

**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 is available through **GSA Advantage!**TM, a menu-driven database system. The **INTERNET** address for **GSA Advantage!**TM is: <http://www.gsaadvantage.gov/>.

SCHEDULE TITLE: Temporary Administrative And Professional Staffing (Taps)

CONTRACT NUMBER: GS-07F-9587S

CONTRACT PERIOD: July 15, 2011 To July 14, 2016

ROSS PROFESSIONAL SERVICES, LLC

6230 3rd Street, N.W., Suite 6, Washington, DC 20011
TEL: (202) 726-2808 or (202) 726-2809, FAX: (202) 726-2806
E-mail: info@pservices.net, Website: www.rpservices.net

Small, Woman-Owned Business

Ross Professional Services (RPS) is a diversified staffing and consulting firm with over 25 years of combined experience in the area of employment staffing, pre-employment screening, and other business related services.

RPS wants to be your solution to daily and temporary staffing needs. We have a reputation built on *Total Quality Service*. To insure your needs are handled professionally and in a timely manner, call Ross Professional Services. We are looking forward to hearing from you.

CUSTOMER INFORMATION

1. (a) **Table of awarded special item number(s) (SIN):**

SIN	Category Description
736-1	Administrative Support and Clerical Occupations
736-2	Automatic Data Processing Occupations
736-5	Technical and Professional Occupations

1. (b) **Lowest Priced Model Number and Price for each SIN:** The prices listed below are based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession-affecting price.

1. (c) Description titles and hourly rates:

**SIN 736-1: ADMINISTRATIVE SUPPORT AND CLERICAL
OCCUPATIONS PRICE LIST**

Skill Category	GSA Price
Accounting Clerk I	\$25.42
Accounting Clerk II	\$28.10
Accounting Clerk III	\$35.92
Administrative Assist	\$49.16
Document Preparation Clerk	\$24.16
Duplicating Machine Operator	\$24.16
General Clerk I	\$25.13
General Clerk II	\$27.11
General Clerk III	\$30.74
Personnel Assistant (Employment) I	\$29.89
Personnel Assistant (Employment) II	\$33.04
Personnel Assistant (Employment) III	\$36.43
Human Resources Specialist I	\$47.01
Human Resources Specialist II	\$55.66
Human Resources Specialist III	\$65.52
Human Resources Specialist IV	\$76.79
Production Control Clerk	\$35.53
Secretary (Clerical, Executive, Legal, Medical) I	\$29.77
Secretary (Clerical, Executive, Legal, Medical) II	\$32.84
Secretary (Clerical, Executive, Legal, Medical) III	\$40.27
Switchboard Operator-Receptionist	\$24.48
Word Processor I	\$26.22
Word Processor II	\$29.19
Word Processor III	\$32.50

**SIN 736-2: AUTOMATIC DATA PROCESSING
OCCUPATIONS PRICE LIST**

Skill Category	GSA Price
Computer Operator I	\$31.01
Computer Operator II	\$34.29
Computer Operator III	\$37.81
Computer Operator IV	\$41.62
Computer Operator V	\$45.73
Computer Programmer I	\$41.82
Sr. Software/Program Developer I	\$54.38
Sr. Software/Program Developer II	\$64.56
Sr. Software/Program Developer III	\$76.77
Sr. Software/Program Developer IV	\$91.03

**SIN 736-5: TECHNICAL AND PROFESSIONAL
OCCUPATIONS PRICE LIST**

Skill Category	GSA Price
Contract Specialist I	\$26.11
Contract Specialist II	\$40.80
Contract Specialist III	\$59.45
Contract Specialist IV	\$81.83
Laboratory Technician	\$37.49
Paralegal/Legal Assist I	\$34.55
Paralegal/Legal Assist II	\$41.98
Paralegal/Legal Assist III	\$50.54
Paralegal/Legal Assist IV	\$60.43
Researcher I	\$35.67
Researcher II	\$37.92
Researcher III	\$41.37
Technical Writer I	\$45.01
Sr. Technical Writer I	\$51.00
Sr. Technical Writer II	\$60.50
Sr. Technical Writer III	\$74.76

1. (c) Description of all corresponding commercial job titles, experience, functional responsibility and education:

SIN 736-1: ADMINISTRATIVE SUPPORT AND CLERICAL OCCUPATIONS

Accounting Clerk I

Performs accounting activities such as maintenance of the general ledger and preparation of various accounting statements and financial reports. Requires a high school diploma or its equivalent with 0-2 years of experience in the field or in a related area. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising sound judgment.

