On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage™, a menu-driven database system. The INTERNET address for GSA Advantage™ is: http://www.GSAAdvantage.gov.

MULTIPLE AWARD SCHEDULE (MAS)
Federal Supply Group: Professional Services

Contract Number: 47QRAA18D007J

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

Contract Period: April 6, 2018 – April 5, 2023

Contractor: Organizational Development Resource Group, LLC
1201 Wilson Blvd.
Arlington, VA 22209-2300

Business Size: Small, Disadvantaged, 8(a), Economically Disadvantaged Woman Owned Business

Telephone: (703) 992-6299
FAX Number: (571) 351-4933
Web Site: http://odrgllc.com/
E-mail: sophia.harris@odrgllc.com
Contract Administration: Sophia Harris

Price List Current through Modification PA-0012 effective May 13, 2022
CUSTOMER INFORMATION:

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:

<table>
<thead>
<tr>
<th>SIN</th>
<th>Recovery</th>
<th>SIN Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>541611</td>
<td>541611RC</td>
<td>Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services</td>
</tr>
<tr>
<td>611430</td>
<td>611430RC</td>
<td>Professional and Management Development Training</td>
</tr>
<tr>
<td>OLM</td>
<td>OLMRC</td>
<td>Order-Level Materials (OLM)</td>
</tr>
</tbody>
</table>

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. See Price List

1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. See Price List

2. Maximum Order: $250,000.00 (OLM); $1,000,000.00 (All other SINs)

3. Minimum Order: $100.00

4. Geographic Coverage (delivery Area): Domestic Only

5. Point(s) of production (city, county, and state or foreign country): Same as company address


7. Quantity discounts: Yes

<table>
<thead>
<tr>
<th>Tier</th>
<th>Threshold Amount</th>
<th>Additional Discount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>At or above $250,000</td>
<td>.5%</td>
</tr>
<tr>
<td>2</td>
<td>At or above $500,000</td>
<td>1%</td>
</tr>
<tr>
<td>3</td>
<td>At or above $1,000,000</td>
<td>2%</td>
</tr>
</tbody>
</table>

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 (list items by country of origin): None

10a. Time of Delivery (Contractor insert number of days): Specified on the Task Order

10b. Expedited Delivery: Contact Contractor

10c. Overnight and 2-day delivery: Contact Contractor

10d. Urgent Requirements: Contact Contractor
11. **F.O.B Points(s):** Destination

12a. **Ordering Address(es):** Same as company address

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(es):** Same as company address

14. **Warranty provision:** Not Applicable

15. **Export Packing Charges (if applicable):** Not Applicable

16. **Terms and conditions of rental, maintenance, and repair (if applicable):** Not Applicable

17. **Terms and conditions of installation (if applicable):** Not Applicable

18a. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** Not Applicable

18b. **Terms and conditions for any other services (if applicable):** Not Applicable

19. **List of service and distribution points (if applicable):** Not Applicable

20. **List of participating dealers (if applicable):** Not Applicable

21. **Preventive maintenance (if applicable):** Not Applicable

22a. **Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** Not Applicable

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. contactor’s website or other location.) The EIT standards can be found at:** [www.Section508.gov/](http://www.Section508.gov/). Not Applicable

23. **Unique Entity Identifier (UEI) number:** NZQEHNXYF3D6

24. **Notification regarding registration in System for Award Management (SAM) database:** Registered
**Final Pricing:** The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

<table>
<thead>
<tr>
<th>Awarded Labor Category</th>
<th>GSA Awarded Hourly Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Manager III</td>
<td>$167.42</td>
</tr>
<tr>
<td>Curriculum Developer II/SME</td>
<td>$99.18</td>
</tr>
<tr>
<td>Program Analyst</td>
<td>$75.24</td>
</tr>
<tr>
<td>Sr. Training Specialist III / Project Lead</td>
<td>$146.20</td>
</tr>
<tr>
<td>Sr. Training Specialist II</td>
<td>$137.25</td>
</tr>
<tr>
<td>Executive Coach</td>
<td>$165.00</td>
</tr>
<tr>
<td>Communications Specialist I</td>
<td>$91.73</td>
</tr>
<tr>
<td>Communications Specialist III</td>
<td>$253.86</td>
</tr>
<tr>
<td>Curriculum Developer III/SME</td>
<td>$122.69</td>
</tr>
<tr>
<td>Graphics Designer III</td>
<td>$150.00</td>
</tr>
<tr>
<td>Senior Change Management Consultant I</td>
<td>$180.51</td>
</tr>
<tr>
<td>Senior Change Management Consultant II</td>
<td>$300.00</td>
</tr>
<tr>
<td>Program Manager</td>
<td>$167.96</td>
</tr>
<tr>
<td>Project Manager I</td>
<td>$105.43</td>
</tr>
<tr>
<td>Project Manager IV</td>
<td>$175.00</td>
</tr>
<tr>
<td>Sr. Executive Coach</td>
<td>$241.88</td>
</tr>
<tr>
<td>Sr. Training Specialist IV / Project Lead</td>
<td>$202.51</td>
</tr>
</tbody>
</table>
Labor Category Descriptions

