

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: **Office Management**

FSC Class: **R699**

Contract number: **47QRAA22D00F6**

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
561320SBSA	561320SBSARC	Temporary Staffing (SBSA)
OLM	OLMSTLOC OLMRC	Order-Level Materials

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 7 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 4 – 6 for labor category information.**

2. Maximum order: **\$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 561320SBSA

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



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
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

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

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
Administrative Assistant I*	\$29.95	\$30.70	\$31.47	\$32.25	\$33.06
Administrative Assistant II*	\$33.71	\$34.56	\$35.43	\$36.31	\$37.22
Administrative Assistant III*	\$41.13	\$42.16	\$43.21	\$44.29	\$45.40
Human Resources Advisor	\$139.04	\$142.52	\$146.09	\$149.73	\$153.48
Human Resources Analyst	\$92.15	\$94.46	\$96.82	\$99.23	\$101.71
Human Resources Generalist	\$74.32	\$76.17	\$78.08	\$80.03	\$82.04