities for improvements related to recruitment, retention and capacity strategies. Works with and collects data to support decision making approaches for innovative and data driven programs as they relate to workforce development. Provides data interpretation and gap analysis related to short term and long term workforce planning and forecast needs. Analyzes trends and patterns and HR implications of strategic and operating goals and proactively recommends HR strategic and tactical plans to support the business goals. Assesses the need for talent in relation to "business" changes including the need for specific competencies, knowledge or skills and collaborates with the client to develop specific recruitment plans. Designs, develops and implements career management and staff development systems to build capacity and a high performance culture.

Qualifications: Bachelor's degree in Business Administration, Public Administration, Human Resource or related discipline from an accredited college or university with six (6) years of direct experienced in all of the areas outlined above.

Workforce Planning Strategist

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Develops key workforce strategies for internal and external pipeline development. Identifies opportunities for improvements related to recruitment, retention and capacity strategies. Works with and collects data to support decision making approaches for innovative and data driven programs as they relate to workforce development. Provides data interpretation and gap analysis related to short term and long term workforce planning and forecast needs. Analyzes trends and patterns and HR implications of strategic and operating goals and proactively recommends HR strategic and tactical plans to support the business goals. Assesses the need for talent in relation to “business” changes including the need for specific competencies, knowledge or skills and collaborates with the client to develop specific recruitment plans. Designs, develops and implements career management and staff development systems to build capacity and a high performance culture.

Qualifications: Bachelor’s degree in Business Administration, Public Administration, Human Resource or related discipline from an accredited college or university with four (4) years of direct experienced in all of the areas outlined above.

Senior Position Classification Specialist

Conducts desk audits and prepares written evaluation statements. Prepares necessary documentation as appropriate for the applicable job grading or pay banding system. Prepares advisory opinions on the classification of positions. Provides managers and employees with information about the organization’s position classification policies, procedures and guidelines. Develops and carries out occupational analysis, organizational capabilities and core competency identification. Completes organizational alignment reviews. Implements organizational decisions. Conducts position management analysis and strategies to determine future human capital needs with particular attention to alignment features and makes recommendations on organizational issues.

Qualifications: Bachelor’s degree from an accredited college or university and six (6) years of directly related experienced. An additional four (4) years of directly related experience may be substituted for the Bachelor’s degree.

Position Classification Specialist

Conducts desk audits and prepares written evaluation statements. Prepares necessary documentation as appropriate for the applicable job grading or pay banding system. Prepares advisory opinions on the classification of positions. Provides managers and employees with information about the organization’s position classification policies, procedures and guidelines. Develops and carries out occupational analysis, organizational capabilities and core competency

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identification. Completes organizational alignment reviews. Implements organizational decisions. Conducts position management analysis and strategies to determine future human capital needs with particular attention to alignment features and makes recommendations on organizational issues.

Qualifications: Bachelor's degree from an accredited college or university and four (4) years of directly related experienced. An additional four (4) years of directly related experience may be substituted for the Bachelor's degree.

Senior Human Resources Specialist

Performs a broad range of responsibilities across two or more functional areas of human resources management that may include: recruitment, staffing and placement; classification and position management; employee relations and performance management, labor relations, pay administration, training and career development.

Qualifications: Bachelor's degree from an accredited college or university and six (6) years of directly related progressively responsible experience. An additional four (4) years of directly related experience may be substituted for the Bachelor's degree.

Human Resources Specialist

Performs a broad range of responsibilities across two or more functional areas of human resources management that may include: recruitment, staffing and placement; classification and position management; employee relations and performance management, labor relations, pay administration, training and career development.

Qualifications: Bachelor's degree from an accredited college or university and four (4) years of directly related progressively responsible experience. An additional four (4) years of directly related experience may be substituted for the Bachelor's degree.

Senior Employee Development Specialist

Applies advanced functional knowledge and training experience to develop and administer training programs and classes. Provides employee development and administration services and interact with clients at the supervisory level. Prepares and administers training needs surveys. Conducts the research necessary to develop and revise training courses. Prepares appropriate training catalogs. Develops all instructor materials including course outline, background material, and training aids. Develops all student materials including course manuals, workbooks, handouts, completion certificates and course evaluation forms. Serves as an instructor and/or

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facilitator for formal classroom courses, workshops, seminars, and/or computer instructor and/or facilitator for formal classroom courses, workshops seminars and/or computer bases/computer aided training. May provide daily supervision and direction to project team.

