



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

Thursday, November 29, 2001
MSG 2001-107

MEMORANDUM FOR: Human Resources Directors

FROM: Richard A. Whitford Acting Director for Employment

Subject: 2002 Pricing Guide

The **OPM Employment Service Pricing Guide - 2002** is now posted on OPM's web site. The site address is opm.gov/employ/prices/index.htm. This Guide provides prices for a full range of applicant evaluation services, including case, inventory-based, and shared examining as well as the administration of written tests, offered by OPM's Employment Service.

The prices for 2002, which go into effect December 17, 2001, reflect a slight increase to cover our cost of doing business. As you know, we are committed to providing you the best quality and widest range of services at the lowest possible cost. We are confident that, when you consider the breadth of staffing services outlined in the enclosed Guide, you will agree that using our services provides significant resource savings for you.

As a result of the numerous briefings we have conducted, many of you are aware of the benefits provided by USA Staffing, our automated staffing system that we are using to fill your vacancies. USA Staffing is also available for use by your own staff to accomplish both Delegated Examining Unit work as well as merit promotion actions. This user-friendly, windows-based software completely automates the recruitment, candidate assessment, referral, and notification processes.

In addition to using automation to streamline the hiring process, it is vital that our professional recruitment tactics captivate applicants for employment to enhance diversity, creativity and synergy to accomplish mission requirements. OPM has had several recent successes working with Federal agencies to help develop marketing tools that attract the attention of candidates for Federal jobs. As always, we stand prepared to offer assistance on recruitment and employment issues during these changing times.

Your success will always be our first priority. The enhancements we have made this past year to everything from our delegated examining unit training to our USAJOBS website and USA Staffing have all been designed with the intention to better serve you and Federal job applicants. You have my commitment that we will continue to explore additional improvements and options to further assist you in meeting your staffing needs.

Attachment

EXAMINING SERVICES PRICING UPDATE

This update covers prices for U.S. Office of Personnel Management (OPM) baseline services in evaluating and referring candidates and for administering written tests. Descriptions are as follows:

CANDIDATE EVALUATION AND REFERRAL this includes:

Case Examining - covers the use of an automated staffing system that includes the development of the vacancy announcement, supplemental qualifications statement and rating schedule, posting the announcement in USAJOBS, mailing out application materials, receiving and reviewing applications for legally required information, determining minimum qualifications and rating applicants, conducting quality review, issuing applicant notices, producing and auditing a list of eligibles (merit promotion or open competitive) and answering applicant inquiries regarding eligibility.

Inventory-Based Examining - covers operating an inventory of eligibles including inventory maintenance, opening/closing the inventory based on need of the requesting agency, mailing out application materials, receiving and reviewing applications for legally required information, determining minimum qualifications and rating applicants, conducting quality review, issuing applicant notices, producing a list of eligibles and answering applicant inquiries regarding their eligibility. OPM will also charge a one-time inventory initiation fee. For inventories that remain in use for more than one year, an annual maintenance fee will be assessed.

Shared/Manual Examining - covers the examining process in situations where the agency performs part of the work and OPM performs part of the work.

TEST ADMINISTRATION - this includes:

Testing/Referral - includes administration of a written examination. OPM will manage all logistical details relating to test site selection, competitor scheduling, scoring and issuance of competitor results. This also includes issuing a referral list of eligibles, when requested.

Test Material - provides for agency use of OPM-developed test material by a certified agency test administrator. Test materials can be ordered for one-time use, through your local OPM Service Center and must be returned within 30 days of the test date. Agencies interested in designating staff to be trained and certified as agency test administrators should contact their local OPM Service Center for more information

SPECIAL NEED DELEGATED EXAMINING TRAINING - this includes:

Special need certification and re-certification delegated examining (DEU) training -sessions that are not included in our yearly published schedule of DEU training. Sessions that are listed in the schedule are offered at no charge. Pricing for these services is as follows:

I. CASE EXAMINING - \$1,130.00 per case*

A. This is the price for a certificate using baseline case examining services. This price will cover cases for 25 or fewer vacancies, same series and grade, and cases for which we expect to receive 50 or fewer applications. Prices will be adjusted for additional vacancies or higher volume. This price is NOT applicable in cases involving written tests. Those services that are considered baseline are:

- Using OPM's automated staffing system
- Contacting agency Human Resources staff or other designated point of contact to coordinate examining efforts
- Developing vacancy announcement, supplemental qualifications statement and rating schedule:
- Review source materials provided by agency (e.g., position description, organization charts, mission statements, performance standards)
- Conduct job analysis
- Review track record of previous examining activities for similar positions in similar locations
- Contact agency Subject Matter Experts (SMEs) or selecting officials to make sure examining vehicle reflects agency expectations
- Review requirements of agency merit promotion plans to ensure examining vehicle is consistent with plan requirements
- Forward draft announcement, supplemental questionnaire and rating schedule for agency review
- Posting announcement on USAJOBS
- Mailing application materials to potential candidates
- Receiving and reviewing applications submitted electronically
- Conducting quality review
- Adjudicate veterans preference
- Determine if candidate meets minimum qualification requirements (including selective placement factors)
- Review applications for possible inflation

