



Solicitation Number 7FCM-N6-03-0736-B

Schedule 736, Temporary, Administrative and Professional Support Services (TAPS).

Contract Number – GS-07F-0031V

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ASK Staffing was founded in 1995, since then ASK has seen continued and sustained growth because of the Integrity and Business Ethics it practices.

We knew from our first day that solid relationships with both employers and candidates would be essential to success for everyone concerned. And that philosophy has certainly worked: we have doubled our revenue each year, and expect to do even better this year. Our recent agreements with several large clients to supply contract personnel will clearly help us continue that growth record.

We work with candidates at every skill level and virtually every type of industry, including all levels of government. We pay special attention to pre-screening resumes, then conducting in-depth candidate interviewing, during which we probe to make certain we achieve the precise fit for our clients' requirements.

This policy enables us to offer a 100% client satisfaction guarantee: If you're not satisfied with our placements for any reason within 90 days, we will remove and replace them immediately.

We've placed admin assistants, senior IT analysts, quality assurance experts, finance executives - and too many other categories to name. Just a few of the national corporations who have hired our candidates include Hewlett-Packard, IBM, Choice Point, and Yahoo.

Although we work with candidates and companies primarily in the Southeast, we're also licensed throughout the U.S., and we're fully qualified to work in Puerto Rico, where we have placed several contract employees in excellent positions.

If you value working with a staffing company that is extremely Agile ... thoroughly Service-oriented ... and quite Knowledgeable about every aspect of the employment industry, ASK Staffing is clearly your best choice.

ASK Staffing, Inc. is a proud member of the Georgia Women's Business Council and the Women's Business Enterprise National Council.

JOB DESCRIPTIONS

SIN 736-1 – Administrative Support and Clerical Occupations

ACCOUNTING CLERK (Occupational Base) (Non-Professional)

The Accounting Clerk performs one or more accounting tasks such as; posting to registers and ledgers; balancing and reconciling accounts; verifying the internal consistency, completeness, and mathematical accuracy of accounting documents. In addition, tasks include; assigning prescribed accounting distribution codes; examining and verifying the clerical accuracy of various types of reports, lists, calculations, and postings.

This position is responsible for preparing journal vouchers; making entries of adjustments to accounts; and working with spreadsheets. Level I requires a basic knowledge of routine clerical methods, office practices and procedures as they relate to the clerical processing and recording of transactions. Levels II and III require a knowledge and understanding of the established and standardized bookkeeping and accounting procedures and techniques used in an accounting system, or a segment of an accounting system where there are few variations in the types of transactions handled. In addition, most jobs at each level will require a basic knowledge and understanding of the terminology, codes, and processes used in an automated accounting system.

ACCOUNTING CLERK I (Non-Professional)

This position is responsible for performing one or more routine accounting clerical operations such as: examining, verifying, and correcting various accounting documents to ensure completeness and accuracy of data in accordance to accounting procedures. Specific tasks/duties are assigned under adequate supervision. Entry-level reconciliation and posting will be assigned under detailed guidance. In most instances, an employee in this position will rely on the supervisors' instructions. Completed work will be reviewed for accuracy and compliance with procedures.

ACCOUNTING CLERK II (Non-Professional)

This position uses knowledge of double entry bookkeeping in performing one or more of the following: posting actions to journals, identifying subsidiary accounts affected, making debit and credit entries, and assigning proper codes. The Accounting Clerk II may review computer printouts against manually maintained journals, detect and correct erroneous postings, and prepare documents to adjust accounting classifications and other data, or review lists of transactions rejected by an automated system. In this instance, the Accounting Clerk II will determine reasons for rejections, and prepare necessary correcting material. On routine assignments, an employee will select and apply established procedures and techniques. Detailed instructions are provided for difficult or unusual assignments. Completed work and methods used, are reviewed for technical accuracy.

