

# GSA Schedule 738-X: Professional Services to Support Your Mission

*Menu of Products and Services Offered: Listed alphabetically by service description*

<u>Service Description</u>	<u>SIN</u>	<u>NAICS</u>	<u>PSC</u>
ALTERNATIVE DISPUTE RESOLUTION	595-21	541990	R418
ARBITRATION, MEDIATION	595-25	541990	R418
BACKGROUND INVESTIGATIONS, BI/SSBI	595-27	561611	R615
BEHAVIORAL HEALTH COUNSELING	595-28	621340	Q403
BENEFIT PLANNING	595-21/26	541612	R799
CALL CENTERS	595-21	561421	R408
CHILD & YOUTH SERVICES	595-28	624110	Q402
DAYCARE	595-28	624410	Q402
DIET & WEIGHT REDUCTION	595-28	812191	Q402
COMPENSATION PLANNING	595-21	541612	R431
DOCUMENT PREPARATION	595-21	561410	R605
EEO INVESTIGATIONS	595-25	561611/923130	R418
EEO COUNSELING	595-25	541619	R408
EEO TRAINING/CONSULTING	595-25	611430	R610
EMERGENCY RELIEF SERVICES	595-28	624230	R408
EMPLOYEE ASSISTANCE	595-28	561310	R431
EMPLOYEE ASSESSMENT	595-21	541612	R431
EXPERT WITNESS	595-21	561499	R404
EXECUTIVE SEARCH	595-21	561312	R431
FAMILY LAW	595-28	541110	R431
FINGERPRINT, LIE DETECTION	595-27	561611	R423
FITNESS & RECREATIONAL SPORTS	595-28	713940	G003
FUNERAL HOMES & SERVICES	595-28	812210	G001
HUMAN CAPITAL TRANSFORMATION	595-21	923130	R605
HR OFFICE ADMINISTRATION	595-21	561110	R605
HR-SPECIFIC TRAINING	595-21	541611	R410
HR MGMT TRAINING/DEV	595-21	611430	R410
CONSULTING-HR SPECIFIC	595-21	541612	R431
INSURANCE CLAIMS ADJUSTMENT	595-21	524291	R431-
INTERNSHIP PROGRAMS	595-21	611710	R431
INTERNAL PLACEMENT/OUTPLACEMENT	595-21/28	561611	R418
LACTITATION SERVICES	595-28	624410	Q401
LEGAL SERVICES	595-21	541199	R431
ORGANIZATIONAL DEVELOPMENT	595-21	541612	R410
OUTPATIENT MENTAL HEALTH SVCS	595-28	621420	Q519
PAYROLL SERVICES	595-21/24	541214	R431
PENSION FUND ADMIN, 3 <sup>RD</sup> PARTY	595-21/26	541990	R799
PERSONNEL ACTIONS	595-21	561110	R431
PERSONNEL MGMT, CONSULTING	595-21	541612	R709
PHYSICAL OCCUPATIONAL SPEECH THPY	595-28	621340	G004
PLANNING-HUMAN CAPITAL MGMT	595-21	923130/541612	R431
PRE-EMPLOYMENT SCREENING	595-21	561611	R423
PROGRAM REVIEW & INTEGRATION	595-21	541611	R431
PERSONNEL/PAYROL SUPPORT	595-21	541611	R431
POLYTRAUMA (SUD, MST, PTSD, TBI)	595-28	621340	Q519
POSITION DESCRIPTION	595-21	561110	R431
PROFESSIONAL EMPLOYER ORGS	595-28	561330	R431
RECRUITMENT & EXECUTIVE SEARCH	595-21	561312	R431
SOCIAL SERVICES	595-28	624190	G004
STRATEGIC PLANNING-HR	595-21	541611	R409
SUBSTANCE ABUSE CTRS	595-28	621420	Q403
SUICIDE PREVENTION	595-28	621420	Q526
TELEHEALTH/WEBMD SVCS	595-28	621420	Q403
TELEMENTAL HEALTH COUNSELING	595-28	624190	Q526
VETERANS REQADJUSTMENT SVCS	595-28	621340	Q403
VOCATIONAL & PSYCHOSOCIAL REHAB	595-28	624310	Q526
WELLNESS COACHING	595-28	713940	Q403
WORKERS' COMPENSATION	595-21	923130	R431

*Disclaimer: The information in this menu does not reflect changes in FAS or federal contracting regulations since the date of its issue (03/2012). It is intended only as a general guide that is subject to change.*

