

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://www.gsa.gov/advantage).

Multiple Award Schedule

FSC Group: Office Management

FSC Class: R699

Contract number: 47QRAA24D0086

Contract period: May 14, 2024, - May 13, 2029

Palmer Staffing Services, Inc.
1001 Connecticut Ave., NW
Suite 715
Washington, DC 20036-5526
(202) 464-1000
(202) 464-1001 (fax)
www.palmer-staffing.com

Patrice Scott – pscott@palmer-staffing.com
Peter McChesney – pmcchesney@palmer-staffing.com

Business size: Small Business

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

Pricelist current to Modification PO-0001, May 14, 2024

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)

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. Refer to rate table below.

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. Refer to labor category descriptions below.

2. Maximum order:

SINs	Maximum Order
561320SBSA	1,000,000

3. Minimum order: \$100

4. Geographic coverage (delivery area). Domestic

5. Point(s) of production (city, county, and State or foreign country). Washington, DC

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

7. Quantity discounts. None

8. Prompt payment terms. Net 30 days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

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

10a. Time of delivery. (Contractor insert number of days.) As negotiated in Delivery Order

10b. Expedited Delivery. Items available for expedited delivery are noted in this price list. As negotiated in Delivery Order

10c. Overnight and 2-day delivery. As negotiated in Delivery Order

10d. Urgent Requirements. As negotiated in Delivery Order

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

12a. Ordering address(es). Palmer Staffing Services, Inc. 1001 Connecticut Avenue, NW Suite 715, Washington, DC 20036

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

13. Payment address(es). Palmer Staffing Services, Inc. 1001 Connecticut Avenue, NW Suite 715, Washington, DC 20036

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. QYMJLDJQJAG8

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



CODE	OCCUPATION TITLE	Burdened Direct Labor (including IFF)
ADMINISTRATIVE, SUPPORT AND CLERICAL OCCUPATIONS		
01000	Administrative Support and Clerical Occupations	
01012	Accounting Clerk II	\$ 42.44
01013	Accounting Clerk III	\$ 46.56
01020	Administrative Assistant	\$ 67.74
01042	Customer Service Representative II	\$ 36.30
01051	Data Entry Operator I	\$ 34.47
01111	General Clerk I	\$ 35.12
01112	General Clerk II	\$ 37.67
01113	General Clerk III	\$ 41.37
01191	Order Clerk I	\$ 35.45
01261	Personnel Assistant (Employment) I	\$ 39.32
01311	Secretary I	\$ 40.42
01312	Secretary II	\$ 44.33
01313	Secretary III	\$ 48.55
01460	Switchboard Operator/Receptionist	\$ 35.03
01613	Word Processor III	\$ 44.39
AUTOMATIC DATA PROCESSING OCCUPATIONS		
14000	Information Technology Occupations	
14041	Computer Operator I	\$ 47.20
14044	Computer Operator IV	\$ 62.49
TECHNICAL AND PROFESSIONAL OCCUPATIONS		
15000	Instructional Occupations	
30361	Paralegal/Legal Assistant I	\$ 46.25
30362	Paralegal/Legal Assistant II	\$ 55.51
30363	Paralegal/Legal Assistant III	\$ 66.20
30364	Paralegal/Legal Assistant IV	\$ 78.78
30463	Technical Writer III	\$ 80.24