ACCOUNTING CLERK III (Non-Professional)

The Accounting Clerk III maintains journals or subsidiary ledgers of an accounting system and balances and reconciles accounts. Typical duties include one or both of the following: 1.) reviewing invoices and statements verifying information, ensuring sufficient funds have been obligated, and if questionable, resolving with the submitting unit determining accounts involved. The review will include coding transactions, and processing material through data processing for application in the accounting system; 2.) analysis and reconciliation of computer printouts with operating unit reports (contacting units, researching causes of discrepancies, and taking action to ensure that accounts balance). Supervisor provides suggestions for handling unusual or non-recurring transactions. Conformance with requirements and technical soundness of completed work are reviewed by the supervisor, or are controlled by mechanisms built into the accounting processes.

ADMINISTRATIVE ASSISTANT (Non-Professional)

In addition to secretarial duties (filing, taking phone calls, scheduling appointments, making travel arrangements), this position will provide administrative support to executive staff with office management responsibilities to include budgeting, personnel records and payroll. The Administrative Assistant may be required to work independently on projects requiring research and preparation of briefing charts and other presentation materials.

RECEPTIONIST (Non-Professional)

This position greets visitors, determining nature of visits and directing visitors to appropriate persons. The Receptionist may also have other duties such as recording and transmitting messages; keeping records of calls placed; providing information to callers and visitors; making appointments; keeping a log of visitors; and issuing visitor passes. In this position, one may also work on a computer and perform other routine clerical work that may occupy the major portion of the worker's time.

SCHEDULER, MAINTENANCE (Non-Professional)

This position schedules vehicle repairs and lubrication for vehicle-maintenance, schedules vehicles for lubrication or repairs based on date of last lubrication and mileage traveled or urgency of repairs. The Maintenance Scheduler contacts garage to verify availability of facilities, notifies parking garage workers to deliver specified vehicles, and maintains a file of requests for services.

SECRETARY* (Occupational Base) (Non-Professional)

This position provides principal secretarial support in an office, usually to one individual, and, in some cases, to the subordinate staff of that individual. The Secretary 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. Computers may exist in the environment, requiring working knowledge of certain office software programs.

Classification by Level

Secretary jobs that meet the required characteristics are matched at one of three levels according to two factors: (a) level of the secretary's supervisor within the overall organizational structure, and (b) level of the secretary's responsibility. The table following the explanations of these factors indicates the level of the secretary for each combination of factors.

Level of Secretary's Supervisor (LS)

Secretaries should be matched with one of the three LS levels below that best describes the organization of the secretary's supervisor.

LS-1 Organizational structure is not complex and internal procedures and administrative controls are simple and informal; supervisor directs staff through face-to-face meetings.

LS-2 Organizational structure is complex and is divided into subordinate groups that usually differ from each other as to subject matter, function, etc. Supervisor usually directs staff through intermediate supervisors. Internal procedures and administrative controls are formal. An entire organization (e.g., division, subsidiary, or parent organization) may contain a variety of subordinate groups that meet the LS-2 definition. Therefore, it is not unusual for one LS-2 supervisor to report to another LS-2 supervisor.

The presence of subordinate supervisors does not by itself, mean LS-2 applies. For example, a clerical processing organization divided into several units, each performing very similar work, is placed in LS-1.

In smaller organizations or industries such as retail trades, with relatively few organizational levels, the supervisor may have an impact on the policies and major programs of the entire organization, and may deal with important outside contacts as described in LS-3.

LS-3 Organizational structure is divided into two or more subordinate supervisory levels (of which at least one is a managerial level) with several subdivisions at each level. Executive's program(s) are usually interlocked on a direct and continuing basis with other major organizational segments, requiring constant attention to extensive formal coordination, clearances, and procedural controls. Executive typically has: financial decision-making authority for assigned program(s); considerable impact on the entire organization's financial position or image; and responsibility for, or has staff specialists in such areas as, personnel and administration for assigned organization. Executive plays an

important role in determining the policies and major programs of the entire organization, and spends considerable time dealing with outside parties actively interested in assigned program(s) and current or controversial issues.

Level of Secretary's Responsibility (LR)

This factor evaluates the nature of the work relationship between the secretary and the supervisor or staff, and the extent to which the secretary is expected to exercise initiative and judgment. Secretaries should be matched at the level best describing their level of responsibility. When a position's duties span more than one LR level, the introductory paragraph at the beginning of each LR level should be used to determine which of the levels best matches the position. (Typically, secretaries performing at the higher levels of responsibility also perform duties described at the lower levels.)

