

FYI BLANKET PURCHASE AGREEMENT FOR HUMAN RESOURCES SERVICES
WITH THE U.S. COAST GUARD
HSCGG3-11-A-PPY002

PERIOD OF PERFORMANCE 9/27/2011 – 9/26/2016

FYI provides all necessary human resources position classification services. This includes position description (PD) writing, editing existing PDs, conducting job audits, filing PDs, performing job classifications, and related tasking. These include:

This is a five-year blanket purchase agreement. It is used at Washington, DC Headquarters and in the Districts. **USCG Point of Contact: Ms. Tammy Ehrenreich, COTR, (202) 475-5351 or Tammy.T.Ehrenreich@uscg.mil**

FYI - For Your Information, Inc. has been the U.S. Coast Guard's (USCG) trusted vendor for 25 years and over 200 contracts, and still going strong. FYI offers USCG excellent hourly rates. Work can include, but is not limited to:

- Classifying position descriptions (PDs) and associated evaluation statements in accordance with the Office of Personnel Management (OPM) Classification Standards, including, but not limited to the General Schedule Supervisory, Team Leader, Wage Supervisor, and Wage Leader guides
- Comparing PDs to other like PDs and classification standards to ensure consistency in establishing compensation levels across a variety of employment programs
- Preparing evaluation statements for positions with precedent-setting classification decisions that become the accepted guideline and standard for specialists within the Civilian Human Resources Office
- Assisting the Coast Guard in conducting job evaluations in accordance with OPMs Factor Evaluation System (FES), DHS, and Coast Guard policies, directives, and procedures
- Uploading classification documents, data, and/or text into the Coast Guard position classification system
- Preparing advisory evaluation statements for positions with precedent-setting classification decisions that become the accepted guideline and standard for specialists within the Human Resource Directorate for review and future use
- Submitting modified draft and new PDs electronically to the subject matter experts, Command Staff Advisor, and organizational modification effort managers for comment and approval
- Editing existing PDs and inserting new language
- Preparing workforce profiles

BPA Labor Categories and Rates

There are two labor categories awarded under this BPA:

- Senior Classification Specialist
- Classification Specialist

Please contact FYI for current rates for these labor categories. 301-586-8500 or FYI@fyinfo.com