Service Contract Labor Standards Labor Category Matrix

SCLA Eligible Contract Labor Category	SCLA Equivalent Code Title	WD Number
Accounting Clerk II	Accounting Clerk II (01012)	2015-4281
Accounting Clerk III	Accounting Clerk III (01013)	2015-4281
Administrative Assistant	Administrative Assistant (01020)	2015-4281
Customer Service Representative II	Customer Service Representative II (01042)	2015-4281
Data Entry Operator I	Data Entry Operator I (01051)	2015-4281
General Clerk I	General Clerk I (01111)	2015-4281
General Clerk II	General Clerk II (01112)	2015-4281
General Clerk III	General Clerk III (01113)	2015-4281
Order Clerk I	Order Clerk I (01191)	2015-4281
Personnel Assistant (Employment) I	Personnel Assistant (Employment) I (01261)	2015-4281
Secretary I	Secretary I (01311)	2015-4281
Secretary II	Secretary II (01312)	2015-4281
Secretary III	Secretary III (01313)	2015-4281
Switchboard Operator/Receptionist	Switchboard Operator/Receptionist (01460)	2015-4281
Word Processor III	Word Processor III (01613)	2015-4281
Computer Operator I	Computer Operator I (14041)	2015-4281
Computer Operator IV	Computer Operator IV (14044)	2015-4281
Paralegal/Legal Assistant I	Paralegal/Legal Assistant I (30361)	2015-4281
Paralegal/Legal Assistant II	Paralegal/Legal Assistant II (30362)	2015-4281
Paralegal/Legal Assistant III	Paralegal/Legal Assistant III (30363)	2015-4281
Paralegal/Legal Assistant IV	Paralegal/Legal Assistant IV (30364)	2015-4281
Technical Writer III	Technical Writer III (30463)	2015-4281

The Service Contract Labor Standards 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 matrix. The prices awarded are in line with the geographic scope of the contract.

Labor Category	Labor Category/Service Description	Minimum Education	Minimum Years of Experience
Accounting Clerk II	Performs one or more routine accounting clerical operations, such as: examining, verifying, and correcting accounting transactions to insure completeness and accuracy of data and proper identification of accounts, and checking that expenditures will not exceed obligations in specified accounts; totaling, balancing, and reconciling collection vouchers; posting data to transaction sheets where employee identifies proper accounts and items to be posted; and coding documents in accordance with a chart (listing) of accounts. Employees follow specific and detailed accounting procedures. Completed work is reviewed for accuracy and compliance with procedures.	High School	2
Accounting Clerk III	Maintains journals or subsidiary ledgers of an accounting system and balances and reconciles accounts. Performs one or more routine accounting clerical operations, such as: examining, verifying, and correcting accounting transactions to insure completeness and accuracy of data and proper identification of accounts, and checking that expenditures will not exceed obligations in specified accounts; totaling, balancing, and reconciling collection vouchers; posting data to transaction sheets where employee identifies proper accounts and items to be posted; and coding documents in accordance with a chart (listing) of accounts. Employees follow specific and detailed accounting procedures. Completed work is reviewed for accuracy and compliance with procedures. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Conformance with requirements and technical soundness of completed work are reviewed by the supervisor or are controlled by mechanisms built into the accounting processes.	High School	2
Administrative Assistant	In addition to secretarial duties (filing, taking phone calls, scheduling appointments, making travel arrangements), this position will provide administrative support to executive staff with office management responsibilities to include budgeting, personnel records and payroll. The Administrative Assistant may be required to work independently on projects requiring research and preparation of briefing charts and other presentation materials.	High School	5
Legal Professional - Attorney I	The Attorney I is capable of working independently under limited supervision. He/she possesses excellent legal research and writing skills and has the personal disposition and character necessary to work well with the public and in a courtroom	Masters Degree	1