LR-1 Carries out recurring office procedures independently, and selects the guideline or reference that fits the specific case. The supervisor provides specific instructions on new assignments and checks completed work for accuracy. The LR-1 performs varied duties including or comparable to the following:

- a. Respond to routine telephone requests that have standard answers; refer calls and visitors to appropriate staff. Control mail and assure timely staff response, and send form letters;
- b. As instructed, maintain supervisor's calendar, make appointments, and arrange for meeting rooms;
- c. Review materials prepared for supervisor's approval for typographical accuracy and proper format;
- d. Maintain recurring internal reports, such as time and leave records, office equipment listings, correspondence controls, and training plans;
- e. Requisition supplies, printing, maintenance or other services, type, take and transcribe dictation, create and maintain office files.

LR-2 handles differing situations, problems, and deviations in the work of the office according to the supervisor's general instructions, priorities, duties, policies, and program goals. Supervisor may assist secretary with special assignments. Duties include or are comparable to the following:

- a. 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;
- b. 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;
- c. Review outgoing materials and correspondence for internal consistency and conformance with supervisor's procedures; assure that proper clearances have been obtained, when needed;
- d. 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;
- e. Explain to subordinate staff supervisor's requirements concerning office procedures, coordinate personnel and administrative forms for the office and forwards for processing.

LR-3 uses greater judgment and initiative to determine the approach or action to take in non-routine situations, interprets and adapts guidelines, including unwritten policies, precedents, and practices, which are not always completely applicable to changing situations. Duties include or are comparable to the following:

- a. Based on knowledge of the supervisor's views, compose correspondence on own initiative about administrative matters and general office policies for supervisor's approval;
- b. Anticipate and prepare materials needed by the supervisor for conferences, correspondence, appointments, meetings, telephone calls, etc., and informs supervisor on matters to be considered;
- c. Read publications, regulations, and directives and take action or refer those that are important to the supervisor and staff;
- d. Prepare special or one-time reports, summaries, or replies to inquiries, selecting relevant information from a variety of sources such as reports, documents, correspondence, other offices, etc., under general directions;
- e. Advise secretaries in subordinate offices on new procedures; request information needed from the subordinate office(s) for periodic or special conferences, reports, inquiries, etc., and shifts clerical staff to accommodate workload needs.

Excludes secretaries performing any of the following duties:

Acting as office manager for the executive's organization, e.g., determines when new procedures are needed for changing situations and devises and implements alternatives; revising or clarifying procedures to eliminate conflict or duplication; identifying and resolving various problems that affect the orderly flow of work in transactions with parties outside the organization.

Preparing agenda for conferences; explain discussion topics to participants; drafts introductions and develops background information and prepares outlines for executive or staff member(s) to use in writing speeches.

The LR-3 advises individuals outside the organization on the executive's views on major policies or current issues facing the organization; contacts or responds to contact from high-ranking outside officials (e.g., city or state officials, members of congress, presidents of national unions or large national or international firms, etc.) in unique situations. These officials may be relatively inaccessible, and each contact typically must be handled differently, using judgment and discretion.

CRITERIA FOR MATCHING SECRETARIES BY LEVEL

Secretary I (01311), Secretary II (01312), Secretary III (01313),

Intentionally blank	LR-1	LR-2	LR-3	
LS-1	I 01311	II 01312	III 01313	
LS-2	I 01311	III 01313	See Note	
LS-3	I 01311	See Note	See Note	

MESSENGER COURIER (Non-Professional)

The Messenger Courier delivers messages, documents, packages and mail to various business concerns or governmental agencies. An employee in this role may perform the following: miscellaneous errands, such as carrying mail within the base and sorting or opening incoming and outgoing mail, obtain receipts for articles delivered and keep a log of items received and delivered, or deliver items to offices and departments within an establishment. The Messenger Courier may use a bicycle, golf cart, or motorcycle to perform these duties.

(Note: Employees who regularly perform driving duties should be classified as a Driver Courier, which is listed under Transportation.)

GENERAL CLERK (Occupational Base) (Non-Professional)

The General Clerk follows clearly detailed procedures in performing simple repetitive tasks in the same sequence. Responsibilities would include filing pre-coded documents in a chronological file, or operating office equipment, (e.g., mimeograph, photocopy, addressograph or mailing machine).