Accounting Clerk II

Performs accounting activities such as, maintenance of the general ledger and preparation of various accounting statements and financial reports. Requires a high school diploma or its equivalent with 1-3 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experiences and judgment to plan and accomplish goals to perform a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required dependent judgment. Typically reports to a supervisor or manager.

Accounting Clerk III

Performs daily accounting activities such as, maintenance of the general ledger and preparation of various accounting statements and financial reports. Requires a high school diploma or its equivalent with at least 4 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures.

Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Typically reports to a manager or head of a unit/department. A wide degree of creativity and latitude is expected.

Administrative Assistant

Oversee all aspects of general office coordination. Answer telephones, performs general clerical duties to include, but not limited to, bookkeeping, copying, faxing, mailing and filing. Maintains office calendar to coordinate work flow and meetings. Maintain confidentiality in all aspects of client, staff and agency information. Interact with clients, vendors and visitors. Coordinate and direct office services, such as records, budget preparation, personnel and housekeeping. Creates and modifies documents such as invoices, reports, memos, letters and financial statements using word processing, spreadsheet, database and/or other presentation software such as Microsoft Office, QuickBooks or other programs. May conduct research, compile data and prepare papers for consideration and presentation to the Executive Director, staff and Board of Directors. Set up and coordinate meetings and conferences. Prepares agendas and make arrangements for committee, Board or other meetings. Research, price and purchase office furniture, equipment and supplies. Support staff in assigned project- based work. May supervise volunteers and other support personnel. Assists in special events, such as fundraising activities and the annual meeting. May requires a degree/certificate and a minimum of 6 years of experience in the field or in a related area.

Document Preparation Clerk

Collects, reviews, and prepares documents audits output data. May be expected to code documents. Identifies and resolves production related errors. Maintains and revises procedural lists, control records and coding schemes to process source documents. Requires a high school diploma or its equivalent and 1-3 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor. A certain degree of creativity and latitude is required.

Duplicating Machine Operator

Operates a photocopy machine to complete assignments ranging from producing single color forms, reading material and other documents to those requiring the merge of covers, text, indices and related items in single or multi-color. May perform all phases of equipment set-up, operation and routine maintenance of machine and its supplies. Requires a high school diploma or its equivalent with 0-2 years of experience in the field or in a related area. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

General Clerk I

Responsible for performing daily office tasks such as filing, recording, maintaining records, copying, posting, and other similar duties, using a computer terminal, typewriter, and other word processors. Requires a high school diploma or its equivalent with 0-3 years of experience in the field or in a related area. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager

General Clerk II

Responsible for performing daily office tasks such as filing, recording, maintaining records, copying, posting, and other similar duties, using a computer terminal, typewriter, and other word processors. Requires a high school diploma or its equivalent with 0-3 years of experience in the field or in a related area. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

General Clerk III

Responsible for performing daily office tasks such as filing, recording, maintaining records, copying, posting, and other similar duties, using a computer terminal, typewriter, and other word processors. Requires a high school diploma or its equivalent with at least 5-7 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals.

Performs a variety of complicated tasks. Typically reports to a manager or head of a unit/department. A wide degree of creativity and latitude is expected

Personnel Assistant (Employment) I

Provides support in functional areas of a human resources department, which may include recruitment and employment, personnel records, employee and/or labor relations, job evaluation, compensation management, benefits administration, organization development and training. May require an associate's degree in a related area with 0-2 years of experience in the field or in a related area. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

Personnel Assistant (Employment) II

Provides support in functional areas of a human resources department, which may include recruitment and employment, personnel records, employee and/or labor relations, job evaluation, compensation management, benefits administration, organization development and training. May require an associate's degree in a related area with 1-3 years of experience in the field or in a related area. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

Personnel Assistant (Employment) III

Provides support in functional areas of a human resources department, which may include recruitment and employment, personnel records, employee and/or labor relations, job evaluation, compensation management, benefits administration, organization development and training. May require a bachelor's degree in a related area with 1-3 years of experience in the field or in a related area. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Should exercise some independent judgment. Typically reports to a supervisor or manager.

