

GENERAL SERVICES ADMINISTRATION  
FEDERAL SUPPLY SERVICE  
AUTHORIZED FEDERAL SUPPLY SCHEDULE 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 is available through GSA Advantage!, a menu-driven database system. The INTERNET address for GSA Advantage! is <http://www.gsaadvantage.gov>*

**Schedule No.:** 736

**Schedule Title:** Temporary Administrative and Professional Staffing Services (TAPS)

**Contract No. :** GS-02F-092AA

*For more information on ordering from Federal Supply Schedules click on the FSS Schedules at [www.fss.gsa.gov](http://www.fss.gsa.gov). Find link to GSA Schedules. Then find link to Customers Ordering from Schedules. Next, find links to Ordering Procedures for Services Requiring a Statement of Work and Ordering Procedures for Services not Requiring a Statement of work.*

**Contract Period:** January 23, 2013 through January 22, 2018

**MIRACORP**  
8(a) | SDVOSB | VOSB | WOSB

**Contractor:** **MIRACORP, Inc.**  
6634 E. Baseline Rd. Suite 101  
Mesa, AZ 85206-4429  
(480) 726-7747—Phone  
(480) 726-7757—Fax  
[www.miracorp.us](http://www.miracorp.us)



**Contact for Contract Administration:** Cynthia M. Reed – [creed@miracorp.us](mailto:creed@miracorp.us)

**Business Designations** Service-Disabled Veteran Owned Small Business (SDVOSB)  
Certified 8 (a) Program Participant  
Certified Small Disadvantaged Business (SDB)  
Economically Disadvantaged Women-Owned Small Business  
Veteran-Owned Small Business

MIRACORP, Inc. was established in 1999 to provide Administrative Services, Information Technology, Project Management and Consulting Services, to federal and commercial clients. A recognized certified small-business leader, MIRACORP is qualified and verified under the following Small Business Categories:

SMALL BUSINESS DESIGNATION	STATUS
1) Certified 8(a) Program Participant	SBA Certified thru 02/22/17
2) Certified Small Disadvantaged Business (SDB)	SBA Certified
3) Service-Disabled Veteran-Owned Small Business (SDVOSB)	CVE Certified 08/01/13
4) Economically Disadvantaged Women-Owned Small Business	SBA Certified
5) Veteran-Owned Small Business (VOSB)	SBA Certified

The MIRACORP Team takes great pride in the quality of service we provide, and offers a well-documented history of exceptional customer confidence and recognition.

- SBA Minority Small Business Person of the Year Arizona, 2012
- Department of Energy Contractor/Employee of the Year, 2011 and 2012
- Small Business Administration (SBA) Award for Excellence, 2011 and 2012
- *Inc. Magazine* Fastest Growing, 2012
  - #14 in Arizona
  - # 54 of Top 100 Government Services Companies
  - # 698 Fastest Growing Nationwide
- HispanicBusiness.com® Top 500 Hispanic Businesses, 2012

Of special note is the outstanding support MIRACORP provides our nation’s veterans. As a SDVOSB, we are grateful for the opportunity to help keep these men and women employed while providing customers with a workforce that is experienced in operating under the most challenging conditions.

**CUSTOMER INFORMATION**

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

- 736-1 Administrative Support and Clerical Occupations
- 736-3 General Services and Support
- 736-5 Technical and Professional Occupations

**1b. GOVERNMENT HOURLY BILL RATES:**

**736-1 Administrative Support and Clerical Occupations**

TITLE	GOVERNMENT SITE
Business Specialist I	\$44.55
Administrative Support II	\$38.31
Administrative Support I	\$32.49
Clerical Support II	\$27.46
Clerical Support I	\$25.64

**Business Specialist I**

**Education & Experience:** 4 years in technical area

**SCA Codes:** 01020, 30461, 01313, 01270

May perform as an administrative/clerical expert, independently processing the most complicated types of actions, e.g., personnel, legal, records, accounting and documentation. May independently research and prepare briefings, charts, reports, and presentation materials.

