



**GENERAL SERVICES ADMINISTRATION
Federal Supply Service
Authorized Federal Supply Schedule Price List**

CONTRACTOR:

Crossroads Talent Solutions, LLC
17232 General Custer Way
Poolesville, MD 20837

Contract Number: 47QRAA22D007Q

Federal Supply Code / Product Service Codes: R408, R431, R699, R799

Schedule Title: Multiple Award Schedule

Federal Supply Group: Professional Services

Contract Period: March 30, 2022 through March 29, 2027

Business Size: 8(a) Program Participant and Veteran Owned Small Business

Contract Administrator: Mr. Julien Singh

Phone Number: 202-893-1741

Fax Number: 301-966-3013

Website: www.crossroadstalent.net

Online 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. <http://www.gsaadvantage.gov>

For more information on ordering from Federal Supply Schedules, visit <http://www.gsa.gov>



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Customer Information

1a. Table of Awarded Special Item Numbers (SINs):

SIN	SIN Name and Description	Service Description Page	Awarded Price Page
541611	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services	5	10
561110	Office Administration Services, includes a range of turnkey day-to-day office administrative support services, such as clerical/secretarial functions, data entry, payroll administration, recordkeeping, travel preparation, scheduling, notetaking, meeting management, drafting memos/notes/letters, purchasing/requisitioning supplies, and logistics.	6	10
OLM	Order-Level Materials	Defined at Task Order Level	Defined at Task Order Level

1b. Lowest Unit Price for each SIN

SIN	Labor Category	Rate
561110	Administrative Assistant I*	\$29.95
541611	Program Support I	\$64.31

1c. Hourly Rates, see page 10.

2. Maximum Order Threshold per SIN:

SIN 541611: \$1,000,000.00

SIN 561110: \$1,000,000.00

OLM: \$250,000.00

3. Minimum Order Threshold per SIN:

\$100.00

4. Geographic Coverage

Delivery Area: 50 States, District of Columbia, and Puerto Rico

5. Point(s) of production: Poolesville, MD

6. Discount from list prices or statement of net price. Government Net Prices (discounts already deducted.)



7. Quantity discounts:

- 1% for each task order valued at \$50,000.00 – \$100,000.00
- 2% for each task order valued at \$100,001.00 – \$200,000.00
- 3% for each task order exceeding a valued of \$200,000.00

8. Prompt Payment Terms:

Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

Discount 1: 1.00 % if Payment is made within 10 days

Discount 2: 00.000 % if Payment is made within 00 days

Net 30 days

9. Foreign items (list items by country of origin). Not Applicable

10a. Time of delivery. (Contractor insert number of days.) Contact Contractor or To Be Determined at the Task Order level

10b. Expedited Delivery. Items available for expedited delivery are noted in this price list. Contact Contractor or To Be Determined at the Task Order level

10c. Overnight and 2-day delivery. Contact Contractor or To Be Determined at the Task Order level

10d. Urgent Requirements. Contact Contractor or To Be Determined at the Task Order level

11. F.O.B. point(s). Destination

12a. Ordering address(es). 17232 General Custer Way, Poolesville, MD 20837

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

13. Payment address(es). 17232 General Custer Way, Poolesville, MD 20837

14. Warranty provision. Standard Commercial Warranty Terms & Conditions

15. Export packing charges, if applicable. Not Applicable

16. Terms and conditions of rental, maintenance, and repair (if applicable). Not Applicable

17. Terms and conditions of installation (if applicable). Not Applicable



18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). Not Applicable

18b. Terms and conditions for any other services (if applicable). Not Applicable

19. List of service and distribution points (if applicable). Not Applicable

20. List of participating dealers (if applicable). Not Applicable

21. Preventive maintenance (if applicable). Not Applicable

22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). Not Applicable

22b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/.
Not Applicable

23. Unique Entity Identifier (UEI) number. SGNKEAEEJ6C7

24. Notification regarding registration in System for Award Management (SAM) database. Crossroads registered and active in SAM

Service Description / GSA Labor Category Descriptions

Substitutions Methodology:

Due to the availability or limitation of education, a substitution as referenced below may be applied.