Human Resources Specialist I

Provides management, supervision and advice on human resources management products or services. Work may involve position evaluation; establishing and maintaining position classification; analyzing, interpreting, developing, and/or implementing laws, regulations, policies; recruiting, examining, selecting and placing employees; performing job analysis; workforce planning and analysis; advising management; providing guidance and consultation to agencies, employees, former employees, regarding retirement, insurance, health benefits, and compensation. Similar experience as that of a GS-201-11. Requires a minimum bachelor's degree in a related area and at least 6 years of experience in the field or in a related area.

Human Resources Specialist II

Provides management, supervision and advice on human resources management products or services. Work may involve position evaluation; establishing and maintaining position classification; analyzing, interpreting, developing, and/or implementing laws, regulations, policies; recruiting, examining, selecting and placing employees; performing job analysis; workforce planning and analysis; advising management; providing guidance and consultation to agencies, employees, former employees, regarding retirement, insurance, health benefits, and compensation. Similar experience as that of a GS-201-12. Requires a minimum bachelor's degree in a related area and at least 6-7 years of experience in the field or in a related area.

Human Resources Specialist III

Provides management, supervision and advice on human resources management products or services. Work may involve position evaluation; establishing and maintaining position classification; analyzing, interpreting, developing, and/or implementing laws, regulations, policies; recruiting, examining, selecting and placing employees; performing job analysis; workforce planning and analysis; advising management; providing guidance and consultation to agencies, employees, former employees, regarding retirement, insurance, health benefits, and compensation. Similar experience as that of a GS-201-13. Requires a minimum bachelor's degree in a related area and at least 7-8 years of experience in the field or in a related area.

Human Resources Specialist IV

Provides management, supervision and advice on human resources management products or services. Work may involve position evaluation; establishing and maintaining position classification; analyzing, interpreting, developing, and/or implementing laws, regulations, policies; recruiting, examining, selecting and placing employees; performing job analysis; workforce planning and analysis; advising management; providing guidance and consultation to agencies, employees, former employees, regarding retirement, insurance, health benefits, and compensation. Similar experience as that of a GS-201-14. Requires a minimum bachelor's degree in a related area and at least 9-10 years of experience in the field or in a related area.

Production Control Clerk

Compiles and records production data for industrial establishments to compare records and reports on volume of production, consumption of material, quality control, and other aspects of production, performing any combination of the following duties: Compiles and records production data from such documents as customer orders, work tickets, product specifications, and individual worker production sheets, following prescribed recording procedures and using typewriter and other devices. Maintains files of documents used and prepared. Compiles from customer orders and other specifications detailed production sheets or work tickets for use by production workers as guides in assembly or manufacture of products. Prepares written work schedules based on established guidelines and priorities. Compiles material inventory records and prepares requisitions for procurement of materials and supplies. Charts production, using chart, graph, or pegboard, based on statistics compiled for reference by production and management personnel. Sorts and distributes work tickets or material to workers. May compute wages from employee time cards and post wage data on records used for preparation of payroll.

Secretary (Clerical, Executive, Legal, Medical) I

Schedules appointments, gives information to callers, takes dictation, and otherwise relieves officials of clerical work and minor administrative and business detail. Requires a high school diploma with 1-3 years of experience in the field or in a related area. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager

Secretary (Clerical, Executive, Legal, Medical) II

Schedules appointments, gives information to callers, takes dictation, and otherwise relieves officials of clerical work and minor administrative and business detail. Requires a high school diploma with 2-3 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required.

Secretary (Clerical, Executive, Legal, Medical) III

Provides administrative support to an individual or office. Supplies information, maintains files, schedules appointments, produces correspondence and otherwise relieves officials of minor administrative and business detail. Requires a high school diploma with 3-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor.