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	environment. Provide legal representation and advice to the Government, boards, commissions and entities, both orally and in writing, and at private and public meetings and administrative hearings. Research, write, file pleadings, motions, briefs, and other documents and exhibits		
Legal Professional - Attorney II	Attorney II assesses legal and regulatory frameworks for business. Performs complex legal research. Prepares draft legal documents, such as motions, briefs, memoranda of law, etc. Screens documents for privilege. Assists government attorneys with all phases of litigation. Experience in professional legal support required for resolution, management and/or disposition of assets held by the Federal Government.	Masters Degree	3
Legal Professional - Attorney III	Attorney III are professional legal staff members involved in preparing cases for trial and/or the trial of cases before a court or an administrative body. They render legal advice and services with respect to questions, regulations, practices, or other matters falling within the purview of a Federal Government agency. These services may include conducting investigations to obtain evidentiary data. They prepare interpretive and administrative orders, rules and regulations draft, negotiate, or examine contracts or other legal documents required by the agency's activities, drafting, preparing formal comments, or otherwise making substantive recommendations with respect to proposed legislation.	Juris Doctorate	6
Legal Professional - Attorney IV	Attorney IV is responsible for using specialized knowledge of national, state, and/or local laws to advise and represent clients and organizations in criminal or civil proceedings and other legal matters. Provides legal advice and counsel in support of business activities and transactions. Being an Attorney IV researches and interprets existing laws and regulations and anticipated changes to laws to guide informed decisions and reduce risk. Prepares and reviews various agreements, contracts, and other legal documents. Additionally, Attorney IV represents the organization in litigation, negotiations, and other matters where legal counsel is required. May have a billable hours requirement. Requires State Bar membership. The Attorney IV work is highly independent. May assume a team lead role for the work group. A specialist on complex technical and business matters.	Juris Doctorate	8
Computer Operator I	Works under close personal supervision and is provided detailed written or oral guidance before and during assignments. As instructed, resolves common operating problems. May serve as an assistant operator working under close supervision or performing a portion of a more senior operator's work.	High School	2
Computer Operator IV	Adapts to a variety of nonstandard problems which require extensive operator intervention (e.g., frequent introduction of new programs, applications, or procedures). In response to computer output instructions or error conditions, chooses or devises a course of action from among several alternatives and	High School	5

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	alters or deviates from standard procedures if standard procedures do not provide a solution (e.g., reassigning equipment in order to work around faulty equipment or transfer channels); then refers problems. Typically, completed work is submitted to users without supervisory review.		
Customer Service Representative II	Position is responsible for performing duties detailed in CSR I job description. In addition, CSR II is responsible for responding to escalated and more complex inquiries on a broader scope of topics. Tasks may require simple adaptation and interpretation of provided reference materials	High School	2
Data Entry Operator I	This position works under close supervision and follows specific procedures or detailed instructions. The Data Entry Operator I works from various standardized source documents that have been coded and require little or no selecting, coding or interpreting of data. Problems such as erroneous items and codes, or missing information are resolved at the supervisory level. Work is routine and repetitive.	High School	1
General Clerk I	Excluded are operators above Level II using the key entry controls to access, read, and evaluate the substance of specific records to take substantive actions, or to make entices requiring a similar level of knowledge.	High School	1
General Clerk II	This position requires familiarity with the terminology of the office unit. The General Clerk selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals. The clerical steps often vary in type or sequence, depending on the task. Recognized problems are referred to others.	High School	3
General Clerk III	This position uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps varying in nature and sequence. The General Clerk III selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Typical duties include: assisting in a variety of administrative matters; maintaining a wide variety of financial or other records (stored both manually and electronically); verifying statistical reports for accuracy and completeness; compiling information; and handling and adjusting complaints. The General Clerk III may also direct lower level clerks. Positions above level IV are excluded. Such positions require workers to use a thorough knowledge of an office's work and routine to: 1) choose among widely varying methods and procedures to process complex transactions; and 2) select or devise steps necessary to complete assignments. Typical jobs covered by this exclusion include administrative assistants, clerical supervisors, and office managers.	Associates	5
Order Clerk I	Handles orders involving items that have readily identified uses and applications. May refer to a catalog, manufacturer's manual	High School	1