Project Manager III

Functional Responsibility: Acts as a project manager overseeing project deliverables, compliance, and reporting requirements and customer relationship. Advise and assist project staff on execution of specific project requirements. Implements directives and schedules necessary to ensure effective project management. May interact directly with end users and key stakeholders. Responsible for managing operations and personnel.

Minimum Education: Bachelor’s degree or equivalent
Minimum Experience: 10+ years

Curriculum Developer II/SME

Functional Responsibility: Acts as a Subject Matter Expert in curriculum development. Creating curriculum ensuring integrity of training requirements, training hierarchies, instructional materials, and evaluation plans; Assist with the creation of flow diagrams, storyboards, and multimedia presentations; Interacts with customer and subject matter experts to ensure technical accuracy of instructional content; Assist with preparing all students and facilitation material in brick and mortar and virtual formats. Specialist in virtual curriculum development tools.

Minimum Education: Bachelor’s degree or equivalent
Minimum Experience: 8+ years

Program Analyst

Functional Responsibility: Plans, coordinates, and develops comprehensive reports to improve the overall development and execution of organizational programs. This includes implementation of data collection strategies and tools, quantitative or qualitative analysis and evaluation of programs and providing management with information about improving initiatives and strategic plans.

Minimum Education: Bachelor’s degree or equivalent
Minimum Experience: 6+ years

Sr. Training Specialist III / Project Lead

Functional Responsibility: Acts as lead facilitator implementing Adult Learning practices and technology strategies in an organizational training environment; experience of training design and development of classroom and web-based courseware materials. Experience with full lifecycle training support.

Minimum Education: Bachelor’s degree or equivalent
Minimum Experience: 6+ years

Sr. Training Specialist II

Functional Responsibility: Acts as facilitator implementing Adult Learning practices and technology strategies in an organizational training environment; experience of training design and development of classroom and web-based courseware materials. Experience with full lifecycle training support.

Minimum Education: Bachelor’s degree or equivalent
Minimum Experience: 4+ years
Executive Coach

**Functional Responsibility:** Provides expertise in support of program/project operations by conducting individual leadership and executive coaching. Conducts coaching in person or via conference calls, e-mail support, and stretch assignments for application and integration of new skills and behaviors as well as providing appropriate resources including current articles and books and executive learning experiences related to mission-oriented business improvement subjects and consults with clients to assist them in becoming more effective in their careers and moving to a higher performance level by challenging ineffective beliefs, emphasizing and documenting accountability, and building on career and organizational mission and goals.

**Minimum Education:** Bachelor’s degree or equivalent
**Minimum Experience:** 8+ years

Communications Specialist I

**Functional Responsibility:** Assists in the development and communication of information designed to inform. Research, gathers, organizes, aggregates, processes, and analyzes verbal, written, anecdotal, or statistical data from a wide range of sources to prepare reports and studies. Participates in public relations efforts in order to meet client needs, objectives, and requirements. Researches data, creates ideas, and performs various writing assignments. Searches sources such as reference works, literature, documents, newspapers, and statistical records to obtain required information. Analyzes and evaluates applicability of collected data. Prepares tabulations or summaries on collected data and information. Writes draft reports or presents data in formats such as abstracts, bibliographies, graphs, or maps. Interviews individuals to obtain data and drafts correspondence to answer inquiries. Proficient with a variety of computer software and databases. Support production of communications.

**Minimum Education:** Bachelor’s Degree
**Minimum Experience:** 3+ years

Communications Specialist III

**Functional Responsibility:** Leads small team, manages multiple communication workstreams, develop, execute and manage comprehensive strategic communications plans. Reviews images, messages, strategies, plans, programs and/or products and communicates/delivers them through appropriate medium. Selects the most appropriate mix of media. Prepares communication audits for clients with recommendations, solutions for future projects and/or more successful outcomes. Defines and achieves the correct style and tone for written pieces with close attention to quality control of spelling, grammar and punctuation.

