



# HILLSIDE SECRETARIAL SERVICES

P.O. Box 302154  
St. Thomas, VI 00803

(340) 776-7920/ 888-456-4084

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## FEDERAL SUPPLY SERVICE AUTHORIZED FEDERAL SUPPLY SCHEDULE CATALOG/PRICE LIST

**SCHEDULE TITLE:** 736M- Temporary Administrative and Professional  
Staffing Services (TAPS)  
FSC Group: 736

**Contract No. TXMAS-8-736070**

**Contract Period:** February 12, 2008 through March 14, 2010

**CONTRACTOR:** **Hillside Secretarial Services**  
P.O. Box 302154  
St. Thomas, VI 00803-2154  
(340) 776-7920/888-456-4084  
(340) 776-7921  
E-Mail: [TXMAS@hillsidesecretarialservices.com](mailto:TXMAS@hillsidesecretarialservices.com)  
Web Site: [www.hillsidesecretarialservices.com](http://www.hillsidesecretarialservices.com)

**CONTRACTOR'S ADMINISTRATION SOURCE:** Sheila M. Connor

**BUSINESS SIZE:** Small Disadvantaged Business, 8(a), Woman-Owned Business, HubZone

### **CUSTOMER INFORMATION:**

#### **1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)**

<b>SIN</b>	<b>DESCRIPTION</b>
736-1	Administrative Support and Clerical Occupations

#### **1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN: N/A**

**1c. HOURLY RATES AND DESCRIPTION OF ALL CORRESPONDING COMMERCIAL JOB TITLES, EXPERIENCE, FUNCTIONAL RESPONSIBILITY AND EDUCATION:** All hourly rates shown are firm fixed price. See the following price list for hourly rates by location and labor category. See the Job Descriptions provided after the pricing information.

**2. MAXIMUM ORDER\*:** \$100,000 per SIN

\*If the best value selection places your order over the Maximum Order identified in this catalog/pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contractor for a better price. The contractor may (1) offer a new price for this requirement (2) offer the lowest price available under this contract or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the schedule contract in accordance with FAR 8.404.

**3. MINIMUM ORDER:** \$100 unless the contractor agrees to accept a smaller order amount.

**4. GEOGRAPHIC COVERAGE:**

Virgin Islands (US), Wage Determination No. 2005-2553, Revision 3 dated 09/17/2007

District of Columbia, Maryland, Virginia, Wage Determination No. 2005-2103, Revision 4 dated 07/05/2007

**5. POINTS OF PRODUCTION:** N/A

**6. DISCOUNT FROM LIST PRICES:** Prices are net

**7. QUANTITY DISCOUNT(S):** N/A

**8. PROMPT PAYMENT TERMS:** Net 30

**9.a Government Purchase Cards are accepted at or below the micro-purchase threshold.**

**9.b Government Purchase Cards are accepted above the micro-purchase threshold.**

**10. FOREIGN ITEMS:** None

**11.a. TIME OF DELIVERY:** N/A

**11.b. EXPEDITED DELIVERY:** N/A

**11.c. OVERNIGHT AND 2-DAY DELIVERY:** N/A

**11.d. URGENT REQUIREMENTS:**

**12. FOB POINT:** N/A

**13a. ORDERING ADDRESS:** Same as Contractor Address. Customer should contact Contractor for additional addresses.

**14. PAYMENT ADDRESS:** Same as Contractor Address.

**15. WARRANTY PROVISION:** Standard Commercial Warranty. Customer should contact Contractor for a copy of the warranty.

- 16. **EXPORT PACKING CHARGES:** Not applicable
- 17. **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:** None.
- 18. **TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE):** N/A
- 19. **TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE):** N/A
- 20. **TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE):** N/A
- 20.A. **TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE):** N/A
- 21. **LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE):** N/A
- 22. **LIST OF PARTICIPATING DEALERS (IF APPLICABLE):** N/A
- 23. **PREVENTIVE MAINTENANCE (IF APPLICABLE):** N/A
- 24.a. **SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycle content, energy efficiency, and/or reduced pollutants):** N/A
- 24.b. **Section 508 Compliance for EIT:** N/A
- 25. **DUNS NUMBER:** 026139860
- 26. **NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTRACTOR (CCR) DATABASE:** Contractor has an Active Registration in the CCR database.

**AREA:** Virgin Islands (US)

Skill Category	Description	Hourly Price
<b>Secretary III</b>	Performs clerical duties such as filing, typing, and copying documents. Screens and transfers callers, arranges meetings and may handle travel accommodations. May distribute mail and maintain office supplies. Requires a high school diploma with at least 5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May direct and lead the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.	\$25.70
<b>Administrative Assistant</b>	Performs a variety of administrative functions. Schedules appointments, gives information to callers, and takes dictation. Composes memos, transcribes notes, and researches and creates presentations. Generates reports, handles multiple projects, and prepares and monitors invoices and expense reports. May assist with compiling and developing the annual budget. Requires a high school diploma with at least 5 years of experience in the field or in a related area. Familiar with a variety of the	\$28.04

