

BHFL GROUP



Total Business Solutions

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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 are available through GSA Advantage! A menu-driven database system. The INTERNET address for GSA Advantage! is: www.GSAAdvantage.gov

Multiple Award Schedule Federal Supply Group: Professional Services

BHFL Group, LLC is a Small Business Administration (SBA) certified Economically Disadvantaged Woman Owned Small Business (ED/WOSB) and Woman-Owned Small Business (WOSB) and Small Disadvantaged Small Business (SBD)

Contract Number: 47QRAA19D00CH
Contract Period: September 14, 2019 through September 13, 2024
Business Size: Small Business.

For more information on ordering from Federal Supply Schedule, click on the FSS Schedules button at fss.gsa.gov.

Price List Current as of Modification #PS-A812, effective February 3, 2020

Contents

Section I – Customer Information.....	3
Section II – Labor Categories	6
Section III – GSA Pricelist	8
Section IV – SCLS Job Categories.....	9

Section I – Customer Information

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

SIN	RECOVERY SIN	Descriptions
541611	541611RC	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
OLM	OLMRC	Order-Level Materials (OLM)

- 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.**
- 2. Maximum Order Limit: \$1,000,000.00**
- 3. Minimum Order Limit: \$100.00**
- 4. Geographic Coverage: 48 States, DC**
- 5. Point(s) of production (city, county, and state or foreign country): Same as the company address**
- 6. Discount from list prices or statement of net price: Government net prices (discounts already deducted).**
- 7. Quantity Discount:**
- a. 1% off of each task order exceeding \$100,000.00
 - b. 1.5% of each task order exceeding \$250,000.00

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 the 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: None

11a. Time of Delivery: 30 Day ARO

11b. Expedited Delivery: As Negotiated with Ordering Officer

11c. Urgent Requirements: When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within three (3) workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

12. F.O.B. Points(s): Destination

13a. Ordering Address:

For Orders by Facsimile Transmission	For Mailed Orders	Internet Address
BHFL Group, LLC (404) 428-6968 To Verify Receipt: (404) 819-9549	BHFL Group, LLC 1954 Airport Blvd. Suite 126 Chamblee, GA 30341	gsasales@bhflgroup.com https://bhflgroup.com

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 Addresses:

Via Mail	Wire Transfer
BHFL Group, LLC (404) 418-6968 To Verify Receipt: (404) 819-9549	Bank: Chase Bank Wire Acct Number: 021000021

- 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).** N/A
- 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:** 078706481

26. Notification regarding registration in in System for Award Management (SAM) database: Registered

Final Pricing: The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

Travel: Travel required in the performance of this schedule and orders place hereunder must comply with the Joint Travel Regulations, as applicable, in effect on the dates(s) the travel is performed. Established Federal Government per diem rates will apply to all contract travel, plus applicable G & A expenses. GSA city pair contracts cannot be used and shall not add IFF onto travel costs.

Section II – Labor Categories

BHFL Group knows that successful performance depends on having experienced personnel with the right skills, knowledge, and experience. Our experience is acquired through a blended mix of relevant experience solving people and systems problems and challenges that are not always solved using traditional approaches. Our offerings are priced to attract quality talent to provide quality solutions.

Commercial Labor Category: HR Consultant
Minimum Years of Experience: 6
Educational Requirements: BS Degree

Functional Responsibility: Experience in Federal Human Resources (HR) business processes with knowledge and skill in position classification, position management, and organizational design. Provides HR process services and interacts with clients at the supervisory level and/or provides HR advisory services to Federal HR policy and operations specialists; drive alignment with their business, improve organizational and human resource performance and establish a culture focused on adding business value; review PDs in accordance with OPM Classification Standards to determine the appropriate title, series, and grade levels; prepares action plan and conducts on-site or telephonic position requirement desk audits with employees and managers in response to requests for position review and classification appeals; interpret and explain classification criteria, and prepare and/or presents advisory opinions on the classification of positions; assist with classification analyses and surveys; coordinate with appropriate personnel to research position structures in support of reorganizations and reclassifications, as needed, application of new classification standards, consistency reviews, and other surveys for program review and oversight; record the appropriate Fair Labor Standards Act (FLSA) assignment; position sensitivity level, and ensure all required codes; conduct quality checks of PDs to ensure accurate classification determination prior to submission to the government for signature; and, as needed, advise client points of contact of classification process and position management considerations; plan and review organizational change requests and provide input on classification and position management implications, and communicate effectively verbally and in writing. Provide guidance to

managers, as required, in classifying or reclassifying unique positions, providing authoritative advice and guidance to government hiring managers as needed; understand and present classification criteria, draft evaluation statements, and prepare documentation, as needed, to substantiation classification decisions; review and reclassify legacy PDs, when necessary, in compliance with current classification standards, and policies.

