

GENERAL SERVICES ADMINISTRATION

Federal Supply Service *Authorized Federal Supply Schedule Price List*

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

Federal Supply Group: Professional Services **Class: R499**

Contract Number: 47QRAA19D00BW

**For more information on ordering from Federal Supply Schedules
click on the FSS Schedules button at <http://www.gsa.gov/schedules-ordering>
Contract Period: August 27, 2019 through August 26, 2024**

Contractor: DCI Consulting Group, Inc.
1920 I St NW
Washington, DC 20006 2114

Business Size: Small Business

Telephone: 202-695-7630

Extension: N/A

FAX Number: 202-828-6900

Web Site: www.dciconsult.com

E-mail: cgeorgia@dciconsult.com

Contract Administration: Christina Georgia

CUSTOMER INFORMATION:

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

| SIN | Recovery | SIN Description |
|-----------|-------------|--|
| 541611 | 541611RC | Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services |
| 541611W | 541611WRC | Workforce Analytics and Employee Records |
| 541612EPM | 541612EPMRC | Employee Performance Management |
| 541612HC | 541612HCRC | Agency Human Capital Strategy, Policy and Operations |
| 56131 | 56131RC | Talent Acquisition |
| 561EEO | 561EEORC | EEO Services |
| 611430 | 611430RC | Professional and Management Development Training |
| 611512 | 611512RC | Flight Training |
| OLM | OLMRC | Order Level Materials |

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.

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. If hourly rates are not applicable, indicate "Not applicable" for this item. See below.

2. Maximum Order: SINs 541611, 541611W, 541612EPM, 541612HC, 56131, 561EEO, 611430, 611512: \$1,000,000.00
 SIN OLM: 250,000

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

6. Discount from list prices or statement of net price: Government net prices (discounts already deducted).

7. Quantity discounts: Yes

| Tier | Threshold Amount | Additional Discount |
|------|---|---------------------|
| 1 | Task orders over \$50,000.00 | 1% |
| 2 | Task orders between \$100,000.00 and \$250,000.00 | 2% |

| | | |
|---|-------------------------------|----|
| 3 | Task orders over \$250,000.00 | 3% |
|---|-------------------------------|----|

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."
- 9a. **Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Yes
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** Yes
10. **Foreign items (list items by country of origin):** None
- 11a. **Time of Delivery (Contractor insert number of days):** Specified on the Task Order
- 11b. **Expedited Delivery. The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery:** Contact Contractor
- 11c. **Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery:** Contact Contractor
- 11d. **Urgent Requirements. The Contractor will note in its price list the "Urgent Requirements" clause of its contract and advise agencies that they can also contact the Contractor's representative to effect a faster delivery:** Contact Contractor
12. **F.O.B Points(s):** Destination
- 13a. **Ordering Address(es):** Same as Contractor
- 13b. **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.
14. **Payment address(es):** Same as company address
15. **Warranty provision.:** Contractor's standard commercial warranty.
16. **Export Packing Charges (if applicable):** N/A
17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor
18. **Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
19. **Terms and conditions of installation (if applicable):** N/A
20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 20a. **Terms and conditions for any other services (if applicable):** N/A

- 21. List of service and distribution points (if applicable):** N/A
- 22. List of participating dealers (if applicable):** N/A
- 23. Preventive maintenance (if applicable):** N/A
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).**
- 24b. 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/.
- 25. Data Universal Numbering System (DUNS) number:** 119370604
- 26. Notification regarding registration in System for Award management (SAM) database:**
Registered
- 27. Final Pricing:**
The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

| SIN | Awarded Labor Category | Site | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
|--|------------------------|------|----------|----------|----------|----------|----------|
| 541611, 541611W, 541612EPM, 541612HC, 56131, 561EEO, 611430, 611512 | Data Consultant | Both | \$199.50 | \$203.89 | \$208.37 | \$212.95 | \$217.64 |
| 541611, 541611W, 541612EPM, 541612HC, 56131, 561EEO, 611430, 611512 | Analyst | Both | \$224.43 | \$229.37 | \$234.42 | \$239.57 | \$244.84 |
| 541611, 541611W, 541612EPM, 541612HC, 56131, 561EEO, 611430, 611512 | Associate Consultant | Both | \$249.37 | \$254.86 | \$260.46 | \$266.19 | \$272.05 |
| 541611, 541611W, 541612EPM, 541612HC, 56131, 561EEO, 611430, 611512 | Consultant | Both | \$274.31 | \$280.34 | \$286.51 | \$292.81 | \$299.25 |
| 541611, 541611W, | Senior Consultant | Both | \$324.18 | \$331.31 | \$338.60 | \$346.05 | \$353.66 |

