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HOW DOES HR SOLUTIONS SUPPORT YOU?

Once you have identified a human resource requirement, the HR Solutions staff will provide full life cycle contract support to meet your immediate human resources needs:

PRE-AWARD

The HR Solutions professional staff assists customers with preparing a complete requirements package. Assistance includes:

- **Developing** a Performance Work Statement (PWS)
- **Preparing** an Independent Government Cost Estimate (IGCE)
- **Facilitating** the preparation of government funding documents and other administrative details so that work can begin quickly
- **Delivering** the completed requirements package to the contracting office
- **Establishing** an archival record of documents on the HR Solutions web portal

HR Solutions' knowledgeable staff assists you in the evaluation process to determine the best-fit contractor, allowing requirements to be **implemented immediately**. HR Solutions' multiple prime contract holders are vetted through a **competitive process**. The process is completed in **only 30-45 days**, resulting in superior services delivered immediately to Commanders, Soldiers and their Families.

POST-AWARD

Once your requirement has been awarded to a contractor, and work has begun on your requirement, HR Solutions' staff continues to serve as your liaison and advocate between the contractor and the contracting office to:

- **Implement** contract modifications
- **Administer** orders
- **Perform** quality assurance reviews
- **Provide** data for audits
- **Process** invoices

In addition, HR Solutions' comprehensive and procurement sensitive web portal is used to manage post-award activities, such as:

- **Reviewing and archiving** invoices, monthly status reports, and in-progress reviews
- **Documenting** all communications
- **Tracking** task orders and modifications
- **Gathering** information to prepare for review boards

With the entire history of the requirement recorded in the portal, this systematic and **well-managed process** allows programmatic and **fiscal peace of mind**.

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