Education Requirement	Allowed Substitution
<i>Associate's Degree</i>	Two years relevant experience is equal to an Associate's Degree
<i>Bachelor's Degree</i>	Associate's Degree plus two years relevant experience, or four years relevant experience.
<i>Master's Degree</i>	Bachelor's Degree plus 4 years relevant experience, or eight years relevant experience

SIN 561110

Administrative Assistant I

Functional Responsibilities – Administrative Assistant will have the skills requisite to perform the functions described in the client's statement of work. Demonstrated proficiency in administrative



support. Knowledge of general office software. Ability to type at a minimum of 40 words per minute. Ability to plan, organize, and prioritize work assignments. Ability to deal successfully with wide range of personnel on all levels. Excellent oral/written communications skills. Demonstrated ability to perform word processing and data entry of appropriate software [normally MS Office suite]. Excellent oral and written communication skills and the ability to interact successfully with a multitude of personnel. Ability to set priorities and work under tight deadlines. Familiarity with and possessing an understanding of arithmetic and/or accounting.

Minimum Education – High School Diploma or equivalent

Minimum/General Experience – 4 years general office experience handling both administrative and clerical tasks for multiple departmental users

Administrative Assistant II

Functional Responsibilities – Administrative Assistant will have the skills requisite to perform the functions described in the client’s statement of work. Demonstrated proficiency in administrative support. Knowledge of general office software. Ability to type at a minimum of 40 words per minute. Ability to plan, organize, and prioritize work assignments. Ability to deal successfully with wide range of personnel on all levels. Excellent oral/written communications skills. Demonstrated ability to perform word processing and data entry of appropriate software [normally MS Office suite]. Excellent oral and written communication skills and the ability to interact successfully with a multitude of personnel. Ability to set priorities and work under tight deadlines. Familiarity with and possessing an understanding of arithmetic and/or accounting.

Minimum Education – High School Diploma or equivalent

Minimum/General Experience – 6 years general office experience handling both administrative and clerical tasks for multiple departmental users

Administrative Assistant III

Functional Responsibilities – Administrative Assistant will have the skills requisite to perform the functions described in the client’s statement of work. Demonstrated proficiency in administrative support. Knowledge of general office software. Ability to type at a minimum of 40 words per minute. Ability to plan, organize, and prioritize work assignments. Ability to deal successfully with wide range of personnel on all levels. Excellent oral/written communications skills. Demonstrated ability to perform word processing and data entry of appropriate software [normally MS Office suite]. Excellent oral and written communication skills and the ability to interact successfully with a multitude of personnel. Ability to set priorities and work under tight deadlines. Familiarity with and possessing an understanding of arithmetic and/or accounting.

Minimum Education – Associate Degree or higher

Minimum/General Experience – 8 years general office experience handling both administrative and clerical tasks for multiple departmental users



SIN 541611

Program Support I

Functional Responsibilities – Provides any needed general administrative support to a project team including, but not limited to, team and project scheduling, document development and management, document librarian functions, desktop publishing, and visitor control. Knowledge of word processing, spreadsheet, presentation, and some database programs (such as Microsoft Office).

Minimum Education – High School Diploma or equivalent

Minimum/General Experience – Minimum of 2 years applied experience

Program Support II

Functional Responsibilities – Provides any needed general administrative support to a project team including, but not limited to, team and project scheduling, document development and management, document librarian functions, desktop publishing, and visitor control. Adapts procedures, techniques, tools, materials, and/or equipment to meet special needs and complete a variety of tasks with increasing complexity and reflecting a high degree of variety. Knowledge of word processing, spreadsheet, presentation, and some database programs (such as Microsoft Office).

Minimum Education – Bachelor's Degree

Minimum/General Experience – Minimum of 4 years applied experience

Program Support III

Functional Responsibilities – Provides any needed general administrative support to a project team including, but not limited to, team and project scheduling, document development and management, document librarian functions, desktop publishing, and visitor control. May act as a resource to less experienced employees. Judgment and initiative may be required in resolving routine problems and making routine recommendations. May be responsible for portions of a larger project. May request information and guide work from lower-level staff. Works under general or minimal supervision. May act independently to plan and accomplish routine assignments. Typically receives general instructions on new assignments. Knowledge of word processing, spreadsheet, presentation, and some database programs (such as Microsoft Office). Additional working knowledge of desktop publishing programs.