GENERAL CLERK I (Non-Professional)

This position follows clearly detailed specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file; could involve simple posting to individual accounts, opening mail, calculating and posting charges to departmental accounts, operating basic office equipment, e.g., photocopier, facsimile, multi-line phone/voicemail systems, mailing machines, and minimal computer programs. Little or no subject-matter knowledge is required, but the clerk uses his or her own judgment in choosing the proper procedure for each task.

GENERAL CLERK II (Non-Professional)

This position requires familiarity with the terminology of the office unit. The General Clerk 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. Recognized problems are referred to others.

GENERAL CLERK III (Non-Professional)

This position uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps varying in nature and sequence. The General Clerk III 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.

The General Clerk III may also direct lower level clerks. Positions above level IV are excluded. Such positions require workers to use a thorough knowledge of an office's work and routine to: 1) choose among widely varying methods and procedures to process complex transactions; and 2) select or devise steps necessary to complete assignments. Typical jobs covered by this exclusion include administrative assistants, clerical supervisors, and office managers.

SUPPLY TECHNICIAN (Non-Professional)

This position performs limited aspects of technical supply management work (e.g., inventory management, storage management, cataloging, and property utilization) related to depot, local, or other supply activities. Work usually is segregated by commodity area or function, and controlled in terms of difficulty, complexity, or responsibility. Assignments usually relate to stable or standardized segments of technical supply management operations; or to functions or subjects that are narrow in scope or limited in difficulty. The work generally involves individual case problems or supply actions. This work may require consideration of program requirements together with specific variations in or from standardized guidelines. Assignments require:

(a) a good working knowledge of the governing supply systems, programs, policies, nomenclature, work methods, manuals, or other established guidelines; (b) an understanding of the needs of the organization serviced; and (c) analytical ability to define or recognize the dimension of the problems involved, to collect the necessary data to establish the facts, and take or recommend action based upon application or interpretation of established guidelines.

SERVICE ORDER DISPATCHER (Non-Professional)

This position receives, records, and distributes work orders to service crews upon customers' requests for service on articles or utilities purchased from wholesale or retail establishment or utility company, records information, such as name, address, article to be repaired, or service to be rendered, prepares work

MEDICAL RECORD CLERK (Non-Professional)

The Medical Record Clerk compiles, verifies, and files medical records of hospital or clinic patients and compiles statistics for use in reports and surveys, prepares folders and maintains records of newly admitted patients. reviews contents of patients' medical record folders, assembles into standard order, and files according to established procedure, reviews inpatient and emergency room records to insure presence of required reports and physicians' signatures, and routes incomplete records to appropriate personnel for completion or prepares reports of incomplete records to notify administration, checks list of discharged patients to insure receipt of all current records, compiles daily and periodic statistical data, such as admissions, discharges, deaths, births, and types of treatment rendered. This technician will also record diagnoses and treatments, including operations performed, for use in completing hospital insurance billing forms maintain death log, type and process birth certificates, assist other workers with coding of records, make copies of medical records, using duplicating equipment, and may schedule and post results of laboratory tests to records.

**MEDICAL RECORD TECHNICIAN (Medical Record Administrator)
(Non-Professional)**

The Medical Record Technician (Medical Record Administrator) maintains medical records of hospital and clinic patients, reviews medical records for completeness and accuracy, codes diseases, operations, diagnoses and treatments, compiles medical care and census data for statistical reports, and maintains indexes on patient, disease, operation, and other categories. The Medical Record Technician directs routine operation of medical record department, files, or directs Medical Record Clerk to file, patient records, maintains flow of medical records and reports to departments, and may assist medical staff in special studies or research.

SIN 736-3 – General Service and Support Occupations

MOTOR VEHICLE MECHANIC (Non-Professional)

The Motor Vehicle Mechanic repairs, rebuilds, or overhauls major assemblies of internal combustion automobiles, buses, trucks or tractors. Work involves most of the following: Diagnosing the source of trouble and determining the extent of repairs required; replacing worn or broken parts such as piston rings, bearings, or other engine parts; grinding and adjusting valves; rebuilding carburetors; overhauling transmissions; and repairing fuel injection, lighting, and ignition systems. In general, the work of the Motor Vehicle Mechanic requires rounded training and experience usually acquired through a formal apprenticeship or equivalent.

