General Services Administration  
Federal Supply Service  
Authorized Federal Supply Schedule Catalog/Price List  

**Schedule**: Multiple Award Schedule (MAS)

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**Advanced EEO Solutions, LLC**  
1340 Turkey Ridge Rd., Unit A  
Myrtle Beach, SC 29575

**Garrison Birckett**  
Principal

**PHONE**: 301-651-5351  
**EMAIL**: gbirckett@advancedeeosolutions.com

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.

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

### SIN | Description
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OMC/RC | Order-Level Materials (OLMs)
561EEO | EEO Services
561611 | HR Support: Pre-Employment Background Investigations

**Contract Number**: 47QREA22D000E  
**Contract Period**: December 23, 2021 – December 22, 2026  
**Pricelist Version**: PO-0001 dated December 23, 2021  
**DUNS**: 079465815  
**NAICS**: 561611  
**Business Size**: 8(a), Minority Owned, Self-Certified Small Disadvantaged, Black American Owned Business  
**Web Address**: [https://advancedeeosolutions.com/](https://advancedeeosolutions.com/)
About AES

Company History

Advanced EEO Solutions, LLC (AES) is a consulting company specializing in equal employment opportunity (EEO) services for federal and private sector needs. Founded by a certified and active EEO Investigator, Mr. Garrison Birckett, AES moves towards innovation as well as upholding integrity and accountability in Federal EEO Complaint Process.

Relatively a young company, however with extensive industry experience, AES has a track record of consulting for startup ventures, software innovation and exposure to distinct aspects of the industry networking. AES team members have provided investigative services, mentored and trained EEO professionals, designed innovative software, and provided customized consulting services to Prime Contractors.

AES utilizes a network of EEO professionals obtained through past and current professional working relationships. Our team has successfully worked together on multiple federal government contracts which guarantees industry knowledge and high-quality services.

Company mission:

It is our mission and obligation as EEO professionals and practitioners that deal with civil rights to be responsible, hold ourselves and our partners to the highest possible standards. AES has a mission to bring innovation to the EEO complaint process and assist only the serious and motivated EEO Practitioners, to not only provide technically accurate and timely services, but to hold themselves accountable for professionalism, honesty, and fairness while facilitating civil rights.

AES Team

AES utilizes professional relationships to form a team of experts in niche areas. Our team of professionals own their own businesses, manage their own law practices, or perform expert services to multiple Agencies in their chosen field as contractors. We all come together to support one another in our disciplines and form partnerships for larger ventures to effectively compete with larger companies for government contracts.
1a. Table of Awarded Special Item Numbers (SINs):
OLM, OLM/RC – Order Level Materials (OLMs)
561EEO – EEO Services
561611 – HR Support: Pre-Employment Background Investigations

1b. Identification of the lowest priced model number and lowest unit price for each SIN:
See Exhibit A.

1c. Description of All Labor Categories:
See Exhibit B.

2. Maximum order:
OLM, OLM/RC – $250,000
561EEO – $1,000,000
561611 – $1,000,000

3. Minimum order:
$100.00

4. Geographic coverage (delivery area):
Domestic Delivery Only (the 48 contiguous states, D.C., Hawaii, Alaska, and US Territories). Domestic Delivery also includes a port of consolidation point, within the aforementioned areas, for orders received from overseas activities.

5. Point(s) of production (city, county, and State or foreign country).
Advanced EEO Solutions, LLC
1340 Turkey Ridge RD. Apt. A
Myrtle Beach, SC 29575

6. Discount from list prices or statement of net price.
Prices are listed as GSA Net. Discount deducted and IFF included.

7. Quantity Discounts:
None

8. Prompt payment terms:
Net30. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions."

9. Foreign Items (list items by country of origin):
Not Applicable

10a. Time of Delivery: (Contractor insert number of days.)
Advanced EEO Solutions, LLC will adhere to the delivery schedule stipulated in each delivery order and/or delivery order amendment.

10b. Expedited Delivery:
See Urgent Requirements (11d) below.

10c. Overnight and 2-day delivery:
See Urgent Requirements (11d) below.

10d. Urgent Requirements:
When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The contractor shall reply to the inquiry within 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 activity, and 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.

