GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST

MULTIPLE AWARD SCHEDULE (MAS)
FSC GROUP MAS
FSC CODE: R499, R704

Employment Practices Solutions, Inc.
500 W. Fraser Street
Leonard, Texas 75452
Phone: 817-329-8460
Fax: 817-779-7570
Website: www.epspros.com

Business Size: Small Business, Woman-Owned
Contract Administrator: Charlotte Kirk, ckirk@epspros.com

PERIOD COVERED BY CONTRACT:
July 20, 2022 through July 20, 2027

Price List is current through Mod 0002, effective August 1, 2022

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

1a. Table of Awarded Special Item Numbers with appropriate cross-reference to page numbers:

<table>
<thead>
<tr>
<th>SIN</th>
<th>Recovery</th>
<th>SIN Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>561EEO</td>
<td>561EEORC</td>
<td>EEO Services</td>
</tr>
<tr>
<td>611430</td>
<td>611430RC</td>
<td>Professional and Management Development Training</td>
</tr>
</tbody>
</table>

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. See below.

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. See below.

2. Maximum Order: $1,000,000.00
*Ordering activities may request a price reduction at any time before placing an order, establishing a BPA, or in conjunction with the annual BPA review. However, the ordering activity shall seek a price reduction when the order or BPA exceeds the simplified acquisition threshold. Schedule contractors are not required to pass on to all schedule users a price reduction extended only to an individual ordering activity for a specific order or BPA.

3. Minimum Order: $100.00

4. Geographic Coverage (delivery Area): Domestic and Overseas

5. Point(s) of production (city, county, and state or foreign country): United States

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

7. Quantity discounts: 22% off for dollar volume of $250,000 that will apply to all future orders after the customer reaches the $250,000 threshold. The customer’s volume commitment will reset at the beginning of each calendar year.

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 other concessions.

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

10a. Time of Delivery (Contractor insert number of days): Specified on Task Order

10b. Expedited Delivery. Contact Contractor

10c. Overnight and 2-day delivery. Contact Contractor
10d. Urgent Requirements. *Contact Contractor*

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

12a. Ordering Address: *Same as Contractor*

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: *Same as Contractor*

14. Warranty provision: *Contractor’s standard commercial warranty.*

15. Export Packing Charges (if applicable): N/A

16. Terms and conditions of rental, maintenance, and repair (if applicable): N/A

17. Terms and conditions of installation (if applicable): N/A

18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A

18b. Terms and conditions for any other services (if applicable): N/A

19. List of service and distribution points (if applicable): N/A

20. List of participating dealers (if applicable): N/A

21. Preventive maintenance (if applicable): N/A

22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): N/A

22b. 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/](http://www.Section508.gov/): N/A

23. Unique Identifier Numbers:
   *SAM Unique Entity ID: S8CKJMBDMQK6*

24. Notification regarding registration in System of Award (SAM) database: *Registered (3MRV3)*
**APPROVED GSA PRICING**

<table>
<thead>
<tr>
<th>SIN</th>
<th>Labor Title</th>
<th>GSA Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>561EEO</td>
<td>Investigator</td>
<td>$336.52</td>
</tr>
<tr>
<td>561EEO, 611430</td>
<td>Consultant</td>
<td>$349.15</td>
</tr>
<tr>
<td>561EEO, 611430</td>
<td>Subject Matter Expert/Trainer</td>
<td>$323.91</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SIN</th>
<th>Labor Title</th>
<th>GSA Course Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>611430</td>
<td>Employment Practices Solutions Management and Professional Development Training - Half Day</td>
<td>$3,695.21</td>
</tr>
<tr>
<td>561EEO</td>
<td>Employment Practices Solutions Equal Employment Opportunity Training - Full Day</td>
<td>$5,748.11</td>
</tr>
<tr>
<td>611430</td>
<td>Employment Practices Solutions Management and Professional Development Training - Full Day</td>
<td>$5,748.11</td>
</tr>
</tbody>
</table>

**SERVICE CONTRACT LABOR STANDARDS (SCLS)**

The Service Contract Labor Standards (SCLS), also referred to 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/services have been identified as being subject to SCLS/SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and/or when the contractor adds SCA labor categories/employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.

**LABOR CATEGORY DESCRIPTIONS**

**Investigator**

*Responsibilities:* Conduct and manage impartial EEO investigations for complaints filed under federal law. Performs investigation of Discrimination Complaints and Preparation of Reports of Investigation including Case, Consolidated Cases, Continuing Violations, and Online Reporting System. Conducts Preparation of an Analysis and Recommended Final Agency Decision (FAD). Generates or performs high-quality oral or written investigation reports, accept/dismiss letters, and other responsive pleadings. Provide onsite and virtual human resource services and EEO counseling to clients. Serve as an expert: on federal, state, and local employment law rules, and regulations.