Minimum Education – Bachelor's Degree

Minimum/General Experience – Minimum of 6 years applied experience

Subject Matter Expert I

Functional Responsibilities – Authoritative or respected position in a client's enterprise environment, management systems and practices, or a specific technology area such as complex enterprise networks, information exchange architectures, information assurance, directory services, or network performance engineering. Performs research and functional and empirical analyses and recommends solutions related to the design, development, deployment and integration of complex enterprise or management systems. Offers uncommon subject matter expertise for client specified issues. Experienced in major enterprise development and operating environments with a broad knowledge of information



architecture and operating systems AND/OR experienced in large-scale integrated organizational management systems and approaches with a broad knowledge of the interdependent dynamics of various functional operating areas on organizational performance. Covers a broad range specific careers where a level of specialized expertise is required.

Minimum Education – Bachelor’s Degree

Minimum/General Experience – 5 years specialized experience in a technical area, management practice, or operating environment specifically of interest to a specified client.

Subject Matter Expert II

Functional Responsibilities – Authoritative or respected position in a client’s enterprise environment, management systems and practices, or a specific technology area such as complex enterprise networks, information exchange architectures, information assurance, directory services, or network performance engineering. Performs research and functional and empirical analyses and recommends solutions related to the design, development, deployment and integration of complex enterprise or management systems. Offers uncommon subject matter expertise for client specified issues. Experienced in major enterprise development and operating environments with a broad knowledge of information architecture and operating systems AND/OR experienced in large-scale integrated organizational management systems and approaches with a broad knowledge of the interdependent dynamics of various functional operating areas on organizational performance. Covers a broad range specific careers where a level of specialized expertise is required.

Minimum Education – Bachelor’s Degree

Minimum/General Experience – 8 years specialized experience in a technical area, management practice, or operating environment specifically of interest to a specified client. Demonstrated ability to apply leading-edge principles and methods of problem solving to complex network enterprise systems or organizational environments.

Subject Matter Expert III

Functional Responsibilities – Authoritative or respected position in a client’s enterprise environment, management systems and practices, or a specific technology area such as complex enterprise networks, information exchange architectures, information assurance, directory services, or network performance engineering. Performs research and functional and empirical analyses and recommends solutions related to the design, development, deployment and integration of complex enterprise or management systems. Offers uncommon subject matter expertise for client specified issues. Experienced in major enterprise development and operating environments with a broad knowledge of information architecture and operating systems AND/OR experienced in large-scale integrated organizational management systems and approaches with a broad knowledge of the interdependent dynamics of various functional operating areas on organizational performance. Covers a broad range specific careers where a level of specialized expertise is required.

Minimum Education – Master’s Degree



Minimum/General Experience – 10 years specialized experience in a technical area, management practice, or operating environment specifically of interest to a specified client. Demonstrated ability to apply leading-edge principles and methods of problem solving to complex network enterprise systems or organizational environments.

Technical Specialist I

Functional Responsibilities – This individual should have extensive experience in such activities such as financial monitoring, contract budgeting, foreign assistance strategies, recruiting and staffing key contract positions, and client relationship development and management. This labor category includes professionals with extensive subject matter knowledge and expertise, program management credentials, international and domestic work experience, and experience in managing and/or providing technical assistance in an environment of complex multiyear and multi-objective programs. The individual may act as a Program Director, Principal, Technical Advisor, or related position. Understands business practices, market position and deployment of technology into mission environments. Provides group facilitation, interviewing, training, and provides additional forms knowledge transfer. Specialized experience may include facilitation, training, methodology and evaluation, process reengineering across all phases, identifying best practices, organizational development, activity. Must have experience in execution of key project areas.

Minimum Education – Bachelor’s degree

Minimum/General Experience – 6 years’ related experience demonstrated ability to work independently with only general direction.