11. F.O.B. point(s):
Destination, Point of Exportation

12a. Ordering address(es):
Advanced EEO Solutions, LLC
1340 Turkey Ridge RD. Apt. A
Myrtle Beach, SC 29575

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(es):
Advanced EEO Solutions, LLC
1340 Turkey Ridge RD. Apt. A
Myrtle Beach, SC 29575

14. Warranty provision:
Not Applicable

15. Export packing charges, if applicable:
Not Applicable
16. Terms and conditions of rental, maintenance, and repair (if applicable).
   Not Applicable

17. Terms and conditions of installation (if applicable):
   Not Applicable

18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable).
   Not Applicable

18b. Terms and conditions for any other services (if applicable).
   Not Applicable

19. List of service and distribution points (if applicable).
   Advanced EEO Solutions, LLC
   1340 Turkey Ridge RD. Apt. A
   Myrtle Beach, SC 29575

20. List of participating dealers (if applicable).
   Not Applicable

21. Preventive maintenance (if applicable).
   Not Applicable

22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).
   Not Applicable

22b. Section 508 compliance for EIT:
   Not Applicable

23. Unique Entity Identifier (UEI).
   RDBZH7MNCEL9
   DUNS: 079465815

24. Notification regarding registration in System for Award Management (SAM) database.
   Contractor has an Active Registration in the SAM database.
### Exhibit A: Labor Category Rates

<table>
<thead>
<tr>
<th>SIN</th>
<th>Labor Category</th>
<th>MONTH 2021 - 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>561EEO 561611</td>
<td>Case Manager</td>
<td>$81.36</td>
</tr>
<tr>
<td>561EEO 561611</td>
<td>Compliance Manager</td>
<td>$110.08</td>
</tr>
<tr>
<td>561EEO 561611</td>
<td>Compliance Reviewer</td>
<td>$105.29</td>
</tr>
<tr>
<td>561EEO 561611</td>
<td>EEO Trainor</td>
<td>$119.65</td>
</tr>
<tr>
<td>561EEO 561611</td>
<td>Junior Investigator</td>
<td>$67.00</td>
</tr>
<tr>
<td>561EEO 561611</td>
<td>New Investigator</td>
<td>$19.14</td>
</tr>
<tr>
<td>561EEO 561611</td>
<td>Production Specialist</td>
<td>$23.93</td>
</tr>
<tr>
<td>561EEO 561611</td>
<td>Program Manager</td>
<td>$119.65</td>
</tr>
<tr>
<td>561EEO 561611</td>
<td>Program Support</td>
<td>$23.93</td>
</tr>
<tr>
<td>561EEO 561611</td>
<td>Senior Investigator</td>
<td>$111.99</td>
</tr>
<tr>
<td>561EEO 561611</td>
<td>Technical Expert/Trainor (SME)</td>
<td>$224.94</td>
</tr>
</tbody>
</table>
Exhibit B: Labor Category Descriptions

CASE MANAGER

Duties/Responsibilities: Reviewing plans and reports, providing instructional direction, proofreading. Assists in establishing the company’s pro-activeness with respect to equal employment opportunity (EEO) commission and AA issues. Spreads awareness regarding the equal employment opportunity commission and see to it that the employees are benefited by it. Ensures the compliance with state and federal legal requirements. Interacts with the employee representative officials and acting as a management representative.

Education: High School or GED

Experience: 5 years’ experience in (Human Capital, EEO, AA) identifying and applying best practices, policy, and process improvements to support client solutions.

COMPLIANCE MANAGER

Duties/Responsibilities: Oversight of production team, coordinate with Program Manager and backup support, facilitate directives, customize templates. Develop strategic and operational workforce programs to maintain compliance with state and federal laws/regulations including, but not limited to Executive Order 11246, Title VII, Americans with Disabilities Act (Amended Act), etc. and make certain that government contract reporting is maintained in accordance with government laws and regulations and internal company policies and procedures.

Education: High School or GED

Experience: 5 years’ experience in (Human Capital, EEO, AA) identifying and applying best practices, policy, and process improvements to support client solutions.