*Minimum Education:* Juris Doctor Degree, licensed Employment Law attorney

*Minimum Experience:* 5 years of experience
Consultant
Responsibilities: Work with management teams, Human Resource professionals, and in-house counsel to assist with specific expertise related to EEO services, Human Capital and Human resources. Provides expertise and guidance on EEO referent materials including Affirmative Action plans, employee complaint hotlines, employee complaint procedures/policies, expert witness services including consulting and testimony, company policies, employee handbooks and human resources assessment procedures. Provide onsite and virtual human resource services to clients.
Minimum Education: Juris Doctor Degree, licensed Employment Law attorney
Minimum Experience: 5 years of experience

Subject Matter Expert/Trainer
Responsibilities: Provides expertise and guidance and training specific to Discrimination Complaints, Inquiry, Resolution Attempt, Reporting requirements, Resolution Attempt, and Report of Inquiry, Alternative Dispute Resolution, Reference Materials. Develops customized training for EEO specific topics including sexual harassment, bystander skills, diversity and inclusion, unconscious bias and the fundamentals of effective management, among others. Work closely with Human Resource professionals, in-house and outside counsel, and organization leadership to create courses that meet specific objectives and assist in organizations remaining EEO compliant. Developed training includes customized and specific policies, hypothetical scenarios specific to each organization, and videos as required for concept retention and maximum trainee interaction.
Minimum Education: Juris Doctor Degree, licensed Employment Law attorney
Minimum Experience: 5 years of experience

TRAINING DESCRIPTIONS

561EEO: Employment Practices Solutions Equal Employment Opportunity Training

Sexual Harassment
Course Description: Our sexual harassment training courses for managers, especially necessary in the wake of the #MeToo movement, provide an in-depth understanding of why sexual harassment is a problem for organizations and the importance of the manager's role in prevention. Elements of the course include the definition of sexual harassment under the law, organizational policy, strategies for preventing and addressing sexual harassment, and discussions of management responsibilities for recognizing inappropriate behavior, a manager's role in conducting investigations, and taking corrective action. We place special emphasis on confidentiality, non-retaliation, and minimizing risk and liability.

For employees, the course covers what is and is not appropriate behavior in the workplace, the role of the bystander in harassing situations, what is expected under organizational policy, how to treat others with respect and avoid the role of harasser or victim, and what to do if harassing behavior occurs.
Harassment and Discrimination
Course Description: Our courses for managers include a review and discussion of harassment and discrimination, including race, religion, national origin, gender, pregnancy, age, disability, and the state and local protected categories relevant to an organization. Courses may be further customized to include some lesser-known categories of discrimination, family and medical leave, workers’ compensation, as well as behavior, although not illegal, that is simply inadvisable. Our courses examine issues of liability, defense, prevention, and the appropriate handling of complaints and investigations.

Employees will learn what is and is not appropriate behavior, review what is expected under organizational policy, be instructed on how not to discriminate, and learn what to do if harassing behavior occurs - including the role of the bystander.

Diversity/Inclusion
Course Description: Our diversity and inclusion training courses are designed to provide participants the tools to recognize and understand both primary (unchangeable) and secondary (changeable) dimensions of diversity. We explore the reasons why both diversity and inclusion are valuable to us as individuals, community members, colleagues, and as organizations. The course covers topics including how to recruit, hire, manage, and retain employees from diverse backgrounds. Participants become acquainted with how to navigate group dynamics, culture, conflict and resolution, and also how to improve manager-employee communications. The goal of the class is to increase understand and engagement while reducing the types of interactions that often lead to employment claims.

Sensitivity
Course Description: When inappropriate behavior does not warrant termination and an employer is prepared to invest in the rehabilitation of a high-potential employee or group of employees, sensitivity training is a solution.

Our consultants work with employees, managers, and executives to understand the legal and policy reasons that make certain conduct problematic. The training results in the employee's commitment to a plan containing specific and measurable goals, minimizing the likelihood of future problems, and bolstering legal defenses should complaints lead to lawsuits.

Our consultants work closely with clients to clarify objectives and to develop a plan to instill and reinforce critical principles. Each course is customized based on the situation and may include topics related to harassment, discrimination, diversity issues, communication, anger management, and conflict resolution.

Bullying
Course Description: A key step in building a respectful organization is recognizing the effect of bullying - harassing behavior not based on a specific protected class, such as race, religion, gender, etc.