Qualifications: Bachelor's degree from an accredited college or university and six (6) years of directly related progressively responsible experience. An additional four (4) years of directly related experience may be substituted for the Bachelor's degree.

Employee Development Specialist

Applies advanced functional knowledge and training experience to develop and administer training programs and classes. Provides employee development and administration services and interact with clients at the supervisory level. Prepares and administers training needs surveys. Conducts the research necessary to develop and revise training courses. Prepares appropriate training catalogs. Develops all instructor materials including course outline, background material, and training aids. Develops all student materials including course manuals, workbooks, handouts, completion certificates and course evaluation forms. Serves as an instructor and/or facilitator for formal classroom courses, workshops, seminars, and/or computer instructor and/or facilitator for formal classroom courses, workshops seminars and/or computer bases/computer aided training. May provide daily supervision and direction to project team.

Qualifications: Bachelor's degree from an accredited college or university and four (4) years of directly related progressively responsible experience. An additional four (4) years of directly related experience may be substituted for the Bachelor's degree.

Senior Employee Relations Specialist

Provides expert assistance in carrying out client authority to suspend, demote, furlough or remove employees for "such cause as will promote the efficiency of the service." Provides guidance on how to address and resolve poor performance and in carrying out performance based actions. Provides recommendations based on a review of decisions of the Merit Systems Review Board and arbitrators to ensure that the laws and regulations are properly applied. Provides expert advice in applying alternative methods to traditional, formal dispute resolution including mediation, fact-finding, interest-based negotiation, and arbitration in order to resolve employee-employer disputes in a way that is more efficient and more effective than traditional, adversarial methods of dispute resolution. Provides expert guidance regarding reasonable accommodation issues: advises on the application of reasonable accommodation as it relates to the employment process, for applicants or current Federal employees. Counsels employees and managers on benefit programs and options. Counsels employees on retirement issues and uses agency

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approved software systems to calculate retirement benefits and to advise on FEGLI, Thrift and Social Security.

Qualifications: Bachelor's degree from an accredited college or university and six (6) years of directly related progressively responsible experience. An additional four (4) years of directly related experience may be substituted for the Bachelor's degree.

Employee Relations Specialist

Provides expert assistance in carrying out client authority to suspend, demote, furlough or remove employees for "such cause as will promote the efficiency of the service." Provides guidance on how to address and resolve poor performance and in carrying out performance based actions. Provides recommendations based on a review of decisions of the Merit Systems Review Board and arbitrators to ensure that the laws and regulations are properly applied. Provides expert advice in applying alternative methods to traditional, formal dispute resolution including mediation, fact-finding, interest-based negotiation, and arbitration in order to resolve employee-employer disputes in a way that is more efficient and more effective than traditional, adversarial methods of dispute resolution. Provides expert guidance regarding reasonable accommodation issues: advises on the application of reasonable accommodation as it relates to the employment process, for applicants or current Federal employees. Counsels employees and managers on benefit programs and options. Counsels employees on retirement issues and uses agency approved software systems to calculate retirement benefits and to advise on FEGLI, Thrift and Social Security.

Qualifications: Bachelor's degree from an accredited college or university and four (4) years of directly related progressively responsible experience. An additional four (4) years of directly related experience may be substituted for the Bachelor's degree.

Senior Career Transition Specialist

Provides personal and career assessment services to include a comprehensive evaluation of personal skills, strengths, values and accomplishments and an exploration of career options. Assists employees requiring outplacement services in the preparation of a resume, cover letters and other written materials as well as offering in-depth interview and networking training, guidance in working with search firms, and development of a self marketing plan.

Qualifications: Bachelor's degree from an accredited college or university and six (6) years of directly related progressively responsible experience. An additional four (4) years of directly related experience may be substituted for the Bachelor's degree.

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Career Transition Specialist

Provides personal and career assessment services to include a comprehensive evaluation of personal skills, strengths, values and accomplishments and an exploration of career options. Assists employees requiring outplacement services in the preparation of a resume, cover letters and other written materials as well as offering in-depth interview and networking training, guidance in working with search firms, and development of a self marketing plan.