MOTOR VEHICLE MECHANIC HELPER (Non-Professional)

The Motor Vehicle Mechanic Helper performs a variety of tasks such as washing, cleaning, and lubricating vehicles; loading, unloading, and storing automotive parts and supplies; and maintaining work areas.

DRIVER/COURIER (Non-Professional)

The Driver/Courier drives automobile or light truck to deliver messages, documents, packages and mail to various business concerns or governmental agencies, may occasionally transport office personnel and visitors, perform miscellaneous errands, such as carrying mail to and from the post office and sorting or opening incoming and outgoing mail. The Driver Courier may obtain receipts for articles delivered and keep a log of items received and delivered, and deliver items to offices and departments within an establishment.

GROUND SUPPORT EQUIPMENT MECHANIC

The Ground Support Equipment Mechanic diagnoses malfunctions and repairs Ground Support Equipment (GSE), advises and trains lower grade workers on diagnosis and repair of less complex repair/maintenance problems, inspects and approves completed maintenance actions, solves repair problems by studying drawings, wiring diagrams and schematics, and technical publications; uses automated maintenance data systems to monitor maintenance trends, analyze equipment requirements, maintain equipment records, and document maintenance actions, and analyzes, diagnosis, and repairs GSE using conventional and digital multi-meters, voltmeters, ohmmeters, frequency counters, oscilloscopes, circuit card testers, transistor testers, and hand tools.

This mechanic maintains external fuel and grounding systems, performs scheduled and unscheduled maintenance on GSE, inspects, tests, and operates GSE to determine equipment serviceability and proper operation, services equipment with fuel, oil, water, coolant, hydraulic fluid, refrigerant, and compressed air, diagnoses mechanical and electronic circuitry malfunctions using visual and auditory senses, test equipment, and technical publications. This work also does the following: disassembles and assembles malfunctioning GSE accessories and components, removes, disassembles repairs, cleans, treats for corrosion, assembles, and reinstalls GSE components and accessories, stencils and marks GSE in accordance with technical publications, stores, handles, labels, uses, and disposes of hazardous materials and waste in accordance with all state, local, and federal environmental standards and regulations. This mechanic prepares GSE for storage and mobility deployment; and operates, cleans, inspects, and services GSE towing vehicles. In addition to maintaining vehicle records, this mechanic maintains and updates paper and electronic equipment records, provides dispatch service for GSE.

GROUND SUPPORT EQUIPMENT SERVICER

The Ground Support Equipment Servicer inspects, tests, and operates GSE to determine equipment serviceability and proper operation, services equipment with fuel, oil, water, coolant, hydraulic fluid, refrigerant, and compressed air, prepares Ground Support Equipment (GSE) for storage and transportation, uses automated maintenance data systems to maintain equipment records, and document maintenance actions and maintains external fuel and grounding systems. In addition, this servicer stencils and marks GSE in accordance with technical publications, stores, handles, labels, uses, and disposes of hazardous materials and waste in accordance with all state, local, and federal environmental standards and regulations, operates, cleans, inspects, and services GSE towing vehicles. This worker maintains vehicle records, maintains and updates paper and electronic equipment records, provides dispatch service for GSE, including positioning equipment to support .

GROUND SUPPORT EQUIPMENT WORKER

The Ground Support Equipment Worker makes repairs to Ground Support Equipment (GSE) following orders of a higher-grade worker, troubleshooting malfunctions of GSE using conventional and digital multi-meters, voltmeters, ohmmeters, frequency counters, oscilloscopes, circuit card testers, transistor testers, and hand tools, prepares GSE for storage and transportation, uses automated maintenance data systems to maintain equipment records, and document maintenance actions, maintains external fuel and grounding systems.

