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 GSA Advantage!® is: GSAAdvantage.gov.

Multiple Award Schedule (MAS)
FSC Group: Human Capital
FSC Class: 56131

CONTRACT NUMBER: 47QREA21D0016

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

CONTRACT PERIOD: August 9, 2021 through August 8, 2026
Pricelist current as of Modification #A815 effective August 10, 2021
Prices Shown Herein are Net (discount deducted)

BUSINESS SIZE: SMALL
DUNS#: 130241730

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INTRODUCTION

Founded in 1973 and having completed more than 4,500 searches throughout our history, JDG has supported a broad range of clients, helping them identify senior leaders across the full spectrum of functions and disciplines. Having been on the GSA schedule since 2002, JDG has played an integral role in assisting our federal clients identify diverse, talented, highly qualified candidates for difficult-to-fill or unique positions. With our headquarters in the Washington, D.C. area, JDG has a high level of name recognition and has been ranked nationwide as one of the best executive search firms serving the federal government by Hunt Scanlon Media, the most widely referenced, single source for information in the human capital sector. JDG is also a designated Small Business under the U.S. Small Business Administration’s government contracting guidelines.

KEY METRICS

- JDG has successfully completed more than 200 Senior Executive Service (SES), Senior Level (SL), Senior Technical (ST) and GS-15 searches for more than 50 federal agencies.
- Averaging 25 years of executive search experience, JDG consultants are experts in the field.
- Over 80% of federal clients return to utilize our Firm’s services.
- For every executive search, JDG assigns a team of 6 senior consultants.
- JDG embraces diversity in every search it conducts. Moreover, of the federal searches JDG has conducted in the past 5 years, as of 2021, 53% of the selected candidates were diverse (i.e., ethnic minority, race, and/or gender).
PRIMARY INDUSTRIES AND DISCIPLINES

Accounting/Finance    Health Care
Acquisition/Procurement Human Capital
Actuarial              Information Technology
Agriculture            Labor/Employee Relations
Architecture/Facilities Management Legal
Audit                  Library/Museum Services
Civil Rights           Marketing
Communications/Public Affairs Operations
Data Analytics         Policy
Defense                Quantitative Sciences
Economics/Statistics   Research
Education              Sales
Energy and Environment Satellite and Atmospheric Science
Fisheries and Marine Science Transportation

WHY UTILIZE JDG?

As a boutique executive search firm, JDG offers its clients a higher level of personal service and commitment than the larger national search firms. Our collaborative and disciplined approach, refined over 50 years in business, aligns our clients’ expectations with the market, promotes accountability, and sets a timeline for performance-driven goals and milestones.

JDG is rigorous and thorough in qualifying candidates, exploring each individual’s experience and skills, career goals and personal compatibility. We accurately portray the client organization and position to be filled, emphasizing the benefits of the role and how it supports the candidate’s overall career direction. Further, we work closely with the candidates to advise on the complex nature of the USAJOBS application process. These efforts result in candidates genuinely interested in the opportunity and fully informed about the specific steps required to complete a federal application.

THE JDG ADVANTAGE

JDG approaches each engagement with one goal in mind: identifying the right leader for our client. JDG’s four distinct phases of the recruitment process delivering proven results include:

PHASE 1: ASSESSMENT AND ANALYSIS

Each JDG search begins with an in-depth kick-off meeting with appropriate members of the agency’s leadership team, in order to gain a detailed understanding of the organization’s strategic and operational goals as well as the challenges/expectations of the position. We determine how success will be measured and what short-and-long term goals must be achieved by the successful candidate. While each candidate presented must meet the client’s skills, experience, and leadership requirements, we believe it is just as important that a candidate fit
well with the client’s organization and its culture. In our view, this is essential to a long-term relationship between the client and the selected candidate.

**PHASE 2: TARGETED RESEARCH**

It is our preliminary analysis and due diligence in Phase 1 that enables us to develop a customized search strategy. We conduct extensive, original research unique to each search in order to develop a slate of candidates whose skills, competencies, and experiences align with the vacancy announcement. Recognizing the importance of generating as large a pool of highly-qualified and diverse candidates as possible, we cast a wide net. To do this, JDG utilizes a variety of sourcing methods to identify and attract highly qualified candidates from a defined target population.

JDG thoroughly understands the challenges agencies face in attracting the right talent, especially when the predominant means of outreach and recruitment is through USAJOBS and other website postings. JDG augments USAJOBS and agency recruitment processes by creating targeted search strategies and performing exhaustive, original research to identify specific qualified individuals that may be strong potential candidates or sources of candidates.

**PHASE 3: NATIONAL OUTREACH AND MARKETING**

We conduct broad national outreach across the federal government, private sector, academia, and other public sector organizations with the goal of generating as large a pool of highly-qualified, diverse candidates as possible from which our clients can choose. JDG’s research and outreach efforts garner more positive attention for the agency and the position from targeted individuals with the right skills and experience than when using traditional government recruitment methods. Our consultants understand how to market the position and present challenges as opportunities, and how public service, mission-focused work can outweigh salary concerns.

