



GENERAL SERVICES ADMINISTRATION
Federal Acquisition Service
Authorized Federal Supply Schedule FSS 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: [GSAAdvantage.gov](https://gsaadvantage.gov).

Multiple Award Schedule

FSC Group: **Professional Services**

FSC Class: **R408, R431, R699, R799**

Contract number: **47QRAA22D007Q**

For more information on ordering, go to the following website: <https://www.gsa.gov/schedules>

Contract period: **March 30, 2022 – March 29, 2027**

Crossroads Talent Solutions, LLC
17232 General Custer Way
Poolesville, MD 20837
Phone: 202-893-1741
FAX: 301-966-3013

www.crossroadstalent.net

Contract administration source.

Julien Singh | jsingh@crossroadstalent.net

Business size: **Small.**

**Veteran Owned. SBA Certified Small Business. SBA Certified Small Disadvantaged Business.
SBA Certified 8(a)**

Price list current as of Modification #PS-0004 effective May 24, 2023

Prices Shown Herein are Net (discount deducted)

CUSTOMER INFORMATION

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

SINs	Recovery	SIN Title
541611	541611RC	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
561110	561110RC	Office Administrative Services
56131	56131RC	Talent Acquisition
541110	541110RC	Professional Legal Services
OLM	OLMSTLOC OLMRC	Order-Level Materials (OLM's)

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. **See page 12 for pricing information.**

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item. **See pages 5 – 11 for labor category information.**

2. Maximum order:

SINs	Maximum Order
541611	\$1,000,000
561110	\$1,000,000
56131	\$1,000,000
541110	\$1,000,000
OLM	\$250,000

3. Minimum order: **\$100**

4. Geographic coverage. **Domestic. 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 - \$100,000

2% for each task order valued at \$100,001 - \$200,000

3% for each task order exceeding a value of \$200,000

8. Prompt payment terms. **1% Net 10. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.**

9. Foreign items. **Not Applicable**

10a. Time of delivery. **Contact Contractor**

10b. Expedited Delivery. **Contact Contractor**

10c. Overnight and 2-day delivery. **Contact Contractor**

10d. Urgent Requirements. **Contact Contractor**

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

12a. Ordering address(es). **Same as contractor.**

12b. Ordering procedures: **See Federal Acquisition Regulation (FAR) 8.405-3.**

13. Payment address(es). **Same as contractor.**

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 for the information and communications technology (ICT) products and services and show where full details can be found (e.g. contractor's website or other location.) ICT accessibility standards can be found at: <https://www.Section508.gov/>. **Not Applicable**

23. Unique Entity Identifier (UEI) number. **SGNKEAEEJ6C7**

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

LABOR CATEGORY INFORMATION

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

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

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

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

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.

SIN 541110

Paralegal III

Functional Responsibilities – The Paralegal Specialist III participates in the substantive development of cases. In this capacity, the contractor shall perform the following tasks:

Develop draft legal documents, appeal decisions, complaints, and motions loan cases; Conduct legal research concerning precedents and past court decisions; Check citations; prepares evidence and exhibits; and develops draft recommendations; Prepare written reports for SBA leadership with statistical data;

Apply basic principles, concepts, and methods of legal research and analysis to perform recurring case development assignments; Draft legal briefs and summaries of analyses; Provide written responses for correspondence on existing policies and procedures; Extensive knowledge of Microsoft Office products;

Consult prescribed sources of information for facts relating to matters of interest to the program; Review documents to extract selected data and information relating to specific items; Review and summarize information in prescribed format on case precedent and decisions; Search and extract legal references in libraries and computer-data banks; Attend hearings or court appearances to become informed on administrative and/or court procedures and the status of cases, and where necessary, assist in the presentation of charts and other visual information; Review case materials to become familiar with questions under consideration; Search for and summarize relevant articles in trade magazines, law reviews, published studies, financial reports, and similar materials for use of attorneys in the preparation of opinions, briefs, and other legal documents;

Minimum Education – Associates Degree

Minimum/General Experience – Minimum of 4 years applied experience

Paralegal IV

Functional Responsibilities – The Paralegal Specialist III participates in the substantive development of cases. In this capacity, the contractor shall perform the following tasks:

Develop draft legal documents, appeal decisions, complaints, and motions loan cases; Conduct legal research concerning precedents and past court decisions; Check citations; prepares evidence and exhibits; and develops draft recommendations; Prepare written reports for SBA leadership with statistical data;

Apply basic principles, concepts, and methods of legal research and analysis to perform recurring case development assignments; Draft legal briefs and summaries of analyses; Provide written responses for correspondence on existing policies and procedures; Extensive knowledge of Microsoft Office products;

Consult prescribed sources of information for facts relating to matters of interest to the program; Review documents to extract selected data and information relating to specific items; Review and summarize information in prescribed format on case precedent and decisions; Search and extract legal references in libraries and computer-data banks; Attend hearings or court appearances to become informed on administrative and/or court procedures and the status of cases, and where necessary, assist in the presentation of charts and other visual information; Review case materials to become familiar with questions under consideration; Search for and summarize relevant articles in trade magazines, law reviews, published studies, financial reports, and similar materials for use of attorneys in the preparation of opinions, briefs, and other legal documents.

