

738 X HUMAN RESOURCES & EQUAL EMPLOYMENT OPPORTUNITY SERVICES

Category	Description
595 22	<p>Private Shared Service Center for Core HR Services - All offerors under this SIN must offer Personnel Action Processing and Benefits Management as a minimum. The offering of Payroll Services is optional. The technical requirements for this SIN are defined by the Office of Personnel Management's Business Reference Model for the HR Line of Business.</p>
595 25	<p>EEO Services - EEO Services may include but are not limited to providing investigation of Discrimination Complaints and Preparation of Reports of Investigation (includes individual Case/consolidated Case-One or Additional Issues, Continuing Violation, On-Line Reporting System, Additional Copies of Investigation Reports). Preparation of an Analysis and Recommended Final Agency Decision (FAD) in Discrimination Complaints, Inquiry, Resolution Attempt, and Preparation of an analysis and Recommended Final Agency Decision (FAD) on Allegations of Noncompliance With Settlement Agreements or Final Decisions, Resolution Attempt and Report of Inquiry Regarding Notices of Intent to Sue under Age Discrimination in Employment Act of 1967, as Amended, Alternative Dispute Resolution, Reference Materials relating to equal opportunity programs, EEO training and Consulting, EEO counseling (Individual and Class Complaint).</p>
595 26	<p>Private Shared Service Center for non-Core HR Services (offered by contractors awarded 595-22) - These non-Core services comprise HR Strategy, Organization and Position Management, Staff Acquisition, Performance Management, Compensation Management, Human Resource Development, Employee Relations, Labor Relations, and Separation Management. The technical requirements for this SIN are defined by the Office of Personnel Management's Business Reference Model for the HR Line of Business.</p>
595 27	<p>Pre-Employment Background Investigations - Contractor shall conduct timely pre-employment background investigations for persons seeking Federal government employment. Examples of Pre-Employment Screening support include but are not limited to: provide background investigations (background checks) for potential or existing employees in accordance with applicable Federal, State and local regulations. Examples include verification of previous employers; salary histories; criminal records checks; education verification; and credit history checks. All investigative activities must be conducted in compliance with the Fair Credit Report Act, as amended. These investigative services upon request can support the authorized Department/Agencies in acquiring such information is support of Request for investigative reports in areas of public trust, national security, and suitability investigations conducted by the Federal Government under and in compliance with appropriate sections of the United States Code (USC) (i.e. Title 5, Title 15, etc.,) Executive Orders, as</p>

well as the requesting Department/Agency Directives, Policies and Procedures. Service providers must operate from a facility approved in accordance with the provisions of the National Security Program Operating Manual (MISPOM). Investigative Support Personnel and the Field Investigator staff must have active security clearances to the appropriate level as required by the customer agency.

- 595 28 **Social Services** - Contractor provides essential individual support services They should provide full range of human resources employee assistance and related social services including, but not limited to, traditional EAP, vocational/ rehabilitation; physical/ occupational therapy and outpatient services, personal, child/youth and family support services, emergency response and relief social services, community-based civic social services and social advocacy (personal care, daycare, religious and human rights consulting support) educational and public health program administration, service registries (employment, ship crew, daycare, etc), Veterans readjustment, benefit/compensation, consultation in the areas of individual and family personal, business, financial enhancement. Provide advice, training, and counseling in self-improvement, health and wellness training, stress management, family situations, substance abuse and legal consultation. Services may be short and long term, bundled or unbundled.
- 595 21 **HUMAN RESOURCE SERVICES (Excluding EEO Services)** - Human Resource Services may include, but are not limited to, providing support in the functions of planning, recruitment and internal placement, position classification, personnel actions, training, employee relations, outplacement, function review/integration services and worker's compensation