**PHASE 4: ECQ/TQ REVIEW AND COACHING**

JDG acts as a strategic advisor. We carefully guide each of our candidates through the onerous SES/USAJOBS application process. This includes educating and coaching candidates on how to draft detailed, functional resumes, well-written Executive Core Qualifications (ECQs), as well as Technical Qualifications (TQs) that will clearly and concisely reflect a candidate’s considerable breadth and depth of experience, ensuring quicker and easier Agency HR, Executive Review Board and OPM review.
**CONCLUSION**

JDG has established an unrivaled reputation for aligning candidates and clients through our consultative and proactive approach. By combining insight, intuition, creativity, and persistence we identify and deliver the most effective and proven leaders. We seek strategic thinkers and motivated change agents who possess a diversity of experience, ensuring your agency achieves its immediate and long term goals while effectively navigating its current challenges.

JDG has the resources, experience, knowledge of the federal application process and past performance necessary to partner with any government agency in meeting its executive search needs. The longevity of our organization and our outstanding record of success make JDG an ideal resource. JDG instills an extremely high level of professionalism when dealing with clients and candidates. Our experience is deep, our reach is extensive, and our track record is extraordinary. We screen tightly and effectively. We become an extension of our client. We are ready for the challenge.

To learn more about JDG Associates, please visit [www.jdgsearch.com](http://www.jdgsearch.com).

**PRICE SCHEDULE**

JDG works on an exclusive, retained basis. Our fee is a flat rate of 28.25% of the highest end of the salary range for a specific position plus expenses. This 28.25% fee will remain in effect for the full, five-year option period.

Payments are made in two installments:

**First payment:** JDG will invoice the client for the first half of the fee after the initial kick-off meeting, presentation/approval of JDG’s Position Announcement, and after the vacancy announcement goes live on USAJOBS.

**Second payment:** JDG will invoice the client for the second half of the fee upon the closing date of the vacancy announcement on USAJOBS or JDG’s presentation of candidates to include resumes and candidate interview summaries.

**Expenses:**
The client pays candidate and recruiter travel. Reimbursement for these expenses is based on a per diem rate under [FAR] Clause 31.205-46. Other expenses (e.g., telephone, postage, printing, advertising, research, background investigations) are charged at cost. Expenses will not exceed $5,000 per search.
**Customer Information:**

1a. Table of Awarded Special Item Numbers:

<table>
<thead>
<tr>
<th>SIN</th>
<th>Recovery</th>
<th>SIN Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>56131</td>
<td></td>
<td>Talent Acquisition</td>
</tr>
<tr>
<td>OLM</td>
<td>OLMRC</td>
<td>Order-Level Materials (OLM’s)</td>
</tr>
</tbody>
</table>

1b. Identification Lowest Priced Model Number and Price for Each SIN: See page 5.

1c. Hourly Rates: **Not Applicable**

2. Maximum order:
   - SIN 56131: $1,000,000 USD
   - SIN OLM: $250,000 USD

3. Minimum order:
   - $100 USD

4. Geographic coverage:
   - 50 States and the District of Columbia

5. Point(s) of production:
   - JDG Associates, Ltd.
   - 1700 Research Blvd., Suite 103
   - Rockville, MD 20850

6. Discount from list prices: **Government Net Prices (discounts already deducted)**

7. Quantity Discounts:
   - 2 – 5 hires equals an additional 3.175% (i.e., 25% of the highest end of the salary range for a specific position plus expenses)
   - 6+ hires equals an additional 5.675% (i.e., 22.5% of the highest end of the salary range for a specific position plus expenses)

8. Prompt payment terms:
   - 0%; Net 30 Days

9. Foreign items:
   - **Not Applicable**

10a. Time of Delivery:
    - **To Be Determined at the Task Order level**

10b. Expedited Delivery:
    - **To Be Determined at the Task Order level**
10c. Overnight and 2-day delivery:
    **To Be Determined at the Task Order level**

10d. Urgent Requirements:
    **To Be Determined at the Task Order level**

11. F.O.B. Point:
    **Destination**

12a. Ordering Address:
    JDG Associates, Ltd.
    1700 Research Blvd, Suite 103
    Rockville, MD 20850

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:
    JDG Associates, Ltd.
    1700 Research Blvd., Suite 103
    Rockville, MD 20850

14. Warranty provision:
    **Should the selected candidate recruited by JDG resign or be fired for cause within the first twelve months of employment, JDG Associates will conduct another search at no additional cost other than expenses.**

15. Export Packing Charges:
    **Not Applicable**

16-22b. **Not Applicable**

23. Data Universal Number System (DUNS) number:
    130241730

24. Notification Regarding Registration in System for Award Management (SAM) Database::
    **Contractor has an Active Registration in SAM**

**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 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.