Qualifications: Bachelor's degree from an accredited college or university and four (4) years of directly related progressively responsible experience. An additional four (4) years of directly related experience may be substituted for the Bachelor's degree.

Senior Staffing Specialist

Performs the full range of internal staffing activities including strategic recruitment, placement, and merit promotion. Prepares a job analysis and resulting knowledge, skills, and abilities and evaluation criteria to be included in the crediting plan and the vacancy announcements. Plans and manages organizational recruitment, branding and marketing strategies. Develops strategic sourcing plan that facilitates diversity of applicants and selected employee retention. Conducts qualification determinations. Rates and ranks candidates and convenes panels. Supports delegated examining unit (DEU) functions according to prescribed OPM procedures. In automated staffing system environment, prepares question library. Conducts project tracking methodologies to ensure the success and efficiency of the staffing process and to improve timeliness based on established metrics.

Qualifications: Bachelor's degree from an accredited college or university and six (6) years of directly related progressively responsible experience. An additional four (4) years of directly related experience may be substituted for the Bachelor's degree.

Staffing Specialist

Performs the full range of internal staffing activities including strategic recruitment, placement, and merit promotion. Prepares a job analysis and resulting knowledge, skills, and abilities and evaluation criteria to be included in the crediting plan and the vacancy announcements. Plans and manages organizational recruitment, branding and marketing strategies. Develops strategic sourcing plan that facilitates diversity of applicants and selected employee retention. Conducts qualification determinations. Rates and ranks candidates and convenes panels. Supports delegated examining unit (DEU) functions according to prescribed OPM procedures. In automated staffing system environment, prepares question library. Conducts project tracking

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methodologies to ensure the success and efficiency of the staffing process and to improve timeliness based on established metrics.

Qualifications: Bachelor's degree from an accredited college or university and four (4) years of directly related progressively responsible experience. An additional four (4) years of directly related experience may be substituted for the Bachelor's degree.

Senior Human Resources Assistant

Reviews Official Personnel Folders and other records, validates information including Service Computation Dates and performs calculations using authorized software to determine retirement eligibility and to estimate retirement annuities and other benefits. Assists in assembling materials, coordinating and convening meetings, maintaining hard and electronic copies of HR case files and researches materials on precedents and case law. Coordinates with management officials and/or employees on the submitting of case-related material and requests for personnel action. Review and maintains official records. Processes transactions needed to update or change discretionary and non-discretionary personnel actions. Handles Problem resolution activities in support of personnel and pay processing and insures the accuracy of information.

Qualifications: Has a minimum of five (5) years of a combination of training and work experience in an HR operations setting directly related to the functions to be performed.

Human Resources Assistant

Reviews Official Personnel Folders and other records, validates information including Service Computation Dates and performs calculations using authorized software to determine retirement eligibility and to estimate retirement annuities and other benefits. Assists in assembling materials, coordinating and convening meetings, maintaining hard and electronic copies of HR case files and researches materials on precedents and case law. Coordinates with management officials and/or employees on the submitting of case-related material and requests for personnel action. Review and maintains official records. Processes transactions needed to update or change discretionary and non-discretionary personnel actions. Handles Problem resolution activities in support of personnel and pay processing and insures the accuracy of information.

Qualifications: Has a minimum of three (3) years of a combination of training and work experience in an HR operations setting directly related to the functions to be performed.

Order Level Materials (OLMs) - Supplies and/or services acquired in direct support of an individual task or delivery order placed against a Federal Supply Schedule (FSS) contract or FSS blanket purchase agreement (BPA). OLMs are not defined, priced, or awarded at the FSS

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contract level. They are unknown before a task or delivery order is placed against the FSS contract or FSS BPA. OLMs are only authorized for inclusion at the order level under a Time-and-Materials (T&M) or Labor-Hour (LH) Contract Line Item Number (CLIN) and are subject to a Not To Exceed (NTE) ceiling price. OLMs include direct materials, subcontracts for supplies and incidental services for which there is not a labor category specified in the FSS contract, other direct costs (separate from those under ODC SINs), and indirect costs. OLMs are purchased under the authority of the FSS Program and are not "open market items."