This worker performs scheduled and unscheduled maintenance on GSE, inspects, tests, and operates GSE to determine equipment serviceability and proper operation, services equipment with fuel, oil, water, coolant, hydraulic fluid, refrigerant, and compressed air, disassembles and assembles malfunctioning GSE accessories and components. In addition, the Ground Support Equipment Worker removes, disassembles repairs, cleans, treats for corrosion, assembles, and reinstalls GSE components and accessories, stencils and marks GSE in accordance with technical publications, stores, handles, labels, uses, and disposes of hazardous materials and waste in accordance with all state, local, and federal environmental standards and regulations, operates, cleans, inspects, and services GSE towing vehicles; maintains vehicle records, maintains and updates paper and electronic equipment records, provides dispatch service for GSE.

SIN 736-5 – Technical and Professional Positions

BIOLOGIST I (Professional) (GS 405 Series)

Bachelor's or higher degree in the biological sciences, agriculture, natural resource management, chemistry, or related disciplines appropriate to the position; **OR** a combination of education and experience with at least 24 semester hours in the biological sciences, agriculture, natural resource management, chemistry, or related discipline appropriate to the position, *plus three (3) years specialized experience*.

BIOLOGIST II (Professional) (GS 405 Series)

Bachelor's or higher degree in the biological sciences, agriculture, natural resource management, chemistry, or related disciplines appropriate to the position; **OR** a combination of education and experience with at least 24 semester hours in the biological sciences, agriculture, natural resource management, chemistry, or related discipline appropriate to the position, *plus four (4) years specialized experience*.

MICROBIOLOGIST I (Professional) (GS 403 Series)

Perform routine laboratory testing using aseptic techniques. Perform surveillance and research studies as assigned. Responsible for day to day laboratory activities with minimal supervision required.. Bachelor's or higher degree in microbiology; **OR** biology, chemistry, or basic medical science which includes at least 20 semester hours in microbiology and related subjects geared towards the study of microorganisms, and 20 semester hours in the physical and mathematical sciences combining course work in organic chemistry or biochemistry, physics, and college algebra, or their equivalent; **OR** a combination of education and experience with courses equivalent to a major in microbiology, biology, chemistry, or basic medical science which includes at least 20 semester hours in microbiology and related subjects geared towards the study of microorganisms, and 20 semester hours in the physical and mathematical sciences combining course work in organic chemistry or biochemistry, physics, and college algebra, or their equivalent, *plus three (3) years specialized experience*.

MICROBIOLOGIST II (Professional) (GS 403 Series)

Perform high level laboratory testing. Analyze data and modify research activities. Provide training to internal/external collaborators and will generate reports without supervision. .Bachelor's or higher degree in microbiology; **OR** biology, chemistry, or basic medical science which includes at least 20 semester hours in microbiology and related subjects geared towards the study of microorganisms, and 20 semester hours in the physical and mathematical sciences combining course work in organic chemistry or biochemistry, physics, and college algebra, or their equivalent; **OR** a combination of education and experience with courses equivalent to a major in microbiology, biology, chemistry, or basic medical science which includes at least 20 semester hours in microbiology and related subjects geared towards the study of microorganisms, and 20 semester hours in the physical and mathematical sciences combining course work in organic chemistry or biochemistry, physics, and college algebra, or their equivalent, *plus four (4) years specialized experience*.

CONTRACT SPECIALIST I (Professional) (GS 1102 Series)

Provide support and assistance in the areas of acquisition and procurement. Prepare and or review pre-procurement packages and assist gathering market research. Perform pre-award contract administration simplified acquisition contracts. Respond to Request for Information. Prepare proposal summaries, contract briefings, and determination and findings for contract files. Assist with processing incoming task/delivery orders, contract modifications, and blanket purchase agreements. Review purchase requisitions for price quotation, justification, charge code, and authorized signatures. Prepare purchase orders for distribution to program personnel and vendors/suppliers. Individual has knowledge of Federal Acquisition Regulations (FAR) and works closely supervised. Two to five years of experience required. Individual does not have the authority to negotiate contracts on the government's behalf.