Our training for managers and employees provides the awareness and tools needed to confront and address bullying and to understand their role as colleagues and bystanders in
recognizing and stopping comments and actions that humiliate, degrade, or intimidate anyone in the organization.

**Unconscious Bias**

**Course Description:** Unconscious biases are stereotypes that we foster related to certain groups or types of people outside our own conscious awareness. We all hold unconscious beliefs about various groups, based on our backgrounds and life experiences. These biases are not limited to race or ethnicity but can be based on age, gender or gender identity, physical abilities, religion, sexual orientation, weight, and many other characteristics.

Our training on unconscious bias helps managers and employees understand the prevalence of these biases, how to be more aware of these biases, and how to guard against these biases unduly or unfairly affecting decisions and behavior in the organization.

**State Specific Harassment Training**

**Course Description:** Many states, cities, and localities now mandate sexual harassment prevention training for employees on a schedule dictated by specific state or local statute. Each law varies in the amount, type, and format of the required training.

At EPS, we understand that sexual harassment prevention training is a cornerstone in creating organizations with a foundation of respect. Our harassment prevention courses are customized to meet each state’s specific requirements – including requirements that the training be interactive.

EPS offers states and other entities the option of live training that is facilitated either in person or virtually through a live webcast to meet their requirements. Both options provide customized, highly interactive experiences for trainees that meet state requirements and more importantly, offer a meaningful learning experience.

**611430: Employment Practices Solutions Management and Professional Development Training Offerings**

**Respectful Organizations**

**Course Description:** Our respectful organization training lays the foundation for building respectful organizations through training that focuses on the core principles of creating an organization where individuals have a deeper understanding of their biases, the legal ramifications of harassment and discrimination, and the cultural and economic imperatives of diversity.

**Performance Management/Management Skills**

**Course Description:** Our effective management training course focuses on the actions required by managers to build respect and to understand and execute management functions—interviewing, hiring, performance appraisals, disciplinary discussions, and terminations—while remaining legally compliant. The courses places emphasis on communication and conflict resolution skills and focuses on providing appropriate and relevant feedback to employees. Additional management topics, such as wage and hour law, social media,
employee privacy issues, and employee leave can be added to the course depending on the specific needs of an organization.

Disciplinary Actions/Terminations
Course Description: Our courses enables both managers and human resource professionals to handle disciplinary issues to minimize conflict and maximize employee engagement and performance with an emphasis on conducting legally sound and respectful terminations. Participants explore the issues that should be examined before disciplinary and termination decisions are made. Our courses are customized to reflect particular areas of concern, the specific organizational culture of the client, and relevant policies.

Performance Reviews
Course Description: Our performance review course focuses on the principles of effective, non-discriminatory performance reviews and coaching/counseling sessions that evaluate performance and skills related to the goals of a particular job and role within an organization.

Conflict Resolution
Course Description: Our communication and conflict resolution course provides conflict resolution models and the skills required to effectively work through a variety of conflict scenarios, with a focus on understanding the core issue and developing effective solutions. Attendees identify their style of responding to conflict – competing, compromising, collaborating, avoiding, or accommodating – and learn how to best utilize their instinctive style to deal with conflict. They also learn to recognize the positive possibilities of conflict, to hone aspects of their management style that may not come naturally, and to manage emotions that can arise during conflict.

Workplace Violence
Course Description: Our preventing violence in the workplace course examines how to promote and preserve a violence-free workplace. The organization's responsibilities are examined along with signs that an employee may be moving toward violence. The course also explores the potential categories of individuals who might commit violence, how different levels of violence should be handled, and how to evaluate the safety and security of your organization.

Attendance and Leaves of Absence
Course Description: Our attendance and leaves of absence course provides the information necessary to manage employee attendance and leaves of absence under the relevant laws. The course covers the Family and Medical Leave Act (FMLA), state workers’ compensation acts, USERRA, the Americans with Disabilities Act (ADA), and other relevant state leave laws.

Drugs and Alcohol in the Workplace
Course Description: Our drug and alcohol course allows participants to explore and understand the organization's drug and alcohol policies, drug testing, the use of employee
assistance programs, interaction with the Americans with Disabilities Act (ADA) and other relevant laws, and disciplinary and termination issues related to drugs and alcohol.

Team Building
Course Description: Our team building courses offer highly interactive sessions for teams that want to improve performance and enhance their communication and collaboration skills. Courses are tailored to the unique needs of each organization and often combine instructor led activities with a temperament sorter/personality assessment to further enhance the interaction of individuals and the team by assessing and exploring individual and team work preferences, communication preferences, and conflict management style. The session is customized to provide team specific skill building exercises that enhance the ability to work effectively with others of similar and different personality styles.