**Minimum Education:** Bachelor’s Degree
**Minimum Experience:** 12+ years

Curriculum Developer III/SME

**Functional Responsibility:** Leads as a Subject Matter Expert in curriculum development. Creating curriculum ensuring integrity of training requirements, training hierarchies, instructional materials, and evaluation plans; Assist with the creation of flow diagrams, storyboards, and multimedia presentations; Interacts with customer and subject matter experts to ensure technical accuracy of instructional content; Assist with preparing all students and facilitation material in brick and mortar and virtual formats. Specialist in virtual curriculum development tools.

**Minimum Education:** Bachelor’s degree or equivalent
**Minimum Experience:** 10+ years
Graphic Designer III

**Functional Responsibility:** Develops media utilizing a variety of technologies and software platforms. Produces creative works to support customers and campaign objectives. Oversees quality and review of all graphic elements.

**Minimum Education:** Bachelor’s degree or equivalent  
**Minimum Experience:** 6+ years

Sr. Change Management Consultant I

**Functional Responsibility:** Specializes in engagement and organizational change. Supports management and organizational change activities. Develops and implements change plans to ensure successful transition. Performs planning and training related to change activities.

**Minimum Education:** Bachelor’s degree or equivalent  
**Minimum Experience:** 10+ years

Sr. Change Management Consultant II

**Functional Responsibility:** Specializes in engagement and organizational change. Supports management and organizational change activities. Develops and implements change plans to ensure successful transition. Performs planning and training related to change activities.

**Minimum Education:** Bachelor’s degree or equivalent  
**Minimum Experience:** 12+ years

Program Manager

**Functional Responsibility:** Participates in supporting business operations or technical programs, projects, and/or work groups, or will have overall responsibility for managing and directing. Responsible for planning, developing and implementing projects, discrete studies/tasks, or other work within broad and sometimes non-specific guidelines. Responsible for management of the full expanse of program management services. Must be proficient at planning, organizing, directing, scheduling, and controlling performance of diverse contract requirements and the application of resources as well as competent in budgetary planning and fiscal control. Responsible to customers and corporate management for the execution of tasks and the delivery of products and services and is fully accountable for the quality and timeliness of performance. Performs as a strategic thinker/planner, administrator, and problem solver.

**Minimum Education:** Bachelor’s degree or equivalent  
**Minimum Experience:** 10+ years

Project Manager I

**Functional Responsibility:** Coordinates to oversee project deliverables, compliance, and reporting requirements and customer relationship. Advise and assist project staff on execution of specific project requirements. Implements directives and schedules necessary to ensure effective project management. May interact directly with end users and key stakeholders. Responsible for managing operations and personnel.

**Minimum Education:** Bachelor’s degree or equivalent  
**Minimum Experience:** 2+ years
Project Manager IV

Functional Responsibility: Acts as the lead overseeing project deliverables, compliance, and reporting requirements and customer relationship. Assists other Project Managers. Advise and assist project staff on execution of specific project requirements. Implements directives and schedules necessary to ensure effective project management. May interact directly with end users and key stakeholders. Responsible for managing operations and personnel. Manages major and/or multiple projects.

Minimum Education: Bachelor’s degree or equivalent
Minimum Experience: 12+ years

Senior Executive Coach

Functional Responsibility: Provides expertise in support of program/project operations by conducting individual leadership and executive coaching. Conducts coaching in person or via conference calls, e-mail support, and stretch assignments for application and integration of new skills and behaviors as well as providing appropriate resources including current articles and books and executive learning experiences related to mission-oriented business improvement subjects and consults with clients to assist them in becoming more effective in their careers and moving to a higher performance level by challenging ineffective beliefs, emphasizing and documenting accountability, and building on career and organizational mission and goals.

Minimum Education: Bachelor’s degree or equivalent
Minimum Experience: 10+ years

Sr. Training Specialist IV / Project Lead

Functional Responsibility: Acts as lead facilitator implementing Adult Learning practices and technology strategies in an organizational training environment; experience of training design and development of classroom and web-based courseware materials. Experience with full lifecycle training support.

Minimum Education: Bachelor’s degree or equivalent
Minimum Experience: 8+ years

Experience Substitutions Methodology:

<table>
<thead>
<tr>
<th>High School Diploma + 4 years additional experience</th>
<th>Equals</th>
<th>Bachelor’s Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associates Degree + 2 years additional experience</td>
<td>Equals</td>
<td>Bachelor’s Degree</td>
</tr>
</tbody>
</table>

Education Substitutions Methodology:

| A Ph.D. may be substituted for 5 years with a Bachelor’s Degree. |
| A Master’s Degree may be substituted for 2 years of required experience with a Bachelor’s Degree. |