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**GILCHRIST GLOBAL
STRATEGIES**

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 are available through GSA *Advantage!*[®], a menu-driven database system. The INTERNET address GSA *Advantage!*[®] is: GSAAdvantage.gov.

MULTIPLE AWARD SCHEDULE

FSC Group: Office Management – Office Services

Contract number

47QSMS23D0003

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov.

Contract period – March 9, 2023 through March 8, 2028

Current through Mod PS-0012

Effective October 10, 2025



**GILCHRIST GLOBAL
STRATEGIES**

Gilchrist Global Strategies

15720 Brixham Hill Ave. Ste 300

Charlotte, NC 28277-4784

Phone: 704-926-7561

Fax: 704-931-5263

Contract Administrator:

Spencer Smith

spencer@gilchristglobal.com

Prices Shown Herein are Net (discount deducted)

CUSTOMER INFORMATION

1a. Table of Awarded special item numbers

561320, 561320RC Temporary Staffing
 OLM, OLMRC Order Level Material

1b. Identification of the lowest priced model number and lowest unit price: N/A

1c. Hourly Rates

| SIN | RECOVERY SIN | Awarded Labor Category | Site | 03/09/2025-03/08/2026 | 03/09/2026-03/08/2027 | 03/09/2027-03/08/2028 |
|--------|--------------|----------------------------------|------|-----------------------|-----------------------|-----------------------|
| 561320 | 561320RC | Senior Counsel | Both | \$358.09 | \$368.83 | \$379.89 |
| 561320 | 561320RC | Counsel | Both | \$200.42 | \$206.44 | \$212.63 |
| 561320 | 561320RC | Legal Assistant | Both | \$97.81 | \$100.75 | \$103.77 |
| 561320 | 561320RC | Administrative Assistant** | Both | \$71.72 | \$73.87 | \$76.09 |
| 561320 | 561320RC | Title Examiner | Both | \$70.33 | \$72.43 | \$74.61 |
| 561320 | 561320RC | Paralegal** | Both | \$75.89 | \$78.17 | \$80.51 |
| 561320 | 561320RC | Court Reporter** | Both | \$107.68 | \$110.91 | \$114.24 |
| 561320 | 561320RC | Document Management Analyst II** | Both | \$40.18 | \$41.39 | \$42.63 |

2. Maximum Order: \$250,000

3. Minimum Order: \$100.00

4. GEOGRAPHIC COVERAGE (delivery area): Domestic Delivery

5. POINT OF PRODUCTION

15720 Brixham Hill Ave. Ste 300
 Charlotte, NC 28277-4784

6. DISCOUNT: 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: None

10a. TIME OF DELIVERY: To Be Negotiated per Task Order

10b. Expedited Delivery To Be Determined at the Task Order level

10c. Overnight and 2-day delivery. To Be Determined at the Task Order level

10d. Urgent Requirements. To Be Determined at the Task Order level

11. FOB point: Destination

12a. ORDERING ADDRESS Same as Contractor

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

13. PAYMENT ADDRESS: Same as Contractor

14. WARRANTY PROVISION: Not applicable

15. EXPORT PACKING CHARGES: Not applicable

16. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR: Not applicable

17. TERMS AND CONDITIONS OF INSTALLATION: Not applicable

18a. TERMS AND CONDITIONS OF REPAIR PARTS: Not applicable

18b. TERMS AND CONDITIONS FOR ANY OTHER SERVICES: Not applicable

19. LIST OF SERVICE AND DISTRIBUTION POINTS: Not applicable

20. LIST OF PARTICIPATING DEALERS: Not applicable

21. PREVENTIVE MAINTENANCE: Not applicable

22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants) : None

22b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/. Not applicable

23. Unique Entity Identifier (UEI) Number: **HTKVAPYRQEAS**

24. Notification regarding registration in System for Award Management (SAM) database: Contractor has an active registration.