**Administrative Support II**

**Education & Experience:** 6 years relevant experience

**SCA Labor Codes:** 01263, 01013, 01262, 01312, 30361, 01613, 01012

Use subject-matter knowledge and judgment to complete assignments consisting of numerous steps varying in nature and sequence. May perform tasks such as: developing reports, analysis, records management and business activity support. Scope of experience may include secretarial, records, software, human resources, and accounting; Requires extensive knowledge of various office software packages.

**Administrative Support I**

**Education & Experience:** 4 years relevant experience

**SCA Labor Codes:** 01051, 01533, 01192, 01011, 01612, 01320, 01261, 01052, 01113, 01300, 01311, 15110

Performs recurring office procedures independently, and selects the guideline or reference that fits the specific case. Supervisor provides specific instructions on new assignments and checks completed work for accuracy. May perform varied duties including or comparable to: respond to routine telephone requests and refer calls and visitors to appropriate staff. Process mail, send form letters, maintain customer calendar, make appointments, and

arrange for meeting rooms. Review materials prepared for customer’s approval for 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.

**Clerical Support II**

**Education & Experience:** H.S. and 2 years experience

**SCA Labor Codes:** 01112, 01611, 01070, 01090, 01280

May support activities such as: mail processing, records processing, filing and document processing. May greet visitors; determine nature of visit and direct visitors to appropriate persons. Familiar with the terminology of the office unit; selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals. Recognized problems are referred to others.

**Clerical Support I**

**Education & Experience:** H.S.

**SCA Labor Codes:** 01112, 01611, 01070, 01090, 01280

This position follows clearly detailed specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file, opening mail, operating basic office equipment, e.g., photocopier, facsimile, multi-line phone/voicemail systems, mailing machines, and minimal computer programs. Little or no subject-matter knowledge is required. Clerk uses his or her own judgment in choosing the proper procedure for each task.

**736-3 General Services and Support**

TITLE	GOVERNMENT SITE
Technician IV	\$52.61
Technician III	\$46.11
Technician II	\$39.85
Technician I	\$36.52
General Support II	\$30.30
General Support I	\$26.80

**Technician IV**

**Experience & Education:** 6 years of experience in technical area

**SCA Labor Codes:** 23932, 23460, 23125, 23183

Installs, tests, troubleshoots, programs, maintains, and repairs electronic equipment. Included are complex computer control equipment, digital equipment, instruments, and cable systems. Duties may involve: observing and interpreting readings on gauges, meters and charts which register various aspects of the system's operation, adjusting controls to

insure safe and efficient operation of the system and to meet demands for the service provided, recording in logs various aspects of the system's operation, keeping the engines, machinery and equipment of the system in good working order.

### **Technician III**

**Experience & Education:** 4 years of relevant experience

**SCA Labor Codes:** 23410, 23160, 23411, 23181, 23530, 23182, 23931, 25070

Installs, operates, and maintains one or more systems that provide an establishment with such services as heat, air-conditioning (cool, humidify, dehumidify, filter, and circulate air), refrigeration, steam or high-temperature water or electricity. May install and maintain a variety of electrical equipment such as generators, transformers, switchboards, controllers, circuit breakers, motors, heating units, conduit systems, or other transmission equipment.

### **Technician II**

**Experience & Education:** 4 years relevant experience

**SCA Labor Codes:** 23110, 21030, 21040, 023430

Troubleshoot, repair, rebuild, and maintains power equipment, such as cranes, power shovels, scrapers, paving machines, motor graders, trench-digging machines, conveyors, bulldozers, dredges, pumps, compressors, and pneumatic tools. Operates and inspects machines or equipment to diagnose defects, dismantles and reassembles equipment, using hoists and hand tools, examines parts for damage or excessive wear, using micrometers and gauges, replaces defective engine and subassemblies, such as transmissions, and tests overhauled equipment to insure operating efficiency.

