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: GSAAAdvantage.gov.

MULTIPLE AWARD SCHEDULE

Category Attachment Code: D
Title: Human Capital
D03. Human Resources Subcategory
FSC/PSC Code: R499

Category Attachment Code: G
Title: Miscellaneous
G06. Complimentary SINs Subcategory
FSC/PSC Code: 0000

CONTRACT NUMBER: 47QREA20D000U

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

PERIOD COVERED BY CONTRACT: 4/27/2020 – 4/26/2025

LEE KRAMER ASSOCIATES, LLC.
1776 K ST NW SUITE 800
WASHINGTON, DC 20006
Phone: 202-667-3137
Fax: 202-667-0089

Contract Administrator: Lee Kramer, President
Phone: 202-667-3137
Email: leemkramer@verizon.net

Business Size: Small
CUSTOMER INFORMATION

1a. Table of Awarded Special Item Numbers with appropriate cross-reference to item descriptions and awarded prices:

<table>
<thead>
<tr>
<th>SIN</th>
<th>Cooperative Purchasing</th>
<th>Recovery</th>
<th>SIN Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>561EEO</td>
<td>561EEO STLOC</td>
<td>561EEO RC</td>
<td>EEO Services</td>
</tr>
<tr>
<td>OLM</td>
<td>OLM STLOC</td>
<td>OLM RC</td>
<td>Order-Level Materials (OLM)</td>
</tr>
</tbody>
</table>

See Price List on page 5.

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:

SIN561EEO: Additional Copies of Report of Investigation (Price Per Page) $0.16 each

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 the services shall be provided:

See Price List on page 5.

2. Maximum Order: SIN 561EEO: $1,000,000.00
               SIN OLM: $250,000.00

3. Minimum Order: $100.00

4. Geographical Coverage (delivery area): 50 States, DC, Puerto Rico

5. Point of Production (city, county, and state or foreign country): Washington, D.C.

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

7. Quantity Discounts: 1% on orders $50,000 - $74,999
                       2% on orders over $75,000

8. Prompt Payment Terms: 2% if payment is made within 20 days. 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 at or below the micro-purchase threshold: Yes

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: Will accept

10. Foreign Items (list items by country of origin): None

11a. Time of Delivery (Contractor insert number of days): In accordance with applicable Government regulations and delivery schedule specified in the ordering agency’s purchase order, Statement of Work (SOW) or Blanket Purchase Agreement (BPA).

11b. Expedited Delivery: Contact Contractor to negotiate expedited delivery.

11c. Overnight and 2-day delivery: Contact Contractor.

11d. Urgent Requirements: Contact Contractor to obtain accelerated delivery pursuant to clause I-FSS-140-B-- Urgent Requirements.

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

13a. Ordering Address: Lee Kramer Associates, LLC
1776 K ST NW SUITE 800
WASHINGTON, DC 20006
Phone: 202-667-3137
Fax: 202-667-0089

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: Lee Kramer Associates, LLC
1776 K ST NW SUITE 800
WASHINGTON, DC 20006

15. Warranty Provision: The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for the particular purpose described in the contract.

16. Export Packing Charges: 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: N/A

19. Terms and conditions of installation: N/A
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices: N/A

20a. Terms and conditions for any other services: N/A

21. List of service and distribution points: N/A

22. List of participating dealers: N/A

23. Preventive maintenance: 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: N/A

25. Data Universal Numbering System (DUNS) number: 836493601

26. Notification regarding registration in System for Award Management (SAM) database: Registered. CAGE: 1KCU9
## GSA Schedule Awarded Rates
### SIN 561EEO

<table>
<thead>
<tr>
<th>Service</th>
<th>Minimum Education / Certification Level</th>
<th>Minimum Years of Experience</th>
<th>Contractor or Customer Facility or Both</th>
<th>Unit of Issue</th>
<th>Awarded GSA Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual Case (One Issue)</td>
<td>Professional Certification*</td>
<td>2</td>
<td>Both</td>
<td>Fixed</td>
<td>$4,176.64</td>
</tr>
<tr>
<td>Individual Case (Per Additional Case)</td>
<td>Professional Certification*</td>
<td>2</td>
<td>Both</td>
<td>Fixed</td>
<td>$274.82</td>
</tr>
<tr>
<td>Individual Case (Continuing Violation)</td>
<td>Professional Certification*</td>
<td>2</td>
<td>Both</td>
<td>Fixed</td>
<td>$4,955.86</td>
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<tr>
<td>Recommended Final Agency Decision (Individual Case)</td>
<td>Professional Certification*</td>
<td>2</td>
<td>Both</td>
<td>Fixed</td>
<td>$1,745.23</td>
</tr>
<tr>
<td>Consolidated Case (One Issue)</td>
<td>Professional Certification*</td>
<td>2</td>
<td>Both</td>
<td>Fixed</td>
<td>$5,041.22</td>
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<tr>
<td>Consolidated Case (Per Additional Case)</td>
<td>Professional Certification*</td>
<td>2</td>
<td>Both</td>
<td>Fixed</td>
<td>$276.02</td>
</tr>
<tr>
<td>Consolidated Case (Continuing Violation)</td>
<td>Professional Certification*</td>
<td>2</td>
<td>Both</td>
<td>Fixed</td>
<td>$5,570.11</td>
</tr>
<tr>
<td>Recommended Final Agency Decision (Consolidated)</td>
<td>Professional Certification*</td>
<td>2</td>
<td>Both</td>
<td>Fixed</td>
<td>$1,959.32</td>
</tr>
<tr>
<td>Additional Copies of Report of Investigation (Price Per Page)</td>
<td>None</td>
<td>0</td>
<td>Both</td>
<td>Each</td>
<td>$0.16</td>
</tr>
<tr>
<td>Alternative Dispute Resolution (Per Hour)</td>
<td>Professional Certification*</td>
<td>2</td>
<td>Both</td>
<td>Hour</td>
<td>$237.14</td>
</tr>
<tr>
<td>EEO Counseling - Individual &amp; Class Complaint Hourly</td>
<td>Professional Certification*</td>
<td>2</td>
<td>Both</td>
<td>Hour</td>
<td>$127.64</td>
</tr>
<tr>
<td>EEO Counseling - Individual &amp; Class Complaint Fixed Price</td>
<td>Professional Certification*</td>
<td>2</td>
<td>Both</td>
<td>Fixed</td>
<td>$1,952.64</td>
</tr>
<tr>
<td>Additional CD with ROI &quot;Bookmarked&quot; &amp; Text Searchable</td>
<td>None</td>
<td>0</td>
<td>Both</td>
<td>Each</td>
<td>$71.94</td>
</tr>
<tr>
<td>Additional CD w/ROI Not &quot;Bookmarked&quot; &amp; Not Text Searchable</td>
<td>None</td>
<td>0</td>
<td>Both</td>
<td>Each</td>
<td>$46.25</td>
</tr>
</tbody>
</table>

*Professional Certification as Required in EEOC MD-110 for Each EEO Service Offered.*