Service Contract Labor standards (SCLS) Matrix

| SCLS Eligible Labor Category | SCLS Equivalent Code Title | Wage Determination No |
|--------------------------------|--------------------------------------|-----------------------------------|
| Administrative Assistant | 01020 Administrative Assistant | 2015-4543 Rev. 31 (05/01/2025) |
| Paralegal | 30364 Paralegal / Legal Assistant IV | 2015-4543 Rev. 31 (05/01/2025) |
| Court Reporter | 01035-Court Reporter | 2015-4543 Rev. 31 (05/01/2025) |
| Document Management Analyst II | 01113- General Clerk III | 2015-4543 Rev. 31 (05/01/2025) |

The Service Contract Labor Standards, formerly the Service Contract Act (SCA), 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/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).

LABOR CATEGORY DESCRIPTIONS

Senior Counsel

Senior Counsel (Licensed Attorney with a minimum of 8 years experience as partner with private law firm, in-house corporate counsel or government agency) – This category encompasses attorneys with extensive background in corporate, tax, labor/employment, real estate, litigation, contract or mortgage banking law and transactions related thereto. All attorneys in this category are members of the bars of at least one state and/or the District of Columbia, and are graduates of ABA accredited law schools and have at least 8 years of experience as a partner in a private law firm, in-house corporate counsel or government agency.

Counsel

Counsel (Licensed Attorney with a minimum of 5 years experience with private law firm, in-house corporate counsel or government agency) – This category encompasses attorneys with extensive background in corporate, tax, labor/employment, real estate, litigation, contract or mortgage banking law and transactions related thereto, including resolution of such disputes. All attorneys in this category are graduates of an ABA-

accredited law schools and are members of the bar of at least one state or the District of Columbia.

Legal Assistant/Law Clerk

Legal Assistant/ Law Clerk (A graduate of an accredited college or university or recipient of paralegal certification or equivalent of 5 years of legal experience). This category encompasses paraprofessional personnel with professional skills to provide assistance to Senior Counsel, Counsel and Associate in their respective undertaking of legal matters and with coordination skills to arrange legal project teams when appropriate.

Administrative Assistant/Investigator

Administrative Assistant/Investigator This category encompasses administrative support staff with practical work experience in a corporate office. All administrative staff personnel have at least a college degree or equivalent or high school plus certification or vocational training and at least two years of experience. Performs administrative functions and support as well as investigations as directed.

Title Examiner

Title Examiner – Searching real property records online and in person to locate real property interests; review real property records and title commitments. High School degree and 3-years experience required.

Paralegal

Paralegal – Review of legal documents, prepare and maintain trial documents, use of on-line information systems for legal research, conduct legal research, assist attorneys in drafting legal documents. High School degree and 3-years experience required.

Court Reporting

Court Reporting – Transcribe spoken or recorded speech into written form. Attend hearing, depositions, proceedings and other types of events that need a written transcript. High School diploma, 4-years experience.

LABOR CATEGORY

Document Management Analyst II

Document Management Analyst II – Detail Review and Analysis of Case Materials. This includes analyzing the case by identifying key facts, hot documents, witnesses and developing legal theories. Ability to review and analyze data and information from multiple sources and perform data entry duties. This includes using data bases like Criminal Justice Information Services (CJIS), Comprehensive Case Information System, (CCIS), Pacer, etc. to search for defendant’s criminal history in other state and federal court systems. Gathering all necessary documents related to older cases and analyzing the facts of those case Includes collecting evidence, reviewing, organizing and bate-stamping it. Drafting an index in MS Excel of all documents produced with the bates ranges. Performs legal and factual research using other legal research facilities. This includes the use of Lexis Nexis and Westlaw to conduct research in case-specific legal issues. Drafting of pleadings and incorporating caselaw. Working knowledge of court system, legal research procedures, and legal research resources. This includes understanding the local rules in order to know the procedures when to file pleadings conventionally, via Case Management/Electronic Case Files (CM/ECF) and/or when to file ex parte pleadings on sealed cases. Produces a variety of written documents utilizing varied and advanced word processing software functions, working from handwritten draft, edited copy, or electronic files created by another staff member. This includes gathering case information and creating PowerPoints for presentations and creating spreadsheets with the gathered data reviewed. Makes recurring and special messenger trips as necessary, answers telephone, refers callers to staff members or takes messages as appropriate. This includes adding court hearings and motion deadlines to MS Outlook calendars, contacting witnesses and scheduling their travel to the district where the trial will occur, following up on prisoner movement status and contacting expert witnesses and coordinating their trial testimony schedule. Bachelors Degree with no years of experience required.