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	or similar document to insure that proper item is supplied or to verify price of ordered item.		
Paralegal/Legal Assistant I	Work is performed under close supervision, with required assistance readily available. Work includes, typically, several of the following duties: • Consults prescribed sources of information for facts relating to matters of interest to the program; • Reviews documents to extract selected data and information relating to specific items; • Reviews and summarizes information in prescribed format on case precedent and decisions; • Searches and extracts legal references in libraries and computer-data banks; • Attends hearings or court appearances to become informed on administrative and/or court procedures and the status of cases, and where necessary, assists in the presentation of charts and other visual information.	High School	3
Paralegal/Legal Assistant II	At this level, the incumbent, exercises more independent judgment than at the level I position. In this capacity the incumbent: • Reviews case materials to become familiar with questions under consideration; • Searches for and summarizes 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; • Prepares digests of selected decisions or opinions which incorporate legal references and analyses of precedents involved in areas of well-defined and settled points of law; • Interviews potential witnesses and prepares summary interview reports for the attorney's review; • Participates in pre-trial witness conferences, notes possible deficiencies in case materials (e.g., missing documents, conflicting statements) and additional issues or other questionable matters, and requests further investigation by other agency personnel to correct possible deficiencies or personally conducts limited investigations at the pre-trial stage; • Prepares and organizes trial exhibits, as required, such as statistical charts and photographic exhibits; • Verifies citations and legal references on prepared legal documents; • Prepares summaries of testimony and depositions; • Drafts and edits non-legal memoranda, research reports and correspondence relating to cases.	High School	4
Paralegal/Legal Assistant III	At this level, participates in the substantiate development of cases by performing the following functions: • Analyzes and evaluates case files against litigation worthiness standards; Notes and corrects case file deficiencies (e.g., missing documents, inconsistent material, leads not investigated) before sending the case on to the concerned trial attorney; • Reviews and analyzes available precedents relevant to cases under consideration for use in presenting case summaries to trial attorneys; • Gathers, sorts, classifies, and interprets data to discover patterns of possible discriminatory activity; • Interviews	High School	5

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	<p>relevant personnel and potential witnesses to gather information; • Reviews and analyzes relevant statistics; • Performs statistical evaluations such as standard deviations, analyses of variance, means, modes, and ranges as supporting data for case litigation; • Consults with statistical experts on reliability evaluations; • May testify in court concerning relevant data.</p>		
Paralegal/Legal Assistant IV	<p>At this level, assists in the evaluation, development and litigation of cases by performing the following duties: • Examines and evaluates information in case files, for case litigation worthiness and appropriate titles of law; • Determines the need for additional information, independent surveys, evidence, and witnesses, and plans a comprehensive approach to obtain this information; • Through on-site visits, interviews, and review of records on operations, looks for and evaluates the relevance and worth of evidence; • Selects, summarizes, and compiles comparative data to examine and evaluate respondent's deficiencies in order to provide evidence of illegal practices or patterns; • Reviews economic trends and forecasts at the national and regional level to evaluate the impact of successful prosecution and potential remedial provisions of ongoing investigations and litigation; • Identifies types of record keeping systems and types of records maintained which would be relevant. Gathers, sorts, and interprets data from various record systems including computer information systems; • Interviews potential witnesses for information and prepares witnesses for court appearances; • Develops statistics and tabulations, such as standard deviations, regression analyses, and weighting, to provide leads and supportive data for case litigation. • Prepares charts, graphs, and tables to illustrate results; • Analyzes data, develops recommendations and justifications for the attorney(s) who will take the matter to court. Continues to work with the attorney(s) during the progress of the case, obtaining and developing further evidence and exhibits, providing administrative assistance, and maintaining custody of exhibits, documents, and files; • May appear in court as a witness to testify concerning exhibits prepared supporting plaintiff's case</p>	High School	6
Personnel Assistant (Employment) I	<p>This position performs a variety of tasks including, but not limited to, clerical and secretarial duties. The work is under general supervision of higher-level personnel in preparation of various human resource tasks throughout compensation, benefits, staffing/employment, EEO procedures and policy administration. The Personnel Assistant I is expected to exercise discretion at all times; limited judgment may be necessary at times. This assistant may be required to operate general office equipment such as: typewriter, personal computer, copier, adding machine, and facsimile.</p>	High School	1