Minimum Education – Associates Degree

Minimum/General Experience – Minimum of 6 years applied experience

SIN 56131

Human Resources Advisor

Functional Responsibilities – Provides establishment personnel assistance in identifying, evaluating, and resolving human relations and work performance problems within establishment to facilitate communication and improve employee human relations skills and work performance. Talks informally with establishment personnel and attends meetings of managers, supervisors, and work units to facilitate effective interpersonal communication among participants and to ascertain human relations and work related problems that adversely affect employee morale and establishment productivity. Master’s Degree with a combination of over two years of directly related training and/or experience is typically required for carrying out the responsibilities for this job. Evaluates human relations and work-related problems and meets with supervisors and managers to determine effective remediation techniques, such as job skill training or personal intervention, to resolve human relations issues among personnel. Develops and conducts training to instruct establishment managers, supervisors, and workers in human relations skills, such as supervisory skills, conflict resolution skills, interpersonal communication skills, and effective group interaction skills. Schedules individuals for technical job-related skills training to improve individual work performance. May participate in resolving labor relations issues. May assist in screening applicants for establishment training programs. May write employee newsletter. May operate audiovisual equipment to review or for giving presentations for training program.

Minimum Education – Masters Degree

Minimum/General Experience – Minimum of 12 years applied experience

Human Resources Analyst

Functional Responsibilities – Performs professional level human resources work and carries out responsibilities in one or more functional areas, such as, staffing, employee relations, compensation, training, employment, labor relations, safety, affirmative action and employment equity programs, and personnel research. Advises employee and management personnel on the interpretation of personnel policies, programs, and procedures. Level of responsibility typically requires a degree in Human Resources.: Carries out administrative work involving the human resources functions and maintains related records. Ensures that programs are carried out in accordance with company's policies and procedures. Analyzes and provides advice to supervisors and managers on methods and approaches to resolve employee work problems. May make presentations to explain the purpose and goal and to seek compliance and understanding of human resources policies. May conduct research to determine the effectiveness of personnel programs and policies. May develop and propose improvement to policies, programs, and procedures to improve the effectiveness of human resources and operations. May have lead or professional responsibilities over lower level support and clerical personnel. May be responsible for implementing and evaluating revised human resources policies. Provides other human resources services as needed. Bachelor's Degree, at least 5 years experience.

Minimum Education – Bachelors Degree

Minimum/General Experience – Minimum of 6 years applied experience

Human Resources Generalist

Functional Responsibilities – Performs professional level human resources work and carries out responsibilities in one or more functional areas, such as, staffing, employee relations, compensation, training, employment, labor relations, safety, affirmative action and employment equity programs, and personnel research. Advises employee and management personnel on the interpretation of personnel policies, programs, and procedures. Level of responsibility typically requires a degree in Human

Resources.: Carries out administrative work involving the human resources functions and maintains related records. Ensures that programs are carried out in accordance with company's policies and procedures. Analyzes and provides advice to supervisors and managers on methods and approaches to resolve employee work problems. May make presentations to explain the purpose and goal and to seek compliance and understanding of human resources policies. May conduct research to determine the effectiveness of personnel programs and policies. May develop and propose improvement to policies, programs, and procedures to improve the effectiveness of human resources and operations. May have lead or professional responsibilities over lower level support and clerical personnel. May be responsible for implementing and evaluating revised human resources policies. Provides other human resources services as needed. Bachelor's Degree, at least 5 years experience.

Minimum Education – High School Diploma

Minimum/General Experience – Minimum of 4 years applied experience

Service Contract Labor Standards Matrix:

SCA/SCLS Matrix		
SCLS Eligible Contract Labor Category/Fixed Price Service	SCLS Equivalent Code Title	WD 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
Paralegal III	30363 - Paralegal/Legal Assistant III	2015-4269
Paralegal IV	30364 - Paralegal/Legal Assistant IV	2015-4269

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

PRICING INFORMATION

SIN	Labor Category	Year 1 3/30/22 – 3/29/23	Year 2 3/30/23 - 3/29/24	Year 3 3/30/24 - 3/29/25	Year 4 3/30/25- 3/29/26	Year 5 3/30/26 – 3/29/27
561110	Administrative Assistant I*	\$29.95	\$30.70	\$31.47	\$32.25	\$33.06
561110	Administrative Assistant II*	\$33.71	\$34.56	\$35.43	\$36.31	\$37.22
561110	Administrative Assistant III*	\$41.13	\$42.16	\$43.21	\$44.29	\$45.40
541611	Program Support I	\$64.31	\$65.92	\$67.58	\$69.27	\$71.00
541611	Program Support II	\$78.22	\$80.17	\$82.18	\$84.23	\$86.34
541611	Program Support III	\$96.99	\$99.42	\$101.90	\$104.45	\$107.06
541611	Subject Matter Expert I	\$114.54	\$117.40	\$120.33	\$123.35	\$126.43
541611	Subject Matter Expert II	\$175.71	\$180.10	\$184.60	\$189.22	\$193.95
541611	Subject Matter Expert III	\$231.04	\$236.82	\$242.74	\$248.81	\$255.02
541611	Technical Specialist I*	\$81.62	\$83.67	\$85.76	\$87.91	\$90.11
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
541110	Paralegal III	\$54.39	\$55.75	\$57.14	\$58.57	\$60.03
541110	Paralegal IV	\$64.24	\$65.84	\$67.49	\$69.17	\$70.90
56131	Human Resources Advisor	\$139.04	\$142.52	\$146.09	\$149.73	\$153.48
56131	Human Resources Analyst	\$92.15	\$94.46	\$96.82	\$99.23	\$101.71
56131	Human Resources Generalist	\$74.32	\$76.17	\$78.08	\$80.03	\$82.04