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|--|--------------------------------|------|----------|----------|----------|----------|----------|
| 541612EPM, 541612HC, 56131, 561EEO, 611430, 611512 | | | | | | | |
| 541611, 541611W, 541612EPM, 541612HC, 56131, 561EEO, 611430, 611512 | Associate Principal Consultant | Both | \$374.06 | \$382.28 | \$390.69 | \$399.29 | \$408.07 |
| 541611, 541611W, 541612EPM, 541612HC, 56131, 561EEO, 611430, 611512 | Principal Consultant | Both | \$423.93 | \$433.26 | \$442.79 | \$452.53 | \$462.48 |
| 541611, 541611W, 541612EPM, 541612HC, 56131, 561EEO, 611430, 611512 | Director | Both | \$448.87 | \$458.74 | \$468.83 | \$479.15 | \$489.69 |

Service Contract Labor Standards: The Service Contract Labor Standards (SCLS), formerly known as the Service Contract Act (SCA), is applicable to this contract as it applies to the entire Multiple Award Schedule (MAS) and all services provided. While no specific labor categories have been identified as being subject to SCLS/SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCLS/SCA eligible labor categories. If and / or when the contractor adds SCLS/SCA labor categories to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS/SCA matrix identifying the GSA labor category titles, the occupational code, SCLS/SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.

| Labor Category | Functional Responsibilities | Minimum Education | Minimum Experience (Years) |
|------------------------|--|-------------------|----------------------------|
| Data Consultant | <p>Codes information (e.g., applications, resumes or steps) into a database by taking raw fields and recoding into step values, transforming for regression; Leverages applications (e.g., Tableau, R) to take client data and create custom summary charts, graphs, and other visuals that describe and interpret analysis findings; Bridges gap between client, consultant, and data analyst through summarizing data into easily understood charts and business intelligence (BI) elements using available tools (e.g., R/ Shiny/Tableau); Checks source data to verify completeness and accuracy of reports in comparison to underlying data; Organizes paperwork for distribution to client; Provides audit support including special coding and customization; Maintains client portal folder structure; Compiles statistics from source materials, such as Special EEO file, EEO-1 reports and industry data; Runs data through EEO software and delivers plans; Researches information necessary for project completion (e.g., research job title in a specific industry); Works with large unwieldy data sets; Meets with consultant throughout process to discuss plan, discuss issues, and review results; QC results; Identifies and creates efficiencies and/or improvements to the workflow to support consultants' work; Documents technical processes so they may be understood by a nontechnical audience, including making lists of things to troubleshoot, iterations, resolved and unresolved issues, etc.; Interacts with client to clean data; Prepares data questions for clients; Implements responses for client requests</p> | Bachelors | 0 |
| Analyst | <p>Supports Associate Consultants, Consultants, Senior Consultants, Associate Principal Consultants, and Principal Consultants by preparing databases for analysis, identifying and resolving data discrepancies, and verifying the accuracy of databases; Supports Associate Consultants, Consultants, Senior Consultants, Associate Principal Consultants, and Principal Consultants in client interactions; Demonstrates proficiency in Microsoft Excel; Works on multiple projects and project deadlines simultaneously as directed by senior staff; Develops and maintains current knowledge of relevant statutes, regulations, court cases, etc. by reading and participating in professional development; Develops and maintains current knowledge regarding personnel selection (e.g., job analysis, validation strategies, data analysis) through regular review of literature; Develops and maintains knowledge and skill of specialized software to conduct basic affirmative action analysis, conducts compensation analyses and to create automated EEO and OFCCP reports with guidance from senior staff; Develops and maintains current knowledge of DCI client interaction style by observing actions of Senior and Principal consultants and by seeking feedback.</p> | Masters | 0 |