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Secretary I	Schedules appointments, gives information to callers, takes dictation, and otherwise relieves officials of clerical work and minor administrative and business details. Other duties include: Responding to routine telephone requests that have standard answers; refer calls and visitors to appropriate staff. Control mail and assure timely staff response, and send. Reviews materials prepared for supervisor's approval for typographical accuracy and proper format. Maintain recurring internal reports, such as time and leave records, office equipment listings, correspondence controls, and training plans. Requisition supplies, printing, maintenance or other services, type, take and transcribe dictation, create and maintain office files.	High School	1
Secretary II	Performs various clerical duties, such as filing, typing, or copying documents for an individual, office, business unit, department, or other organization group. Schedules appointments, gives information to callers, takes dictation, and otherwise relieves officials of clerical work and minor administrative and business details. Other duties include: Screen telephone calls, visitors, and incoming correspondence; respond to requests for information concerning office procedures; determine which requests should be handled by the supervisor, appropriate staff member or other offices, prepare and sign routine non-technical correspondence in own or supervisor's name. Make arrangements for conferences and meetings and assemble established background materials as directed. Review outgoing materials and correspondence for internal consistency and conformance with supervisor's procedures. Collect information from the files or staff for routine inquiries on office program(s) or periodic reports and refer non-routine requests to supervisor or staff.	High School	3
Secretary III	Provides principal secretarial support in an office, usually to one individual, and, in some cases, to the subordinate staff of that individual. Uses greater judgment and initiative to determine the approach or action to take in nonroutine situations. Interprets and adapts guidelines, including unwritten policies, precedents, and practices, which are not always completely applicable to changing situations Schedules appointments, gives information to callers, takes dictation, and otherwise relieves officials of clerical work and minor administrative and business details. Other duties include: Prepare materials needed by the supervisor for conferences, correspondence, appointments, meetings, telephone calls, etc., and informing the supervisor on matters to be considered. Prepare reports, summaries, or replies to inquiries, selecting relevant information from a variety of sources such as reports, documents, correspondence, other offices, etc., under general directions. Make Travel arrangements for management and executives. Advise secretaries in subordinate offices on new procedures; request	High School	5

Labor Category	Labor Category/Service Description	Minimum Education	Minimum Years of Experience
	information needed from the subordinate office(s) for periodic or special conferences, reports, inquiries, etc., and shifts clerical staff to accommodate workload needs.		
Switchboard Operator/Receptionist	This position greets visitors, determining nature of visits and directing visitors to appropriate persons. The Receptionist may also have other duties such as recording and transmitting messages; keeping records of calls placed; providing information to callers and visitors; making appointments; keeping a log of visitors; and issuing visitor passes. In this position, one may also work on a computer and perform other routine clerical work that may occupy the major portion of the worker's time.	High School	0
Technical Writer III	The Technical Writer III develops, writes, and edits material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment, receives assignment from supervisor, observes production, developmental, and experimental activities to determine operating procedure and detail. This writer interviews production and engineering personnel and reads journals, reports, and other material to become familiar with product technologies and production methods, and reviews manufacturer's and trade catalogs, drawings and other data relative to operation, maintenance, and service of equipment. The Technical Writer III studies blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail, organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology; and reviews published materials and recommends revisions or changes in scope, format, content, and methods of reproduction and binding. This worker may perform the following tasks: maintain records and files of work and revisions, select photographs, drawings, sketches, diagrams, and charts to illustrate material; assist in laying out material for publication, arrange for typing, duplication and distribution of material, write speeches, articles, and public or employee relations releases, edit, standardize, or make changes to material prepared by other writers or plant personnel. This incumbent may specialize in writing material regarding work methods and procedures.	Associates	5
Word Processor III	Requires both a comprehensive knowledge of word processing software applications and office practices and a high degree of skill in applying software functions to prepare complex and detailed documents. For example, processes complex and lengthy technical reports which include tables, graphs, charts, or multiple columns. Uses either different word processing packages or many different style macros or special command	Associates	5

Labor Category	Labor Category/Service Description	Minimum Education	Minimum Years of Experience
	functions; independently completes assignments and resolves problems.		