<b>GSA SIN</b>	<b>Applicable PSCs</b>
<b><u>595-21 - HR General Support Services</u></b>	
<b>PRIMARY:</b>	<b>R431 Support-Professional: Human Resources - Recruitment, Internal Placement, Position Classification, Personnel Actions, Employee Relations, Outplacement, Workers Compensation</b>
	R405 Support-Professional: Operations Research/Quantitative Analysis
	R406 Support-Professional: Policy Review/Development
	R408 Support-Professionals: Program Management Support
	R410 Support-Professional: Program Evaluation/Review/Development
	R410 HR Function Review, Planning Integration
	R418 Support-Professional: Legal
	R420 Support-Professional: Certifications and Accreditations
	R423 Support Professional: Intelligence
	R424 Support-Professional: Expert Witness
	R424 Expert Witness
	R506 HR Records Management
	R605 Support-Professional: Administrative Library
	U009 HR Specific Training
<b><u>595-22 - Private Share Service Center For Core HR Services</u></b>	
<b>PRIMARY:</b>	<b>R431 Private Share Service Center For Core HR Services</b>
<b><u>595-25 - EEO Services</u></b>	
<b>PRIMARY:</b>	<b>R418 EEO Services</b>
	R424 Expert Witness
	R499 Other Professional Services
	R699 Other Administrative Support Services
<b><u>595-26 - Private Share Service Center For Non-Core HR Services</u></b>	
<b>PRIMARY:</b>	<b>R431 Private Share Service Center For Non-Core HR Services</b>
<b><u>595-27 - Pre-Employment Background Investigations</u></b>	
<b>PRIMARY:</b>	<b>R615 Pre-Employment Background Investigations</b>
	R423 Support-Professional: Intelligence
	R799 Other Management Support Services
<b><u>595-28 - Social Services: Employee Assistance</u></b>	
<b>PRIMARY:</b>	<b>G004 Social-Social Rehabilitation</b>
<b>PRIMARY:</b>	<b>R431 Social Services: Employee Assistance</b>
	G001 Social-Care of Remains/Funeral
	G002 Social-Chaplain
	G003 Social-Recreational
	G005 Social -Geriatric
	G009 Social-Non-Government Insurance Programs
	Q401 Medical-Nursing
	Q402 Medical-Nursing Home Care Services
	Q403 Medical –Evaluation,Screening
	Q510 Medical-Neurology
	Q519 Medical-Psychiatry
	Q526 Medical-Medical/Psychiatric Consultation

**GSA SIN    Applicable NAICs Codes**

**595-21: HR General Support Services**

**PRIMARY: 561110 HR Office Admin**

- 524291 Insurance claims adjusting
- 524292 3rd party admin of Insurance & Pension Funds
- 541199 All Other Legal Services
- 541214 Payroll Services
- 541611 Admin Mgmt and General Mgmt Consult Svcs
- 541612 Organization Development Consulting, Compensation Planning, Employee assessment, Organizational development consulting
- 541720 Business Research
- 541990 Arbitration, Conciliation, Mediation
- 561210 Facilities Support
- 561310 Employee Services
- 561312 Executive Search
- 561330 Pro Employer Organizations
- 561410 Document Preparation
- 561421 Call Center
- 561439 Other Business Svc Centers
- 561492 Court Reporting
- 561499 Other Business Support Services
- 561611 Investigation Services
- 561920 Convention & Trade Show Organizers
- 611430 Pro Mgmt Development Training and Learning Management
- 611710 Internships, Student Exchange programs
- 923130 Administration of Human Resource Programs

**595-22: Private Share Service Center For Core HR Services**

**541612 Organization Development Consulting, Compensation Planning, Employee assessment, Organizational development consulting**

**PRIMARY: Planning, Employee assessment, Organizational development consulting**

**595-25: EEO Services**

**PRIMARY: 923130 Administration of Human Resource Programs**

- 561611 Investigation Services

**595-26: Private Share Service Center For Non-Core HR Services**

**541612 Organization Development Consulting, Compensation Planning, Employee assessment, Organizational development consulting**

**PRIMARY: Planning, Employee assessment, Organizational development consulting**

- 541611 HR Consulting
- 541990 Third party Administration of Insurance & Pension Funds
- 561310 Employee Services
- 923130 Administration of Human Resource Programs

**595-27: Pre-Employment Background Investigations**

**PRIMARY: 561611 Investigation Services**

**595-28: Social Services: Employee Assistance**

**PRIMARY: 621340 Physical, Occupational & Speech Therapy**

- 541110 Family Law, Legal Aid Services
- 621420 Outpatient Mental Health & Substance Abuse Centers
- 624110 Child & Youth Services
- 624190 Other Individual and Family Svcs
- 624230 Emergency and Other Relief Svcs
- 624310 Vocational Rehab Svcs
- 624410 Child Daycare Svcs
- 713940 Fitness & recreational Sports
- 812191 Diet and Weight Reducing Centers
- 812210 Funeral Homes & Services
- 813110 Religious Organizations
- 813311 Human Rights Organizations
- 813319 Other Social Advocacy Orgs
- 813410 Civic & Social Organizations
- 923110 Administration of Education Programs
- 923120 Administration of Public health Programs
- 923130 Administration of Human Resource Programs
- 925110 Administration of Housing Program

## SCHEDULE 738-X: PROFESSIONAL SERVICES TO SUPPORT YOUR MISSION

### MAS Contracting: Quick Reference Guideline

#### Developing a Scope-Of-Work for Goods or Services

1. State clearly your **Background & Objectives**
2. Summary of your **Plan of Action: (eBUY)**
3. Statement of **Bonified Need: Tech & Contract History**
4. Statement of **Applicable Conditions: Performance Restraints, Known Costs, Deadlines**

#### Schedule 738-X Specific Notes:

1. All 595-25 EEO Service providers are compliant with MD-110.
2. All 595-27 Pre-Employment Screening Providers' Facilities are NISPOM Certified.
3. 595-22 Services are currently unavailable due to OMB regulations. Individual services are available through 595-21.

