Human Resources and EEO Services

ICRIS, LLC
DBA: International Civil Rights Investigations & Settlements
1714 Stockton St, 3rd Flr, #227
San Francisco, CA 94133

Phone: (818) 883-4660
Fax: (866) 569-6614
E-mail: info@icrisllc.com
Website: http://www.icrisllc.com/

Business Size: Small Business

Contract Number: GS-02F-001HA
Period Covered by Contract: November 1, 2017 to October 31, 2022

Schedule Number: MAS
Schedule Title: Multiple Award Schedule
Large Category: Human Capital - Human Resources
Subcategory: EEO Services

On-line access to contract ordering information, terms and conditions, and up-to-date pricing are available through GSA Advantage!™, a menu-driven database system.

The INTERNET address for GSA Advantage!™ is: http://www.gsaadvantage.gov/.

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

1. Table of awarded special item number with appropriate cross-reference to item descriptions and awarded prices.

**SIN 561EEO:** EEO Services

See GSA Pricing for rates.

*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.*

2. Maximum order.
   $1,000,000

3. Minimum order.
   $100

4. Geographic coverage.
   **Worldwide**

5. Point of production.
   *To Be Negotiated – at facility of ordering agency or at Contractor location*

6. Discount from list prices or statement of net price.
   **Price shown are net.**

7. Quantity discounts.
   **None**

8. Prompt payment terms.
   **None**
   *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.
   *Government purchase cards are accepted below the micro-purchase threshold.*
9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold.

**Government purchase cards are accepted above the micro-purchase threshold.**

10. Foreign items.

**Not Applicable**

11a. Time of delivery.

**Within required timeframes as established by Government regulations and/or within the period specified in the ordering agency’s statement of work and the order.**

11b. Expedited Delivery.

**Items available for expedited delivery are noted in this price list.**

11c. Overnight and 2-day delivery.

**Contact the Contractor for overnight and 2-day delivery.**

11d. Urgent Requirements.

**Contact the Contractor for the purpose of obtaining accelerated delivery pursuant to Contract Clause No. I-FSS-140-B, Urgent Requirements.**

12. F.O.B. point.

**Destination**

13a. Ordering address.

1714 Stockton St, 3rd Flr #227
San Francisco, CA 94133
Telephone No.: (818) 883-4660

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.

1714 Stockton St, 3rd Flr #227
San Francisco, CA 94133
Telephone No.: (818) 883-4660

15. Warranty provision.

**Not Applicable**


**Not Applicable**

17. Terms and conditions of Government purchase card acceptance.

**No restrictions on the use of Government purchase card acceptance.**
18. Data Universal Number System (DUNS) number.
947394284

19. Notification regarding registration in System for Award Management (SAM) database.
CAGE Code: 1DPR5

GSA SERVICE DESCRIPTIONS

INVESTIGATION OF DISCRIMINATION COMPLAINTS AND PREPARATION OF REPORTS OF INVESTIGATION:
Contractor shall prepare reports of investigation (drafts and final) in conformance with the standards established by the EEOC. Investigations shall be performed to identify and obtain evidence from all relevant sources and gather sufficient information relevant to the issues in the complaint to ascertain the validity of the allegation. If the ordering agency determines a violation occurred, the report of investigation will provide the agency with a sufficient factual basis from which to fashion an appropriate remedy.

PREPARATION OF AN ANALYSIS AND RECOMMENDED FINAL AGENCY DECISION (FAD) IN DISCRIMINATION COMPLAINTS:
Contractor shall prepare an analysis and recommended final agency decision (FAD) that is legally sufficient for complainants who believe they have been discriminated against.

EEO COUNSELING-INDIVIDUAL AND CLASS COMPLAINT:
Contractor shall provide EEO counseling services for aggrieved employees or applicants for employment who believe they have been discriminated against. The goal of counseling is to informally resolve the pre-complaint and to advise aggrieved persons, in writing, of their rights and responsibilities.

--- Price List on next Page
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<td>Individual Case ~ One Issue</td>
<td>$3,352.25</td>
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<td>Copies of Report (Per Page)</td>
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