COMPLIANCE REVIEWER

Duties/Responsibilities: Quality Control assessment, technical instruction, document review. Assists with database development and maintenance, development and support of EEO and AA outreach related initiatives/activities and collaborating with customer points of contact.

Education: High School or GED

Experience: 5 years’ experience in (Human Capital, EEO, AA) identifying and applying best practices, policy, and process improvements to support client solutions.

EEO TRAINOR

Duties/Responsibilities: Expert knowledge of Title VII; instructing Investigators on compliance and policy protocols; Mock interviews; administer course material.

Education: Bachelor’s Degree

Experience: 5 years’ experience in (Human Capital, EEO, AA) identifying and applying best practices, policy, and process improvements to support client solutions. 32-hour EEO investigator course and 8-hour refresher

JUNIOR INVESTIGATOR
Duties/Responsibilities: Skilled investigator handling medium and large cases, full case load, limited supervisor oversight. Gathers, reviews, conducts statistical analyses.

Education: High School or GED

Experience: 5 years’ experience in (Human Capital, EEO, AA) identifying and applying best practices, policy, and process improvements to support client solutions. 32-hour EEO investigator course and 8-hour refresher

NEW INVESTIGATOR

Duties/Responsibilities: Skilled investigator handling medium and simple cases, small case load, requires case manager. Primary duty of investigator is to evaluate formal complaints of discrimination filed by federal employees.

Education: High School or GED

Experience: 1 year experience in (Human Capital, EEO, AA) identifying and applying best practices, policy, and process improvements to support client solutions. 32-hour EEO investigator course and 8-hour refresher

PRODUCTION SPECIALIST

Duties/Responsibilities: Case assembly, redaction, formatting files for delivery, HEPCAPs

Education: High School or GED

Experience: 5 years’ experience in (Human Capital, EEO, AA) identifying and applying best practices, policy, and process improvements to support client solutions.

PROGRAM MANAGER

Duties/Responsibilities: Relaying Agency directives, POC for Agency communication, infrastructure design and maintenance, interviewing consultants; back up for Case Manager. Remain abreast of local and national employee-related legislative and regulatory developments and ensure changes to rules and regulations are restructured with HR systems, policies, articles, and practices in partnership with HR and the Legal department.

Education: Bachelor’s Degree

Experience: 8 years’ experience in (Human Capital, EEO, AA) identifying and applying best practices, policy, and process improvements to support client solutions.

PROGRAM SUPPORT

Duties/Responsibilities: Administrative duties, pricing CLINS, onboarding duties, template and doc management, work orders, spreadsheet maintenance.

Education: Bachelor’s Degree

Experience: 5 years’ experience in (Human Capital, EEO, AA) identifying and applying best practices, policy, and process improvements to support client solutions.
**Duties/Responsibilities:** Skilled Investigator handling complex cases, full case load, no supervisory oversight. Additional duties/services: Must determine whether the claims were timely, that is, filed within specified number of days of the alleged discrimination. If they were filed on time. Prepares and disseminates EEO/AA-related data as needed and identify emerging trends in data and make recommendations for action, as necessary; Final Agency Decision writing services.

**Education:** High School or GED

**Experience:** 10 years’ experience in (Human Capital, EEO, AA) identifying and applying best practices, policy, and process improvements to support client solutions. 32-hour EEO investigator course and 8 hour refresher

**TECHNICAL EXPERT/TRAINOR (SME)**

**Duties/Responsibilities:** Assess qualified consultants, customize skill training, address technical obstacles, concerns, and inquiries. Interpret and implement official directives. Support entire team on all technical matters. Can perform/act as an Investigator, Case Manager, Reviewer, Program Manager, and Trainor. The Technical Expert/Trainor (SME) is involved in creating policies, includes designing in-house training programs. Involves providing employment law training to the company’s leadership team and other managers. Provides training on new corporate policies, how to enforce them, and how to deal with related complaints and violations. Ensures that employees are properly trained on the policies and what they should do if they feel their rights have been violated.

**Education:** Bachelor’s Degree

**Experience:** 7 years’ experience in (Human Capital, EEO, AA) identifying and applying best practices, policy, and process improvements to support client solutions.