Switchboard Operator-Receptionist

Operates a switchboard or telephone console to route incoming calls and place outgoing calls. Requires a high school diploma or its equivalent with 0-2 years of experience in the field or in a related area. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

Word Processor I

Utilizes the full scope of sophisticated work processing equipment to prepare complex typed documents. Confers with user departments to plan new projects and explores equipment capabilities to ensure maximum quality of the output. Requires a high school diploma with 0-2 years of experience in the field or in a related area. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-

established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager

Word Processor II

Utilizes the full scope of sophisticated work processing equipment to prepare complex typed documents. Confers with user departments to plan new projects and explores equipment capabilities to ensure maximum quality of the output. Requires a high school diploma with 2-4 years of experience in the field or in a related area. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

Word Processor III

Utilizes the full scope of sophisticated work processing equipment to prepare complex typed documents. Confers with user departments to plan new projects and explores equipment capabilities to ensure maximum quality of the output. Requires a high school diploma with 5-8 years of experience in the field or in a related area. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

SIN 736-2: AUTOMATIC DATA PROCESSING OCCUPATIONS

Computer Operator I

Operates and monitors computer equipment. Performs routine tasks to maintain computer equipment and their peripherals. Loads peripheral equipment such as tapes and printer paper for operating runs. Observes peripheral equipment and error messages displayed on monitor of terminal to detect faulty output or machine stoppage. May require an associate's degree or its equivalent and 0-1 years of experience in the field or in a related area. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a project leader or manager.

Computer Operator II

Operates and monitors computer equipment. Performs routine tasks to maintain computer equipment and their peripherals. Loads peripheral equipment such as tapes and printer paper for operating runs. Observes peripheral equipment and error messages displayed on monitor of terminal to detect faulty output or machine stoppage. May require an associate's degree or its equivalent and at least 2-4 years of experience as a computer operator. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May report directly to a project lead or manager. A wide degree of creativity and latitude is expected.

Computer Operator III

Operates and monitors computer equipment. Performs routine tasks to maintain computer equipment and their peripherals. Loads peripheral equipment such as tapes and printer paper for operating runs. Observes peripheral equipment and error messages displayed on monitor of terminal to detect faulty output or machine stoppage. May require an associate's degree or its equivalent and 5-7 years of experience as a computer operator. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a project leader or manager. A certain degree of creativity and latitude is required.

Computer Operator IV

Operates and monitors computer equipment. Performs routine tasks to maintain computer equipment and their peripherals. Loads peripheral equipment such as tapes and printer paper for operating runs. Observes peripheral equipment and error messages displayed on monitor of terminal to detect faulty output or machine stoppage. May require an associate's degree or its equivalent and 6-8 years of experience as a computer operator. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a project leader or manager. A certain degree of creativity and latitude is required.

Computer Operator V

Operates and monitors computer equipment. Performs routine tasks to maintain computer equipment and their peripherals. Loads peripheral equipment such as tapes and printer paper for operating runs. Observes peripheral equipment and error messages displayed on monitor of terminal to detect faulty output or machine stoppage. May require an associate's degree or its equivalent and 7-10 years of experience as a computer operator. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a project leader or manager. A certain degree of creativity and latitude is required.

Computer Programmer I

Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and documenting programs. May require an associate's degree in a related area and 0-3 years of experience in the field or in a related area. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a project leader or manager.

Sr. Software/Program Developer I

Writes programs using different platforms to include but not limited to UNIX, SAS, Cobol, Oracle, Basic & PL/SQL code, etc. Experience with coding and macros. Develops programs to generate comprehensive control reports. May require an associate's degree in a related area and 2-3 years of experience in the field or in a related area. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Reviews, analyzes, develops, installs, and modifies computer operating systems. Analyzes and resolves problems associated with operating systems. Detects, diagnoses, and reports related problems. Familiar with a variety of the field's concepts, practices, and procedures. Typically reports to a manager or head of a unit/department. Develops programs to generate comprehensive control reports. Researches online data and various database information. Writes and reads programs according to data provided.

Sr. Software/Program Developer II

Writes programs using different platforms to include but not limited to UNIX, SAS, Cobol, Oracle, Basic & PL/SQL code, etc. Experience with coding and macros. Develops programs to generate comprehensive control reports. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Reviews, analyzes, develops, installs, and modifies computer operating systems. Analyzes and resolves problems associated with operating systems. Detects, diagnoses, and reports related problems. May require a bachelor's degree in area of specialty and 3-5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department. Develops programs to generate comprehensive control reports. Researches online data and various database information. Writes and reads programs according to data provided.