- Adjust ratings as necessary
- Determine agency Career Transition Assistance Plan (CTAP) and Interagency Career Transition Assistance Plan (ICTAP) eligibility
- Informing agency of any perceived problems or concerns
- Issuing certificates of top candidates to agency
- Issuing Notices of Results (NOR) to applicants
- Responding to applicant appeals and inquiries concerning the examining process
- Reviewing and adjudicating objections and pass over requests
- Auditing returned certificate

**For extraordinarily high volume examining contracts that enable us to achieve significant economies of scale, the baseline case price is \$950. Contact your local OPM Service Center to discuss situations that may meet these criteria's.*

B. For additional services relative to a case examination, we will estimate the hours needed to provide those services and determine the price by multiplying the number of hours by \$100. Also, if additional services require staff travel or out-of-the-ordinary mailing costs, those costs will be added to the baseline price.

C. For services covering the same job series for the same case exam, we will charge an additional 50% of the base price for each additional grade level. Similarly, we will charge 50% of the base price for each additional geographic location. Also, for interdisciplinary positions, we will charge an additional flat rate of \$250, regardless of the number of series.

D. For cases that involve both open competitive and merit promotion examining services, we will charge as if these are separate cases. However, when an agency requests a combination open competitive and merit promotion announcement, we will charge 50% for the merit promotion case.

E. To process mailed or faxed application materials into the automated system, we will charge \$4.00 per application.

F. When an agency requests supplemental certification within 60 days of certificate issuance because the number of vacancies has changed, or for some other reason under the agency's control, we will charge an additional 50% of the basic fee. If the supplemental certificate is the result of an OPM "controlled" situation, there will be no additional charge. We will consider a situation to be OPM "controlled" when: 1) we had insufficient names to certify for the number of vacancies announced, so we issued a "short" certificate; or 2) we had not originally certified all the available names, but believed we had certified a sufficient number.

Due to declinations or failure to respond (FR's), we need to certify additional names. Similarly, when an agency requests that we "re-open" (same Supplemental Qualifications Statement (SQS) and announcement, the certificate has been returned) within 60 days of certificate issuance, we will charge 50% of the base rate.

G. For cases cancelled in progress, we will charge 50% of the base rate if the SQS has been approved by the agency and we are ready to upload the announcement. The agency may have us open the case WITH NO CHANGES within 60 days for a charge of the remaining 50%.

H. For requests for referral lists for Outstanding Scholar, Veterans' Readjustment Appointment (VRA), 30% Disabled or other noncompetitive lists in conjunction with a case exam, we will charge an additional \$250. This rate is the total charge for such lists, not a per list charge. The additional \$250 charge applies whether the agency requests open competitive only - plus referral lists, merit promotion only - plus referral lists, or open competitive and merit promotion - plus referral lists.

II. INVENTORY-BASED EXAMINING - \$770 per certificate

A. This is the price for a certificate using baseline inventory examining services. This price is NOT applicable in cases involving written tests. Those services that are considered baseline are:

- Using OPM's automated staffing system
- Performing inventory maintenance (e.g., adjusting applicant records after audit; extending expiration dates on notice of results, processing applicant requests for transfers, in or out)
- Opening/closing the inventory based on agency need or Service Center
- Mailing out application materials to potential candidates
- Receiving and reviewing applications for required information, including
- CTAP/ICTAP eligibility
- Determining minimum qualifications of applicants
- Adjudicating veterans preference Issuing and mailing of notices of results
- Producing a list of eligibles
- Answering applicant inquiries
- Reviewing quality and viability of inventory and advising agencies on status
- Auditing returned certificates

B. We will charge an inventory set-up fee. Also, for an inventory that is in use for more than a year, we will charge an annual maintenance fee. The fees are as follows:

INVENTORY TYPE	SET-UP FEE	ANNUAL FEE
Simple - one job title, 1-2 grade levels, 1-2 geographic areas	\$2,500	\$850
Moderately complex - 1-2 job titles, 2-3 grade levels/occupational specialties, several geographic areas	\$5,500	\$2,350
Complex - 3 or more job titles, different minimum qualifications, occupational specialties, multi- regional or nationwide geographic areas	\$10,500	\$3,95

C. When an agency requests an announcement for a closed inventory for the purpose of clearing CTAP/ICTAP, we will charge \$250.

D. If an agency requests additional services relative to inventory examining, estimate the hours needed to provide those services and determine the price by multiplying the number of hours by \$100.

III. SHARED/MANUAL EXAMINING

When an agency request that we perform manual examining work or conducts shared examining with us, the following prices apply per case. These prices also apply to shared or manual examining services we provide under the Federal Career Intern Program.