### **Technician I**

**Experience & Education:** H.S., 2 years of experience

**SCA Labor Codes:** 21150, 21020, 21210, 21410, 23370, 05190

Provides project support related to warehouse, grounds, facilities maintenance, and motor vehicle repairs, etc. Activities include diagnosing and performing repairs such as; replacing worn or broken parts such as piston rings, bearings, or other engine parts; grinding and adjusting valves; rebuilding carburetors; overhauling transmissions; and repairing fuel injection, lighting, and ignition systems. May perform painting, carpentry, plumbing, masonry, and/or electrical work.

### **General Support II**

**Experience & Education:** 2 years experience

**SCA Labor Codes:** 11150, 23470, 21050, 21071, 05220

This position uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps varying in nature and sequence. This position selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures.

**General Support I**

**Experience & Education:** H.S.

**SCA Labor Codes:** 21140, 11210, 21110, 21130

This position follows clearly detailed specific procedures in completing several repetitive steps performed in a prescribed or slightly varied sequence. Little or no subject-matter knowledge is required, but the worker uses his or her own judgment in choosing the proper procedure for each task.

**736-5 Technical and Professional Occupations**

TITLE	GOVERNMENT SITE
Business Specialist II	\$43.07

**Business Specialist II**

**Experience & Education:** 6 years relevant experience

**SCA Labor Codes:** 30082, 30081, 30362

May perform as an expert, independently processing the most complicated types of actions to include, personnel, legal, records, accounting and documentation. May independently research and prepare briefings, charts, and other reports and presentation materials. Work may require use of specializing technology and working knowledge of the terms and procedures of the field. May perform basic technical tasks, and review documents to extract specific information.

2. **MAXIMUM ORDER:** \$100,000
3. **MINIMUM ORDER:** \$100
4. **GEOGRAPHIC COVERAGE (delivery area):** CONUS (Continental United States):  
The 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC and U.S. Territories
5. **POINT(S) OF PRODUCTION:** N/A
6. **DISCOUNT FROM LIST PRICES:** N/A
7. **QUANTITY DISCOUNT(S):**
  - 1% on an annual contract above \$500,000 – Non-SCA
  - For more than 10 clients billed in one year from one customer, additional 1% of billed amount – Non-SCA
  - For 20,000 hours or more billed in one labor category in one year from a single customer, additional 1% of billed amount – Non-SCA
8. **PROMPT PAYMENT TERMS:** Net 30 days
- 9a. Government Purchase Cards **ARE** accepted at or below the micro-purchase threshold.
- 9b. Government Purchase Cards **ARE** accepted above the micro-purchase threshold.

10. **FOREIGN ITEMS:** None
- 11a. **TIME OF DELIVERY:** N/A
- 11b. **EXPEDITED DELIVERY:** N/A
- 11c. **OVERNIGHT AND 2-DAY DELIVERY:** N/A
- 11d. **URGENT REQUIREMENTS:** Contact the Contract Administrator for urgent requirements.
12. **FOB POINT:** Destination
- 13a. **ORDERING ADDRESS:** Same as Contractor Address
- 13b. **ORDERING PROCEDURES:** For supplies and services, the ordering procedures, information on blanket purchase agreements (BPA's), and a sample BPA can be found at the GSA/FSS schedule homepage ([www.fss.gsa.gov/schedules](http://www.fss.gsa.gov/schedules)).
14. **PAYMENT ADDRESS:** Same as Contractor Address
15. **WARRANTY PROVISION:** N/A
16. **EXPORT PACKAGING CHARGES:** N/A
17. **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD:** Government Credit Card Accepted
18. **DUNS NO.:** 069354038
19. **NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE:** MIRACORP, Inc. is registered and active in SAM
20. **COMPANY'S POLICY REGARDING UNCOMPENSATED OVERTIME:** N/A