Commercial Labor Category: OD/Change Management Consultant
Minimum Years of Experience: 4
Educational Requirements: MA Degree

Functional Responsibility: This position plays a key role in ensuring projects (change initiatives) meet objectives on time and on budget by increasing employee adoption and usage, understand the people side of change, including changes to business processes, systems and technology, job roles and organization structures. The primary responsibility includes creating and implementing change management strategies and plans that maximize employee adoption and usage and minimize resistance. The OD/Change Consultant drives faster adoption, higher ultimate utilization of and proficiency with the changes that impact employees and measures improvements that increase benefits realization, value creation, ROI and the achievement of results and outcomes. Provide supervisory responsibilities for the project team and acts as a coach for senior leaders and executives in helping them fulfill the role of change sponsor. This position also provides direct support and coaching to all levels of managers and supervisors to support organizational transitions and supports project teams in integrating change management activities into their project plans. Duties include applying a structured methodology and lead change management activities, applying a change management process and tools to create a strategy to support the adoption of the changes required by a project or initiative and supporting communication strategies.

Additionally, this position is responsible for supporting the design, development, delivery, and management of communications; assessing the change impact, conducting impact analyses, assessing change readiness and identifying key stakeholders, support training efforts, and providing input, document requirements and support the design and delivery of training programs. Must be proficient administering change management assessments; identifying, analyzing and preparing risk mitigation tactics; identifying and managing anticipated resistance; consulting and coaching project teams; creating actionable deliverables for the five change management levers: communications plan, sponsor roadmap, coaching plan, training plan, and resistance management plan; and tracking and reporting. Must have PROSCI-ADKAR or other comparable certification.

Commercial Labor Category: Business Consultant
Minimum Years of Experience: 5
Educational Requirements: BS Degree

Functional Responsibility: Job responsibilities include providing analyses of the existing practices and making recommendations for improvements, provides subject matter expertise in several areas of business management, such as human resources. Duties include understanding business issues to solve, reviewing financial statements, evaluating competitors, and analyzing business practices. Duties may also include developing a new business model or preparing recommendations to present to the client.

Commercial Labor Category: Training Specialist
Minimum Years of Experience: 3
Educational Requirements: BS Degree

Functional Responsibility: Conducts focused educational/training needs assessments within specified targeted adult populations; designs, develops, delivers, and evaluates a range of responsive educational curricula and training programs within defined fields of expertise. Key responsibilities include delivering group and individual instruction and training covering a range of technical, operational, and/or management areas in a specified field; developing training curricula and/or recommends or utilizes vendor programs that meet instructional goals and objectives; formulating training outlines and determines instructional methods, using knowledge of specified training needs and effectiveness of such methods as individual training, group instruction, lectures, demonstrations, conferences, meetings, and workshops. Additional duties include selecting or developing training aids, including training handbooks, demonstration models, multimedia visual aids, computer tutorials, and reference works; coordinating or performing administrative functions necessary to deliver and document training programs; evaluating effectiveness of training and development programs and utilizes relevant evaluation data to revise or recommend changes in instructional objectives and methods; and assisting in analyzing and assessing training and development needs for individuals, communities, and/or university departments May review instructor performance and recommend improvements to program content and/or instructor presentation methods; may recruit, select, and train instructors; may lead, guide, and train staff/employees, and interns.

Section III – GSA Pricelist

SINs	Awarded Labor Categories	Site	GSA Awarded Prices
541611	HR Consultant	Both	\$48.36
541611	OD/Change Management Consultant	Both	\$118.89
541611	Business Consultant	Both	\$115.87
541611	Training Specialist	Both	\$115.87

Section IV – SCLS Job Categories

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 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 CRF 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.