CONTRACT SPECIALIST II (Professional) (GS 1102 Series)

Provide support and assistance in the areas of acquisition and procurement. Prepare and or review pre-procurement packages and assist gathering market research. Perform pre-award and post-award contract administration for simplified acquisition contracts. On occasion assist with open-market contracts in excess of \$100K. Respond to Request for Information. Prepare proposal summaries, contract briefings, and determination

and findings for contract files. Process incoming task/delivery orders, contract modifications, and blanket purchase agreements. Review purchase requisitions for price quotation, justification, charge code, and authorized signatures. Prepare purchase orders for distribution to program personnel and vendors/suppliers. Individual has knowledge of Federal Acquisition Regulations (FAR) and works closely supervised. Two to five years of experience required. Individual works virtually independently and may assist with maintaining new policies and procedures relating to acquisitions. Five to seven years of experience required plus BS/BA degree. Individual does not have the authority to negotiate contracts on the government's behalf.

CONTRACT SPECIALIST III (Professional) (GS 1102 Series)

Provide support and assistance in the areas of acquisition and procurement. Prepare and or review pre-procurement packages and assist gathering market research. Perform pre-award and post-award contract administration for simplified acquisition contracts. Assist with open-market contracts in excess of \$100K-500K. Prepare proposal summaries, contract briefings, and determination and findings for contract files. Process incoming task/delivery orders, contract modifications, and blanket purchase agreements. Prepare purchase orders for distribution to program personnel and vendors/suppliers. Individual has extensive knowledge of Federal Acquisition Regulations (FAR) and the ability to work independently with little or no supervision. Prepare requests for quotes and proposals. Review Performance Work Statements. Process Inter agency agreements for various services. Provide cradle to grave contract administration. Individual possess ten or more years of experience. Individual does not have the authority to negotiate contracts on the government's behalf. BS/BA required along with certification.

LABORATORY TECHNICIAN (Non-Professional)

The Laboratory Technician (Laboratory Tester) performs laboratory tests according to prescribed standards to determine chemical and physical characteristics or composition of solid, liquid, or gaseous materials and substances for purposes such as quality control, process control, product development, or determining conformity to specifications. This incumbent sets up and adjusts laboratory apparatus, and operates grinders, agitators, centrifuges, ovens, condensers, and vibrating screens to prepare material for testing according to established laboratory procedure. This worker performs physical tests on samples of cement or raw materials and controls quality of materials and mix during manufacturing process.

Work involves running tests of the following: raw materials, such as aggregate, limestone, and sand, for such qualities as permeability, load-bearing capacity, or cohesiveness; dry and liquid substances used as ingredients in adhesives, propellants, lubricants, refractories, synthetic rubber, paint, paper, and other compounds for purity, viscosity, density, absorption or burning rate, melting point, or flash point, using viscometer, torsion balance scale, and pH meter; solutions used in processes, such as anodizing, waterproofing, cleaning, bleaching, and pickling, for chemical strength, specific gravity, or other specifications; materials for presence and content of elements or substances, such as hydrocarbons, manganese, natural grease or impurities, tungsten, sulfur, cyanide, ash or dust, and samples of manufactured products, such as cellophane or glassware, to verify conformity with heat resistance, tensile strength, ductibility, and other specifications, and examines materials, using microscope.

The Laboratory Technician (Laboratory Tester) records test results on standard forms, writes test reports describing procedures used, and prepares graphs and charts, cleans and sterilizes laboratory apparatus, may prepare chemical solutions according to standard formulae, and may add chemicals or raw materials to process solutions or product batches to correct deviations from specifications.

Atlanta, GA, Wage Determination No. 2005-2133, Revision No. 5 dated 6/17/2008

Skill Category	Total GSA Price
736-1	
Accounting Clerk I (N)	\$22.15
Accounting Clerk II (N)	\$23.91
Accounting Clerk III (N)	\$26.32
Administrative Assistant (N)	\$37.88
Receptionist (N)	\$22.24
Scheduler, Maintenance (N)	\$26.23
Secretary I (N)	\$24.34
Secretary II (N)	\$28.16
Secretary III (N)	\$31.71
Messenger Courier (N)	\$20.12
General Clerk I (N)	\$20.65
General Clerk II (N)	\$24.49
General Clerk III (N)	\$26.16
Supply Technician (N)	\$37.88
Service Order Dispatcher (N)	\$26.02
Medical Records Clerk (N)	\$22.95
Medical Records Technician (N)	\$24.80