Technical Specialist II

Functional Responsibilities – This individual should have extensive experience in such activities such as financial monitoring, contract budgeting, foreign assistance strategies, recruiting and staffing key contract positions, and client relationship development and management. This labor category includes professionals with extensive subject matter knowledge and expertise, program management credentials, international and domestic work experience, and experience in supporting and/or providing technical assistance in an environment of complex multiyear and multi-objective programs. The individual may act as a Program Director, Principal, Key Technical Advisor, or related position. Understands business practices, market position and deployment of technology into mission environments. Demonstrated exceptional written and oral communications skills. Specialized experience may include facilitation, training, methodology and evaluation, process reengineering across all phases, identifying best practices, organizational development, activity. Must have experience in execution of key project areas.

Minimum Education – Bachelor’s degree

Minimum/General Experience – 8 years’ related experience demonstrated ability to work independently and manage large scale projects.



Technical Specialist III

Functional Responsibilities – This individual should have extensive experience in such activities such as financial monitoring, contract budgeting, foreign assistance strategies, recruiting and staffing key contract positions, and client relationship development and management. This labor category includes professionals with extensive subject matter knowledge and expertise, program management credentials, international and domestic work experience, and experience in managing and/or providing technical assistance in an environment of complex multiyear and multi-objective programs. The individual may act as a Senior Program Director, Chief of Party, Key Principal, Senior Technical Advisor, or related position. Understands business practices, market position and deployment of technology into mission environments. Demonstrated exceptional written and oral communications skills. Specialized experience may include facilitation, training, methodology and evaluation, process reengineering across all phases, identifying best practices, organizational development, activity.

Minimum Education – Master’s degree

Minimum/General Experience – 12 years’ related experience demonstrated ability to work independently and manage large scale projects.

GSA Labor Rates for Services: Domestic Hourly Rates

Effective March 30, 2022 – through March 29, 2027

Rates listed include Industrial Funding Fee (IFF) of 0.75%.

SIN	Labor Category	Year 1	Year 2	Year 3	Year 4	Year 5
561110	Administrative Assistant I*	\$29.95	\$30.70	\$31.47	\$32.25	\$33.06
561110	Administrative Assistant II*	\$33.71	\$34.56	\$35.42	\$36.31	\$37.21
561110	Administrative Assistant III*	\$41.13	\$42.16	\$43.21	\$44.29	\$45.40
541611	Program Support I	\$64.31	\$65.92	\$67.57	\$69.26	\$70.99
541611	Program Support II	\$78.22	\$80.17	\$82.18	\$84.23	\$86.34
541611	Program Support III	\$96.99	\$99.41	\$101.90	\$104.44	\$107.06
541611	Subject Matter Expert I	\$114.53	\$117.40	\$120.33	\$123.34	\$126.42
541611	Subject Matter Expert II	\$175.70	\$180.10	\$184.60	\$189.21	\$193.94
541611	Subject Matter Expert III	\$231.04	\$236.82	\$242.74	\$248.81	\$255.03
541611	Technical Specialist I*	\$81.62	\$83.66	\$85.75	\$87.89	\$90.09
541611	Technical Specialist II*	\$96.66	\$99.08	\$101.56	\$104.10	\$106.70
541611	Technical Specialist III	\$118.19	\$121.14	\$124.17	\$127.27	\$130.46

Year	Dates
Year 1	March 30, 2022 – March 29, 2023
Year 2	March 30, 2023 – March 29, 2024
Year 3	March 30, 2024 – March 29, 2025
Year 4	March 30, 2025 – March 29, 2026
Year 5	March 30, 2026 – March 29, 2027



*SCA WD applies. In accordance with Solicitation 47QSMD20R0001 Service Contract Act (SCA) Index of Wages, Crossroads Talent Solutions, LLC lists the following labor categories which are subject to SCA. The prices and code titles for the indicated SCA Eligible Labor Categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).

SCA Eligible Labor Categories	SCA Equivalent Code Titles	Wage Determination Number
Technical Specialist I	30363 – Paralegal III	2015-4269
Technical Specialist II	30364 – Paralegal IV	2015-4269
Administrative Assistant I	01261 – Personnel Assistant (Employment) I	2015-4269
Administrative Assistant II	01262 – Personnel Assistant (Employment) II	2015-4269
Administrative Assistant III	01263 – Personnel Assistant (Employment) III	2015-4269