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| <p>Associate Consultant</p> | <p>Supports Consultants, Senior Consultants, Associate Principal Consultants, and Principal Consultants by preparing databases for analysis, identifying and resolving data discrepancies, and verifying the accuracy of databases; Explains data analysis results to a non-technical audience; Uses specialized software to conduct basic affirmative action analysis and to create automated EEO and OFCCP reports; Conducts compensation analysis; Works on multiple projects and project deadlines simultaneously as directed by senior staff; Develops and maintains current knowledge of relevant statutes, regulations, court cases, etc. by reading and participating in professional development; Develops and maintains current knowledge of DCI client interaction style by observing actions of Senior and Principal consultants and by seeking feedback; Maintains contact with assigned clients and responds to basic client questions.</p> | <p>Masters</p> | <p>1</p> |
| <p>Consultant</p> | <p>Provides reports and guidance to clients with respect to affirmative action planning; Prepares databases for analysis, identifies and resolves data discrepancies, and verifies the accuracy of databases. Uses specialized software to conduct affirmative action analysis and create EEO and OFCCP reports; conducts compensation analysis. Communicates with clients about project timelines and data requirements with guidance from Senior Consultant. Works on multiple projects and project deadlines simultaneously as directed by Senior Consultant. Independently maintains business and interactions with clients. Maintains current knowledge of relevant statutes, regulations, court cases, etc. by reading and participating in professional development; May co-present training or informational sessions on employment discrimination regulations and EEO and OFCCP reporting requirements. Contributes to technical DCI publications such as the OFCCP Blogspot, various white papers or journal articles.</p> | <p>Masters</p> | <p>2</p> |
| <p>Senior Consultant</p> | <p>Provides guidance and litigation support to clients regarding affirmative action planning and employment discrimination; Prepares databases for analysis, identifies and resolves data discrepancies, and verifies the accuracy of databases. Uses specialized software to conduct affirmative action, adverse impact and compensation analysis; May also use advanced statistical analysis as needed; Interprets results of these analyses and prepares affirmative action plans, EEO and OFCCP reports; Advises clients on employment discrimination statutes and regulations and EEO and OFCCP reporting guidelines; Communicates with clients regularly about project goals, timelines, and deliverables; Begins to cross-sell DCI services to current clients; Works on multiple projects and project deadlines simultaneously; Maintains current knowledge of relevant statutes, regulations, court cases, etc. by reading and participating in professional development; Conducts training/information sessions on employment discrimination regulations and EEO and OFCCP reporting requirements. Begins to generate new business through such activities as cross-selling. Begins to develop national reputation through authorship on technical publications such as the OFCCP Blogspot, white papers, conference submissions or journal articles. Those who have management as a career goal assume people management responsibilities. Specifically, they manage Consultants, Associate Consultants, and Analysts, and they coach more junior colleagues to help them develop knowledge and skills that will allow them to contribute to different aspects and a wider array of projects. Those more interested in client-focused activities engage in more business development activities</p> | <p>Masters</p> | <p>5</p> |

