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

SCHEDULE TITLE: MAS – Multiple Award Schedule

561EEO EEO Services

OLM Order-Level Materials (OLM)

CONTRACT NUMBER: 47QREA19D0002

CONTRACT PERIOD: October 3rd, 2018 through October 2nd, 2023

For more information on ordering from Federal Supply Schedules click on the GSA Schedules link at www.gsa.gov

CONTRACTOR: Key Bridge Foundation For Education And Research
5335 Wisconsin Ave NW STE 440
Washington, DC 20015-2030
Phone: (202) 274-1822
E-Mail: ldabney@keybridge.org

CONTRACTOR’S ADMINISTRATION SOURCE: Lewis Dabney
Phone: (202) 274-1822
E-Mail: ldabney@keybridge.org

BUSINESS SIZE: Non Profit Organization
CUSTOMER INFORMATION:

1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)

<table>
<thead>
<tr>
<th>SIN</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>561EEO</td>
<td>EEO Services</td>
</tr>
</tbody>
</table>

1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN:
(Government net price based on a unit of one)

<table>
<thead>
<tr>
<th>SIN</th>
<th>Model</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>561EEO</td>
<td>Senior Program Manager</td>
<td>$144.75</td>
</tr>
</tbody>
</table>

2. MAXIMUM ORDER: 561EEO $1,000,000

3. MINIMUM ORDER: $100

4. GEOGRAPHIC COVERAGE: 48 States, DC

5. POINT(S) OF PRODUCTION: USA

6. DISCOUNT FROM LIST PRICES: 3.5%. Prices shown on GSA Advantage are net discounted prices.

7. QUANTITY DISCOUNT(S): None

8. PROMPT PAYMENT TERMS: 1.5% Net 10 Days, Net 30 Days.

9a. Government Purchase Cards are accepted at or below the micro-purchase threshold.

9b. Government Purchase Cards are accepted above the micro-purchase threshold.

10. FOREIGN ITEMS: None

11a. TIME OF DELIVERY: 7 DARO

11b. EXPEDITED DELIVERY: Contact the Contractor for rates.

11c. OVERNIGHT AND 2-DAY DELIVERY: Contact the Contractor for rates.

11d. URGENT REQUIREMENTS: Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.

12. FOB POINT: Destination

13a. ORDERING ADDRESS: Same as Contractor’s address.
13b. ORDERING PROCEDURES: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in FAR 8.405-3

14. PAYMENT ADDRESS: Same as Contractor's address.

15. WARRANTY PROVISION: None

15a. RETURN/RESTOCKING POLICY: Not applicable.

16. EXPORT PACKING CHARGES: Not applicable.

17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE: Accepted at, below and above the micro-purchase level

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 AVAILABLE): 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. Section 508 Compliance for electronic and information technology (EIT): as applicable

25. DUNS NUMBER: 879427573

26. NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE: Contractor has an Active Registration in the SAM database. CAGE Code 3B4X2
### AWARD PRICE LIST

<table>
<thead>
<tr>
<th>SIN(s) PROPOSED</th>
<th>SERVICE PROPOSED (e.g. Job Title/Task)</th>
<th>MINIMUM EDUCATION/ CERTIFICATION LEVEL</th>
<th>MINIMUM YEARS OF EXPERIENCE</th>
<th>UNIT OF ISSUE (e.g. Hour, Task, Sq ft)</th>
<th>PRICE OFFERED TO GSA (excluding IFF)</th>
</tr>
</thead>
<tbody>
<tr>
<td>561EEO</td>
<td>Mediator</td>
<td>MS</td>
<td>8</td>
<td>Hour</td>
<td>$178.53</td>
</tr>
<tr>
<td>561EEO</td>
<td>ADA and EEO Trainer</td>
<td>MS</td>
<td>8</td>
<td>Hour</td>
<td>$178.53</td>
</tr>
<tr>
<td>561EEO</td>
<td>Organizational Consultant</td>
<td>MS</td>
<td>8</td>
<td>Hour</td>
<td>$178.53</td>
</tr>
<tr>
<td>561EEO</td>
<td>Facilitator</td>
<td>MS</td>
<td>8</td>
<td>Hour</td>
<td>$178.53</td>
</tr>
<tr>
<td>561EEO</td>
<td>Senior Program Manager</td>
<td>MS</td>
<td>8</td>
<td>Hour</td>
<td>$144.75</td>
</tr>
<tr>
<td>561EEO</td>
<td>Senior Mediator</td>
<td>MS</td>
<td>15</td>
<td>Hour</td>
<td>$231.60</td>
</tr>
</tbody>
</table>
LABOR CATEGORY DESCRIPTIONS