	field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May direct and lead the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.	
<b>General Clerk I</b>	Responsible for performing daily office tasks such as filing, recording, maintaining records, copying, posting, and other similar duties, using a computer terminal, typewriter, and other word processors. Follows organization and department procedures to complete tasks in a timely manner. Requires a high school diploma or its equivalent with 0-3 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.	\$17.16
<b>General Clerk II</b>	Responsible for performing daily office tasks such as filing, recording, maintaining records, copying, posting, and other similar duties, using a computer terminal, typewriter, and other word processors. Follows organization and department procedures to complete tasks in a timely manner. Requires a high school diploma or its equivalent with 2-5 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required.	\$18.24
<b>Receptionist</b>	Greets vendors, customers, job applicants and other visitors, and arranges for transportation services, when needed. May operate a switchboard to route incoming calls and place outgoing calls. Requires a high school diploma or its equivalent with 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.	\$17.55
<b>Word Processing III</b>	Responsible for performing daily office tasks such as filing, recording, maintaining records, copying, posting, and other similar duties, using a computer terminal, typewriter, and other word processors. Follows organization and department procedures to complete tasks in a timely manner. Requires a high school diploma or its equivalent with 0-3 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.	\$19.21
<b>Data Entry Operator II</b>	Operates a data entry device to record or verify a variety of standard and/or complex coded or uncoded business and statistical source data into a computer. Requires a high school diploma or its equivalent with 2-5 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required.	\$18.65
<b>Medical Transcriptionist</b>	Transcribes medical dictation by physicians and other medical	\$23.95

	practitioners pertaining to patients assessment, diagnostics, therapy, and other medical reports. Requires a high school diploma and has taken coursework in medical terminology. Has 0-2 years of related work experience. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Typically reports to a supervisor/manager.	
<b>Paralegal/Legal Assistant II</b>	Performs secretarial and administrative duties for an attorney. Responsibilities will include typing letters, memos, reports, answering phones, and filing. Requires a high school diploma with 0-2 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.	\$28.41
<b>Court Reporter</b>	Documents court proceedings by using a stenotype machine. May require completion of a 2-4 year training program at a vocational school. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.	\$23.14
<b>Court Reporter/Flat Rate</b>	Appearance fee for Court Reporter to Appear in Court	\$90.68/Day
<b>Court Reporting Document</b>	This is a preparation fee that includes printing and ASCII preparation	\$8.16/page

**AREA:** District of Columbia, Maryland, Virginia

<b>Skill Category</b>	<b>Description</b>	<b>Hourly Price</b>
<b>Secretary III</b>	Performs clerical duties such as filing, typing, and copying documents. Screens and transfers callers, arranges meetings and may handle travel accommodations. May distribute mail and maintain office supplies. Requires a high school diploma with at least 5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May direct and lead the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.	\$35.56
<b>Administrative Assistant</b>	Performs a variety of administrative functions. Schedules appointments, gives information to callers, and takes dictation. Composes memos, transcribes notes, and researches and creates presentations. Generates reports, handles multiple projects, and prepares and monitors invoices and expense reports. May assist with compiling and developing the annual budget. Requires a high school diploma with at least 5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May direct and lead the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.	\$38.32
<b>General Clerk I</b>	Responsible for performing daily office tasks such as filing, recording, maintaining records, copying, posting, and other similar duties, using a computer terminal, typewriter, and other word processors. Follows organization and department procedures to complete tasks in a timely manner. Requires a high school diploma or its equivalent with 0-3 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job	\$24.18

	functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.	
<b>General Clerk II</b>	Responsible for performing daily office tasks such as filing, recording, maintaining records, copying, posting, and other similar duties, using a computer terminal, typewriter, and other word processors. Follows organization and department procedures to complete tasks in a timely manner. Requires a high school diploma or its equivalent with 2-5 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required.	\$26.48
<b>Receptionist</b>	Greets vendors, customers, job applicants and other visitors, and arranges for transportation services, when needed. May operate a switchboard to route incoming calls and place outgoing calls. Requires a high school diploma or its equivalent with 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.	\$22.75
<b>Word Processing III</b>	Responsible for performing daily office tasks such as filing, recording, maintaining records, copying, posting, and other similar duties, using a computer terminal, typewriter, and other word processors. Follows organization and department procedures to complete tasks in a timely manner. Requires a high school diploma or its equivalent with 0-3 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.	\$30.93
<b>Data Entry Operator II</b>	Operates a data entry device to record or verify a variety of standard and/or complex coded or uncoded business and statistical source data into a computer. Requires a high school diploma or its equivalent with 2-5 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required.	\$24.33
<b>Medical Transcriptionist</b>	Transcribes medical dictation by physicians and other medical practitioners pertaining to patients assessment, diagnostics, therapy, and other medical reports. Requires a high school diploma and has taken coursework in medical terminology. Has 0-2 years of related work experience. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Typically reports to a supervisor/manager.	\$28.11
<b>Paralegal/Legal Assistant II</b>	Performs secretarial and administrative duties for an attorney. Responsibilities will include typing letters, memos, reports, answering phones, and filing. Requires a high school diploma with 0-2 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of	\$40.09

	creativity and latitude is required. Typically reports to a supervisor or manager.	
<b>Court Reporter</b>	Documents court proceedings by using a stenotype machine. May require completion of a 2-4 year training program at a vocational school. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.	\$30.93
<b>Court Reporter/Flat Rate</b>	Appearance fee for Court Reporter to Appear in Court	\$90.68/Day
<b>Court Reporting Document</b>	This is a preparation fee that includes printing and ASCII preparation	\$8.16/page