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| <p>Associate Principal Consultant</p> | <p>Provides guidance and litigation support to clients regarding employment and compensation discrimination, validation studies, and affirmative action planning; Uses specialized software and advanced statistical analysis to conduct AAP, adverse impact, and compensation analysis; may develop new techniques and protocols as needed to meet project or client needs; Interprets results of analyses and prepares affirmative action plans, EEO and OFCCP reports, and other expert reports; Advises clients on employment discrimination statutes/regulations and EEO and OFCCP reporting guidelines; Works with Principal Consultants to develop legal strategy for clients during litigation and communicates with multiple stakeholders, including clients, federal agencies, and lawyers, about all aspects of the project; Manages and begins to develop new business for one of DCI's core areas; Maintains current knowledge of relevant statutes, regulations, court cases, etc. by reading and participating in professional development; Conducts training or information sessions on employment discrimination regulations and EEO and OFFCCP reporting requirements. Takes lead authorship on technical publications such as the OFCCP Blogspot, white papers or journal articles. Begins to develop national reputation as an expert in one of DCIs core areas. Those who have management as a career goal take on more people management responsibilities. Specifically, they manage Senior Consultants, Consultants, Associate Consultants, and Analysts, and they coach more junior colleagues to help them develop knowledge and skills that will allow them to contribute to different aspects and a wider array of projects. Those more interested in client-focused activities engage in more business development activities.</p> | <p>Masters</p> | <p>7</p> |
| <p>Principal Consultant</p> | <p>Provides guidance and litigation support to clients regarding employment and compensation discrimination, validation studies, and affirmative action planning; Uses specialized software and advanced statistical analysis to conduct AAP, adverse impact, and compensation analysis; may develop new techniques and protocols as needed to meet project or client needs; Interprets results of analyses and prepares affirmative action plans, EEO and OFCCP reports, and other expert reports; Advises clients on employment discrimination statutes/regulations and EEO and OFCCP reporting guidelines; Develops legal strategy for clients during litigation and communicates with multiple stakeholders, including clients, federal agencies, and lawyers, about all aspects of the project; Manages and develops new business for one of DCI's core areas; Works on multiple projects and project deadlines simultaneously; Maintains current knowledge of relevant statutes, regulations, court cases, etc. by reading and participating in professional development; Develops and conducts training or information sessions on employment discrimination regulations and EEO and OFCCP reporting requirements. Takes lead authorship on multiple technical DCI publications such as the OFCCP Blogspot, various white papers or journal articles; presents on technical issues at external, HR risk management conferences; Strengthens national reputation as an expert in one of DCIs core areas. Those who have management as a career goal take on more people management responsibilities. Specifically, they manage Associate Principal Consultants, Senior Consultants, Consultants, Associate Consultants, and Analysts, and they coach more junior colleagues to help them develop knowledge and skills that will allow them to contribute to different aspects and a wider array of projects. Those more interested in client-focused activities engage in more business development activities.</p> | <p>Masters</p> | <p>10</p> |

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| <p>Director</p> | <p>Conducts strategic planning in support of the DCI mission; Assigns projects and structures project teams on AAP, compensation analysis and audit support; Proposes initiatives for work process improvement; Supervises staffing, recruiting and retaining staff for the EEO Compliance division; Reviews monthly project profitability reports and monthly utilization reports, proposes improvement for procedures and processes; Holds regular meetings with team leads and provides feedback; Trains team leads in terms of people management; Monitors career progress of employees in the EEO Compliance division; Manages inter-team and inter-department collaboration; Manages and Develops new business with larger clients; Creates client retention strategies with a goal of securing clients into term agreements of 3 years or longer; Maintains active interactions with clients and prioritizes activities with key clients; Provides high-end consulting and audit/litigation support to larger clients regarding employment and compensation discrimination, and affirmative action planning; Advises clients on employment discrimination statues/regulations and EEO and OFCCP reporting guidelines; Develops legal strategy for clients during audit/litigation and communicates with multiple stakeholders, including clients, federal agencies, and lawyers, about all aspects of the project; Monitors multiple projects and project deadlines simultaneously; Maintains current knowledge of relevant statutes, regulations, court cases, etc. by reading and participating in professional development; Develops and conducts training or information sessions on employment discrimination regulations and EEO and OFCCP reporting requirements. Takes lead authorship and supervise employees at lower positions on multiple technical DCI publications such as the OFCCP Blogspot, various white papers or journal articles; presents on technical issues at external, HR risk management conferences; Strengthens national reputation as an expert in one of DCIs core areas.</p> | <p>Masters</p> | <p>10</p> |
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AFFIRMATIVE ACTION PLAN 101 TRAINING (AAP 101)

One day AAP training that is customized for various internal stakeholder audiences.

DCI consulting staff will provide on-site or webinar based trainings for new hires, or refresher training sessions for recruiters and HR staff members.

Duration 8 hours
Administered On-site or Webinar

Minimum Participants 4
Maximum Participants 24

Curriculum:

- Regulation Overview
- AAP Process and Structure
- Internet Applicant Rule/Recruiting
- Compliance Reviews

Training Pricing

| Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
|------------|------------|------------|------------|------------|
| \$3,491.18 | \$3,567.99 | \$3,646.48 | \$3,726.70 | \$3,808.69 |