Sr. Software/Program Developer III

Writes programs using different platforms to include but not limited to UNIX, SAS, Cobol, Oracle, Basic & PL/SQL code, etc. Experience with coding and macros. Develops programs to generate comprehensive control reports. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Reviews, analyzes, develops, installs, and modifies computer operating systems. Analyzes and resolves problems associated with operating systems. Detects, diagnoses, and reports related problems. May require a bachelor's degree in area of specialty and 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department. Develops programs to generate comprehensive control reports. Researches online data and various database information. Writes and reads programs according to data provided.

Sr. Software/Program Developer IV

Writes programs using different platforms to include but not limited to UNIX, SAS, Cobol, Oracle, Basic & PL/SQL code, etc. Experience with coding and macros. Develops programs to generate comprehensive control reports. Has

knowledge of commonly used concepts, practices, and procedures within a particular field. Reviews, analyzes, develops, installs, and modifies computer operating systems. Analyzes and resolves problems associated with operating systems. Detects, diagnoses, and reports related problems. May require a master's degree in area of specialty or 8-10 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department. Develops programs to generate comprehensive control reports. Researches online data and various database information. Writes and reads programs according to data provided.

SIN 736-5: TECHNICAL AND PROFESSIONAL OCCUPATIONS

Contract Specialist I

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. One to three years of experience. Contract employee does not have the authority to negotiate contracts on the government's behalf.

Contract Specialist II:

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. Individual works virtually independently and may assist with maintaining new policies and procedures relating to acquisitions. Three to six years of experience plus BS/BA degree. Contract employee does not have the authority to negotiate contracts on the government's behalf.

Contract Specialist III:

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. At least seven years of experience plus BS/BA degree and certification. Contract employee does not have the authority to negotiate contracts on the government's behalf.

Contract Specialist IV:

Provide support and assistance in the areas of acquisition, contracts and administration manager. Prepare and or review acquisition packages and assist in gathering market research and organizational policy. Administer commercial and government contracts in accordance with agency policies and legal requirements. Strong familiarity with a variety of contract concepts, practices and procedures. Relies on extensive experience and judgment to accomplish goals. Assist with 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. Review Performance Work Statements. Process Inter agency agreements for various services. Possess at least ten years of experience. Contract employee does not have the authority to negotiate contracts on the government's behalf or to commit the government in any way. BS/BA and a certification.

Laboratory Technician

Performs manual and automated routine blood tests. Prepares specimens for microscope examination. May require an associate's degree or its equivalent and 0-2 years of clinical experience in a related field. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Typically reports to supervisor or manager.

Paralegal/Legal Assist I

Provides support to attorneys. Under the direction of an attorney, resolves routine legal issues. May require an associate's degree or its equivalent and 0-2 years of experience in the field or in a related area. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision; typically reports to an attorney.

Paralegal/Legal Assist II

Provides support to attorneys. Under the direction of an attorney, resolves routine legal issues. May require an associate's degree or its equivalent and 2-4 years of experience in the field or in a related area. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision; typically reports to an attorney.

Paralegal/Legal Assist III

Provides support to attorneys. Under the direction of an attorney, resolves routine legal issues. May require an associate's degree or its equivalent and 4-6 years of experience in the field or in a related area. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision; typically reports to an attorney.

Paralegal/Legal Assist IV

Provides support to attorneys. Under the direction of an attorney, resolves routine legal issues. May require an associate's degree or its equivalent and 6-8 years of experience in the field or in a related area. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision; typically reports to an attorney.

Researcher I

Analyzes verbal or statistical data to prepare reports and studies for use by professional workers in variety of areas, such as science, social science, law, medicine, or politics: Searches sources, such as reference works, literature, documents, newspapers, and statistical records, to obtain data on assigned subject. Analyzes and evaluates applicability of collected data. Prepares statistical tabulations, using calculator or computer. May require an associate's degree in a related area or 1-2 years of experience in the field or in a related area. Has knowledge of commonly used concepts, practices, and procedures within a particular field.

