



## UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

The Director

Tuesday, September 24, 2002

MSG-064a

### MEMORANDUM FOR: Human Resources Directors

Subject: OPM Employment Service Pricing Guide - 2003

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 TECHNICAL EXAMINING ASSISTANCE** - 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.

**Applicant Evaluation Services pricing is as follows:**

***I. CASE EXAMINING - \$1,190.00 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
  - Reviewing source materials provided by agency (e.g., position description, organization charts, mission statements, performance standards)
  - Conducting job analysis
  - Reviewing track record of previous examining activities for similar positions in similar locations
  - Contacting agency Subject Matter Experts (SMEs) or selecting officials to make sure examining vehicle reflects agency expectations
  - Reviewing requirements of agency merit promotion plans to ensure examining vehicle is consistent with plan requirements
  - Forwarding 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
  - Adjudicating veterans preference
  - Determining if a candidate meets minimum qualification requirements (including selective placement factors)
  - Reviewing applications for possible inflation
  - Adjusting ratings as necessary
  - Determining 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

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\* For extraordinarily high volume examining contracts that enable us to achieve significant economies of scale, the baseline case price is \$980. Contact your local OPM Service Center to discuss situations that may meet these criteria.

- Responding to applicant appeals and inquiries concerning the examining process
  - Reviewing and adjudicating objections and pass over requests
  - Auditing returned certificates
- 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 \$300 for each additional job 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 we have developed the Vacancy Announcement and SQS prior to cancellation. 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 \$300. This rate is the total charge for such lists, not a per list charge. The additional \$300 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 - \$810 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 initiative
  - 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	\$900
Moderately complex - 1-2 job titles, 2-3 grade levels/occupational specialties, several geographic areas	\$5,500	\$2,450
Complex - 3 or more job titles, different minimum qualifications, occupational specialties, multi-regional or nationwide geographic areas	\$10,500	\$4,100

- C. When an agency requests an announcement for a closed inventory for the purpose of clearing CTAP/ICTAP, we will charge \$300.
- D. If an agency requests additional services relative to inventory examining, we will 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 \$300 for each additional job.

SERVICE	PRICE
Vacancy Announcement Preparation and Entry on USAJOBS	\$180
Mailing of Application Materials 10 or fewer applicants	\$60
Mailing of Application Materials 11-25 applicants	\$100
Mailing of Application Materials 26-50 applicants	\$150
Collection/Logging of Applications	\$60
Job Analysis and Crediting Plan Development	\$300
Minimum Qualifications Review and Veterans Preference Adjudication For every 10 applicants	\$180
Applicant Notices 10 or fewer applicants	\$35
Applicant Notices 11-25 applicants	\$60
Applicant Notices 26-50 applicants	\$100
Rating of Applications 10 or fewer applicants	\$300
Rating of Applications 11-25 applicants	\$775
Rating of Applications 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	\$815
Apprentice	\$815
Administrative Support Assessment (ASA)	\$900
Clerical	\$640
Computer Specialist	\$815
Data Transcriber	\$640
Nursing Assistant	\$640
Pharmacy Technician	\$640
Recreation Aid	\$640
Taxpayer Service Representative	\$815
Test 650 (JFA)	\$640

**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	\$695
Apprentice	\$565
Administrative Support Assessment (ASA)	\$620
Clerical	\$360
Computer Specialist	\$570
Data Transcriber	\$360
Nursing Assistant	\$360
Pharmacy Technician	\$360
Recreation Aid	\$360
Taxpayer Service Representative	\$560
Test 650 (JFA)	\$32

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.

SERVICE	PRICE
Scanning & Scoring	\$1.80 answer booklet
Issuing Notice of Results	\$1.70 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	\$185
Apprentice	\$195
Clerical	\$180
Administrative Support Assessment (ASA)	\$435
Computer Specialist	\$175
Data Transcriber	\$165
Nursing Assistant	\$180
Pharmacy Technician	\$180
Recreation Aid	\$180
Taxpayer Service Representative	\$170
Test 650 (JFA)	\$175
Typing	\$150

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.

SERVICE	PRICE
Scanning & Scoring	\$1.80 answer booklet
Issuing Notice of Results	\$1.70 NOR

## V. SPECIAL TECHNICAL EXAMINING ASSISTANCE

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:

- Certification Session
  - 20 or fewer participants and one OPM instructor \$3,000
  - 21-50 participants and two OPM instructors \$6,000
- Re-certification Session
  - 20 or fewer participants and one OPM instructor \$2,000
  - 21-50 participants and two OPM instructors \$4,000



- Combined Certification and Re-certification Session
  - 20 or fewer participants and one OPM instructor \$4,600
  - 21-50 participants and two OPM instructors \$9,200

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.