Skill Category	Total GSA Price
736-3	
Motor Vehicle Mechanic (N)	\$35.23
Motor Vehicle Mechanic Helper (N)	\$28.06
Driver/Courier (N)	\$22.75
Ground Support Equip. Mechanic (N)	\$36.19
Ground Support Equip. Servicer (N)	\$29.86
Ground Support Equip. Worker (N)	\$31.53

Skill Category	Total GSA Price
736-5	
Biologist I (P) GS-12 Step 5	\$49.26
Biologist II (P) GS-13 Step 6	\$60.30
Microbiologist I (P) GS-12 Step 5	\$49.26
Microbiologist II (P) GS-13 Step 6	\$60.30
Contract Specialist I (P) GS-9 Step 8	\$36.98
Contract Specialist II (P) GS-11 Step 8	\$44.73
Contract Specialist III (P) GS-12 Step 8	\$53.61
Laboratory Technician (N)	\$28.74

(N) = Non-Professional
(P) = Professional
GS = OPM Salary Table Level

Updated 9/23/08

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 GSA Advantage! is: GSAAvantage.gov.

Schedule Title - **TEMPORARY ADMINISTRATIVE AND PROFESSIONAL STAFFING (TAPS)**

Standard Industrial Group – 7361, 7363, 7371, 7373, 7374, 7375, 7376, 7377, 7378, 7379, 8731, 8733, 8734

Contract number - GS-07F-0031V

Contract period – October 2008 to October 2013

Contractor's name - ASK STAFFING, INC.

Address - 3805 Crestwood Parkway, Suite 260
Duluth, GA 30096

Phone number: 770-813-8947

Fax: 678-325-5626

Contractor's web site – www.askstaffing.com

Contract Administrator –

Name: Jim Wilson
Phone; 770 813-8947
Fax: 678-325-5625
Email: jwilson@askstaffing.com

Business size – small.

INFORMATION FOR ORDERING ACTIVITIES

1a. Table of awarded special item number(s) –

<u>Sin</u>	<u>Description</u>
736 1	ADMINISTRATIVE SUPPORT AND CLERICAL OCCUPATIONS
736 3	GENERAL SERVICES AND SUPPORT
735 5	TECHNICAL AND PROFESSIONAL OCCUPATIONS

1b. Identification of the lowest priced model number and lowest unit price.

<u>Sin</u>	<u>Model</u>	<u>Price</u>
736-1	Messenger Courier	\$20.12

- 1c. Job descriptions and wage rates are detailed on pages 3 to 13.
2. Maximum order – \$100,000.
3. Minimum order - \$100.00
4. Geographic coverage (delivery area) - GA
5. Point of production – Duluth, GA
6. Discount from list prices or statement of net price – see attached.
7. Quantity discounts – not applicable
8. Prompt payment terms - 1 % discount if paid in 10 days
- 9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold - Government purchase cards are accepted.
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold - Government purchase cards are accepted.
10. Foreign items – Not applicable
- 11a. Time of delivery - 4 days after receipt of order
- 11b. Expedited Delivery: “Items available for expedited delivery are noted in this price list.”
- 11c. Overnight and 2-day delivery. Contact the Contractor.
- 11d. Urgent Requirements. Agencies can contact the Contractor’s representative to affect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.
12. F.O.B. point - destination
- 13a. Ordering address:
ASK Staffing, Inc.
3805 Crestwood Parkway, Suite 260
Duluth, GA 30096
- 13b. Ordering procedures: For supplies and services, the ordering procedures and information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.
14. Payment address – same as ordering address.
15. Warranty provision - Not applicable
16. Export packing charges, if applicable - Not applicable
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level) – Will accept Government purchase cards.
18. Terms and conditions of rental, maintenance, and repair (if applicable) - Not applicable
19. Terms and conditions of installation (if applicable) - Not applicable

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable) - Not applicable
- 20a. Terms and conditions for any other services (if applicable) - Not applicable
21. List of service and distribution points (if applicable) - Not applicable
22. List of participating dealers (if applicable) - Not applicable
23. Preventive maintenance (if applicable) - Not applicable
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants) - Not applicable
- 24b. Section 508 compliance information - Not applicable
25. Data Universal Number System (DUNS) number - 007933950
26. Notification regarding registration in Central Contractor Registration database – Registered.