Researcher II

Analyzes verbal or statistical data to prepare reports and studies for use by professional workers in variety of areas, such as science, social science, law, medicine, or politics: Searches sources, such as reference works, literature, documents, newspapers, and statistical records, to obtain data on assigned subject. Analyzes and evaluates applicability of collected data. Prepares statistical tabulations, using calculator or computer. May require an associate's degree in a related area or 3-4 years of experience in the field or in a related area. Has knowledge of commonly used concepts, practices, and procedures within a particular field.

Researcher III

Analyzes verbal or statistical data to prepare reports and studies for use by professional workers in variety of areas, such as science, social science, law, medicine, or politics: Searches sources, such as reference works, literature,

documents, newspapers, and statistical records, to obtain data on assigned subject. Analyzes and evaluates applicability of collected data. Prepares statistical tabulations, using calculator or computer. May require a bachelor's degree in a related area or 1-2 years of experience in the field or in a related area. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Writes reports or presents data in formats such as abstracts, bibliographies, graphs, or maps.

Technical Writer I

Extensive experience and knowledge in documentation, administration, technical writing, and operational evaluation testing. Prepares reviews, formulates, edits, and rewrites specifications, reports, manuals, handbooks, and other support documentation to ensure technical accuracy. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. May require a bachelor's degree in area of specialty or 2-3 years of experience in the field or in a related area.

Sr. Technical Writer I

Extensive experience and knowledge in documentation, administration, technical writing, and operational evaluation testing. Prepares reviews, formulates, edits, and rewrites specifications, reports, manuals, handbooks, and other support documentation to ensure technical accuracy. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. May require a bachelor's degree in area of specialty and 4-6 years of experience in the field or in a related area.

Sr. Technical Writer II

Extensive experience and knowledge in documentation, administration, technical writing, and operational evaluation testing. Prepares reviews, formulates, edits, and rewrites specifications, reports, manuals, handbooks, and other support documentation to ensure technical accuracy. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. May require a master's degree in area of specialty and 6-8 years of experience in the field or in a related area.

Sr. Technical Writer III

Extensive experience and knowledge in documentation, administration, technical writing, and operational evaluation testing. Prepares reviews, formulates, edits, and rewrites specifications, reports, manuals, handbooks, and other support documentation to ensure technical accuracy. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. May require a master's degree in area of specialty and 6-8 years of experience in the field or in a related area.

CUSTOMER INFORMATION CONTINUED

2. **Maximum order:** \$100,000 per SIN
3. **Minimum order:** \$100 unless agreed upon
4. **Geographic coverage:** Nationwide
5. **Point(s) of production (city, county, and State or foreign country):** Not Applicable
6. **Discount from list prices or statement of net price:** None
7. **Quantity discounts:** None, unless agreed upon
8. **Prompt payment terms:** 1% 10days/net 30
9. (a) **Government commercial credit card:** Accepted
(b) **Government commercial credit cards above the micro-purchase threshold:** None
10. **Foreign items:** None
11. (a) **Time of delivery:** Within 2-3 business days
(b) **Expedited Delivery:** To be negotiated between RPS and the client agency
(c) **Overnight and 2-day delivery:** Available, call for rates
(d) **Urgent Requirements:** Call representative for a faster delivery
12. **F.O.B.:** Destination
13. (a) **Ordering address (es):** Ross Professional Services, 6230 3rd Street, N.W., Suite 6, Washington, DC, 20011, Fax. (202) 726-2806
(b) **Ordering procedures:** call RPS at (202) 726-2808 or (202) 726-2809
14. **Payment address(es):** Ross Professional Services, 6230 3rd Street, N.W., Suite 6, Washington, DC, 20011
15. **Warranty provision:** Satisfaction Guaranteed
16. **Export packing charges:** Not applicable
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18. **Terms and conditions of rental, maintenance, and repair:** Not Applicable
19. **Terms and conditions of installation:** Not Applicable
20. **Terms and conditions of repair parts:** Not Applicable
20. (a) **Terms and conditions for any other services:** Not Applicable
21. **List of service and distribution points:** Not Applicable
22. **List of participating dealers:** Not Applicable
23. **Preventive maintenance:** Not Applicable
24. (a) **Special attributes:** Not Applicable
(b) **Section 508:** Not Applicable
25. **Data Universal Number System (DUNS) number:** 966440034