Mediator

Qualifications/Requirements: Each mediator has a minimum of 80 hours of formal mediation training, a minimum of a Masters Degree (generally a PhD or J.D. or equivalent), a minimum of 8 years of experience (most Mediators have 20 or more years of experience).

General Responsibilities
- Mediators are highly trained and experienced providers.
- Will mediate the full range of disputes including complaints, grievances, workplace disputes, allegations of discrimination, EEO, (sexual, religion, age, etc.), ADA and other related complaints.
- Schedule, conduct, and produce quality agreements and other deliverables efficiently.

ADR & EEO Trainers

Qualifications/Requirements: Trainers have a minimum of 80 hours of formal training, a minimum of a Masters Degree (generally a PhD or J.D. or equivalent), a minimum of 8 years of experience (generally 12 years of experience) and have conducted training for governmental agencies and non-governmental business.

General Responsibilities
- Trainers are highly experienced
- will provide off-the-shelf training or tailored training as needed by the contracting agency
- Courses include training in conflict communication skills, effective workplace communication, Interest Based Negotiation (IBN), restorative justice, and mediation skills for managers and leadership skill training Ensure project goals, schedules and budgets are on track.
- Schedule, conduct, and produce quality trainings and other deliverables efficiently.

Organizational Conflict

Qualifications/Requirements: Each consultant has a minimum of 80 hours of formal ADR training, a minimum of a Masters Degree (generally a PhD or J.D. or equivalent), eight years of experience (generally more than 10 years of experience).

General Responsibilities
- Consultants design, deliver and conduct assessments and evaluations. Consultants
- Consultants provide objective advice, expertise and specialist skills for creating a more respectful workforce and workplace.
- Consultants can identify options and recommendations for long term solutions.
- Oversee quality processes and provide timely deliverables.
Facilitator

Qualifications/Requirements: Each Facilitator has a minimum of 80 hours of formal training, a minimum of a Masters Degree (generally a PhD or J.D. or equivalent), a minimum of 8 years of experience (generally 12 years of experience) and have facilitated multi party, governmental and non-governmental, large to medium facilitative process.

General Responsibilities
• Facilitators are highly trained and very experienced at facilitating.
• Can develop customized facilitations.
• Engage participants in group process, including high conflict issues, complaints, communication forums, and other workplace and marketplace problems.
• Schedule, conduct, and follow up on quality facilitations and provide deliverables in a timely fashion.

Senior Program Manager

Qualifications/Requirements: Senior Program Managers have all the qualifications of Mediators, including a minimum of a Masters Degree (generally a PhD or J.D. or equivalent), as well as at least 5 years Program Management experience (generally 15 years of experience).

General Responsibilities
• Responsible for complying with all ADR program requirements
• Receiving case referrals, assigning cases to mediators, reviewing agreements
• Maintaining program data collection, monitoring, and evaluation systems
• Produce reports
• Maintain all appropriate financial tracking and invoicing
• Train, mentor, and supervise all program roster mediators

Senior Mediator

Qualifications/Requirements: Each mediator has a minimum of 100 hours of formal mediation training, a minimum of a Masters Degree (generally a PhD or J.D. or equivalent), demonstrable subject area expertise, and a minimum of 20 years of experience. Key Bridge Foundation maintains a national roster of over 100 of these practitioners to provide the highest quality mediation services for national ADR programs.

General Responsibilities
• Mediators are trained and practicing experts.
• Will mediate the full range of disputes including complaints, grievances, workplace disputes, allegations of discrimination, EEO, (sexual, religion, age, etc.), ADA and other related complaints.
• Schedule, conduct, and produce quality agreements and other deliverables efficiently.
• Manage the most challenging cases reliably
• Work together with Senior Program Managers to provide the highest quality mediation services to national mediation programs