#### Benefits to Using the Multiple Award Schedule (MAS) Program

*Pre-negotiated Contract terms between GSA and Schedule Vendors "trickle down" to the task order level which reduces the compliance burden for Agencies who utilize MAS.*

**MAS Schedule contracts between GSA and Schedule Vendors are 5 year IDIQ contracts with 3-5 year option renewals – Agencies submit Task Orders by the contract reference number:**

- 1) **Simplified Contracting Procedures - Use FAR Part 8.405-2/52.214 (No Part 15)**
  - a. No Synopsis Required
  - b. No Fair & Reasonable Determination Required
  - c. No Sub-Contractor Plan Required
  - d. Travel/Per Diem use 41 CFR CH 300-304
- 2) **Simplified Competition - 3 Schedule Contractors and competition requirements met**
  - a. Contract Types - Firm Fixed Price or T & M
  - b. Other Direct Costs are Negotiable at the Task Order level and Reimbursable
  - c. D-FAR "Reasonable Assurance" Met
  - d. Meet the Agency's Small Business & Socio-Economic Goals
- 3) **Flexibility to Specialize Task Orders with Agency specific requirements**
  - a. Create Individualized Statement of Work (SOW) & Evaluation Factors
  - b. Clarifications Allowed
  - c. Option of Schedule Contractor Teaming
  - d. Using Schedule Vendors maintains Agency Continuity of Services
  - e. Service Ends when the Ordering Agency's Task Order Expires (w/ Options)

#### Benefits to Using the E-Buy Tool:

[www.ebuy.gsa.gov/](http://www.ebuy.gsa.gov/)

- ✓ Increased speed – E-buy quotes received in 3-5 days of posting an RFQ
- ✓ Competition Requirements Easily Met
- ✓ Best Value Achieved

## Statement of Work (SOW) Content: FAR 8.405-2 Simplified Acquisition

1. **Agency Name & POC**
2. **Type of Contract:** Suggest Firm Fixed Price
3. **Service Description:** Series of Tasks and Goals
4. **Capabilities/Expertise Required:** State types of evidence required, i.e, resumes, etc.
5. **Performance Metrics:** How will success be measured?
6. **Timeline:** Cite duration, deadlines.
7. **Deliverables:** State delivery mode such as electronic, print, telepresence, or other. List any desired documents such as Test & Evaluation Reports, Surveys, Investigation Reports, etc.
8. **Property:** Any Government-furnished property?
9. **Rights:** State any rights to “Content” that must be retained by the Government.
10. **Selection Criteria:** Must be stated to the prospective contractor(s). How will they be evaluated? A “best value” determination may be made after carefully assessing the criteria and selecting the contractor with the greatest advantage to the Government based on Price and technical factors.
11. **Value-Added Criteria:** Provide Customer Service Interface, Technical Advice, Marketing/Promotion, Warranty Repair, Integration/Translation Services, Client Liaison/ Tech Rep, Project Management, Conflict Resolution, Response to URGENT REQUIREMENTS, Contingencies
12. **Pricing:** Starting point is the GSA MAS Price List - Firm Fixed Price Hourly or Daily Professional Labor Rates. A Time & Materials contract may also apply.
  - a. Other Direct Costs (ODCs) should be negotiated at the Task Order Level. Travel/per diem –reference 41 CFR CH 300-304 and USC Title 37 & 10. ODCs should be direct pass through “reimbursables” with no add-on fees.
  - b. The CO/KO may elect to have vendors provide an hourly or daily rate that covers the amortized “direct costs” attributable to on-site, off-site work. Costs would include, for instance, the cost of insurance for working on a Government Site. Clarifications are allowable to dispel any misinterpretations of the SOW.

### FAS Region 2 Customer Service Contacts:

[Tony.Zaza@gsa.gov](mailto:Tony.Zaza@gsa.gov) 212-264-3548

[James.Nicols@gsa.gov](mailto:James.Nicols@gsa.gov) 212-264-4828

[Richard.Egan@gsa.gov](mailto:Richard.Egan@gsa.gov) 212-264-9721

[Alan.Rosner@gsa.gov](mailto:Alan.Rosner@gsa.gov) 212-264-0868

### Helpful Links to Important GSA Resources:

[Region 2 Homepage on GSA.gov](#)

[GSA Interact - Homepage](#)

[MAS Desk Reference Guide](#)

[Customer Service Directors - Contact Information](#)

[GSAAdvantage!](#)

[The GSA eLibrary](#)