For services covering the same job series for the same case exam, we will charge an additional 50% of the base price for each additional grade level. Similarly, we will charge 50% of the base price for each additional geographic location. Also, for interdisciplinary positions, we will charge an additional flat rate of \$250, regardless of the number of series.

SERVICE	PRICE
Vacancy Announcement Preparation and Entry on USAJOBS	\$180
Mailing of Application Materials	
10 or fewer applicants	\$60
11-25 applicants	\$100
26-50 applicants	\$150
Collection/Logging of Applications	\$60
Job Analysis and Crediting Plan Development	\$270
Minimum Qualifications Review and Veterans Preference Adjudication	
For every 10 applicants	\$180
Applicant Notices	
10 or fewer applicants	\$35
11-25 applicants	\$60
26-50 applicants	\$100
Rating of Applications	
10 or fewer applicants	\$300
11-25 applicants	\$775
26-50 applicants	\$1,435
Preparation of Certificates/Referral Lists	\$100
Audit of Certificate	\$135
Scanning ACWA materials	\$4.00 per application

IV. TESTING

The following are the three common situations in which we provide local testing services. For pricing any testing situation which is NOT reflected below, or for nationwide testing, contact the Chicago Service Center, 312-353-2930.

A. Testing with Certification

Includes administration of a written test for up to 30 competitors. The 30 competitor limit does not apply to testing for inter-agency clerical inventories. OPM will manage all logistical details relating to test site selection, competitor scheduling, scoring and issuance of competitor results. This also includes issuing a certificate of eligibles. Space rental costs and any out of the ordinary staff travel costs must be added to the per session price.

NOTE: The price cited below applies whether or not referral is made from an inventory or a case exam. Further, the price cited below applies whether we certify from an open or closed inventory or whether we conduct a special test for a specific agency.

ACWA	\$775
Apprentice	\$775
Clerical	\$610
Computer Specialist	\$775
Data Transcriber	\$610
Nursing Assistant	\$610
Pharmacy Technician	\$610
Recreation Aid	\$610
Taxpayer Service Representative	\$775
Test 650 (JFA)	\$610

B. Test Administration

Includes OPM administration of a written test for up to 30 competitors. OPM will manage all logistical details relating to test site selection, competitor scheduling, scoring, and issuance of competitor results. Space rental costs and any out of the ordinary staff travel costs must be added to the per session price.

ACWA	\$660
Apprentice	\$540
Clerical	\$345
Computer Specialist	\$545

Data Transcriber	\$345
Nursing Assistant	\$345
Pharmacy Technician	\$345
Recreation Aid	\$345
Taxpayer Service Representative	\$535
Test 650 (JFA)	\$305

NOTE: For all tests listed above, the cost of the following services, whether provided by the Service Center or the Macon Technology Support Center (TSC), must be added to the session price. These additional charges apply regardless of the number of competitors. They are NOT included in the prices listed above.

Scanning & Scoring	\$1.70 answer booklet
Issuing Notice of Results	\$1.60 NOR

C. Test Material

Provides for agency use of OPM-developed test material by a certified agency test administrator. These prices apply for material for up to 30 competitors. Test materials can be ordered for one-time use, through the local OPM Service Center and must be returned within 30 days of the test date.

ACWA	\$175
Apprentice	\$185
Clerical	\$170
Computer Specialist	\$165
Data Transcriber	\$155
Nursing Assistant	\$170
Pharmacy Technician	\$170
Recreation Aid	\$170
Taxpayer Service Representative	\$160

Test 650 (JFA)	\$165
Typing	\$140

NOTE: For all tests listed above, the cost of the following services, whether provided by the Service Center or the Macon Technology Support Center (TSC), must be added to the session price. These additional charges apply regardless of the number of competitors. They are NOT included in the prices listed above.

<i>Scanning & Scoring</i>	<i>\$1.70 answer booklet</i>
<i>Issuing Notice of Results</i>	<i>\$1.60 NOR</i>

V. SPECIAL NEED DELEGATED EXAMINING TRAINING

For special need certification and re-certification delegated examining (DEU) training sessions that are not included in our yearly published schedule of DEU training, the following prices apply:

<i>Certification Session</i>		
	<i>20 or fewer participants and one OPM instructor</i>	<i>\$3,000</i>
	<i>21-50 participants and two OPM instructors</i>	<i>\$6,000</i>
<i>Re-certification Session</i>		
	<i>20 or fewer participants and one OPM instructor</i>	<i>\$2,000</i>
	<i>21-50 participants and two OPM instructors</i>	<i>\$4,000</i>
<i>Combined Certification and Re-certification Session</i>		
	<i>20 or fewer participants and one OPM instructor</i>	<i>\$4,600</i>
	<i>21-50 participants and two OPM instructors</i>	<i>\$9,200</i>

For any of these sessions, additional charges will apply if staff travel is required. We will also add charges for any materials or printing costs.