GSA Federal Supply Service

738 X – HUMAN CAPITAL MANAGEMENT AND ADMINISTRATIVE SUPPORT SERVICES
Category 561EEO

Authorized Federal Supply List Schedule Price List for the Following Services:

- EEO Investigations
- On-Line Harassment Reporting System
- LinkLinePlus Final Agency Decisions (FADS)
- EEO Counseling
- Alternative Dispute Resolution (Mediations)
- Off-the-Shelf and Customized Training
- Misconduct Investigations

Point of Contact:
Janet Bashen
2603 Augusta Drive, Suite 200
Houston, TX 77057
Tel: (713) 780-8056
Toll Free: (800) 994-1554
Fax: (713) 780-8206

www.bashencorp.com
www.bashen.training
Effective 4/10/2018
GSA Authorized Price List for Human Capital Management
and Administrative Support Services

I. General Services Administration

Online 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: www.gsaadvantage.gov

For more information on ordering from Federal Supply Schedules go to www.fss.gsa.gov

Schedule Title: 738X Human Capital Management and Administrative Support Services
Contract Number: GS-02F-0087N
Contract Period: 4/10/18 through 4/09/23

Contractor:

Corporate Headquarters, Houston, TX  Washington, D.C. Office
Bashen Corporation  Bashen Corporation
2603 Augusta Drive., Suite 200  1120 Connecticut Avenue, NW
Houston, Texas 77057  Suite 1000
Toll Free: 800-994-1554  Washington, D.C. 20036
Fax: 713-780-8206  Toll Free: 800-994-1554

Web Page: www.bashencorp.com

Contract Administration:  Janet Bashen, President & CEO – jbashen@bashencorp.com
Steve Bashen, Executive Vice President – sbashen@bashencorp.com

Business Size: Small Business, Self-Certified Disadvantaged Business, Woman Owned,
Minority Owned
II. Customer Information:

1a. **Table of Awarded SINS** (See attached price list)

**561EEO - Equal Employment Opportunity Services**

- Investigation of Discrimination Complaints and Preparation of Reports of Investigation
  - (Individual Case and Consolidated Case, One or Additional Issues, Continuing Violations)
  - Amended cases
- Additional Copies of Investigative Report
- Preparation of an Analysis and Recommended Final Agency Decision (FAD) in Discrimination complaints - (Individual and Consolidated)
- Counseling - (Individual and Class Complaint)
- EEO Training and Consulting
- Reference Materials Relating to EEO Programs

**541612ER - Human Resource Services**

- Misconduct Investigations

1b. **Lowest Priced Item**

Prices are net; all discounts deducted, and valid for all areas. Prices are listed in Section III, below.

2. **Maximum Order:** $1,000,000

The Contractor may, but is not obligated to, accept orders over $1,000,000. Contact Bashen Corporation for orders over $1,000,000.

3. **Minimum Order:** $100.00

4. **Geographic Coverage:** United States

5. **Points of Production:** Houston, Harris County Texas

6. **Discount from List Prices:** Volume discount/negotiable

7. **Quantity Discount:** Volume discount/negotiable

8. **Prompt Payment Terms:** Accelerating payments to small businesses for goods and services

9a. **Annotate if Government Credit Card Accepted:** Yes

9b. **Discount for Payment by Government Credit Card:** N/A

10. **Foreign Items:** N/A

11a. **Time of Delivery:** Will adhere to the delivery schedule specified by the Agency’s purchase order

11b. **Expedited Delivery:** Negotiable

11c. **Urgent Requirements:** Contact Contractor for overnight and 2 day delivery

12. **FOB Points:** Destination
13. Ordering Address:
Bashen Corporation
2603 Augusta Drive., Suite 200
Houston, Texas 77057
Tel: 713-780-8056
Fax: 713-780-8206

14. Payment Address:
Bashen Corporation
2603 Augusta Drive., Suite 200
Houston, Texas 77057
Tel: 713-780-8056
Fax: 713-780-8206

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

16. Export Packing Charges: N/A

17. Terms and Conditions of Government Purchase Card Acceptance: N/A

18. Terms and Conditions of Rental, Maintenance and Repair: N/A

19. Terms and Conditions of Installation: N/A

20a. Terms and Conditions of Repair Parts Indicting Date of Parts Price Lists and Any Discounts
from List Prices: N/A

20b. Terms and Conditions for any Other Services: N/A

21. List of Service and Distribution Points:

Bashen Corporation
2603 Augusta Drive., Suite 200
Houston, Texas 77057
Tel: 713-780-8056
Fax: 713-780-8206

Bashen Corporation
1120 Connecticut Avenue, NW
Suite 1000
Washington, D.C. 20036
Toll Free: 800-994-1554

22. List of Participating Dealers: N/A

23. Preventive Maintenance: N/A

24a. Environmental Attributes: N/A

24b. Section 508 Compliance: Yes

25. Data Universal Number System (DUNS) Number: 877933408

26. Notification Regarding Registration in Central Contractor Registration: Active

27. (SAM) Database: Bashen Corporation is SAM registered
Ill. Price List

SIN 561EEO

**EEO Services:** EEO Services may include but are not limited to providing Investigation of Discrimination Complaints and Preparation of Reports of Investigation (includes Individual Case/Consolidated Case-One or Additional Issues, Continuing Violation, On-Line Reporting System, Additional Copies of Investigation Reports), Preparation of an Analysis and Recommended Final Agency Decision (FAD) in Discrimination Complaints, Inquiry, Resolution Attempt, and Preparation of an Analysis and Recommended Final Agency Decision (FAD) on Allegations of Noncompliance With Settlement Agreements or Final Decisions, Resolution Attempt and Report of Inquiry Regarding Notices of Intent to Sue under Age Discrimination in Employment Act of 1967, as Amended, Alternative Dispute Resolution, Reference Materials relating to Equal Opportunity Programs, EEO Training and Consulting, EEO Counseling (Individual and Class Complaint)

**Investigation of Discrimination Complaints and Preparation of Reports of Investigation**

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<tr>
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<tbody>
<tr>
<td>Individual Case - With One Issue¹</td>
<td>$4,311</td>
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<td>$4,311</td>
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<tr>
<td>Individual Case - Per Additional Issue¹</td>
<td>$274</td>
<td>$274</td>
<td>$274</td>
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<td>$274</td>
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<tr>
<td>Individual Case - Continuing Violation¹</td>
<td>$5,612</td>
<td>$5,612</td>
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<tr>
<td>Consolidated Case - With One Issue¹</td>
<td>$5,612</td>
<td>$5,612</td>
<td>$5,612</td>
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<td>$5,612</td>
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<tr>
<td>Consolidated Case - Per Additional Issue¹</td>
<td>$274</td>
<td>$274</td>
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<td>$274</td>
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<tr>
<td>Consolidated Case - Continuing Violation¹</td>
<td>$5,885</td>
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<tr>
<td>Executive Summary</td>
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<tr>
<td>Additional Copies of Investigation Report (pp)</td>
<td>$158</td>
<td>$158</td>
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</table>

*Volume discounts may apply.*

Prices exclusive of travel. Travel to be negotiated with customer agency.

¹ If an Agency adds an amended issue or consolidated complaint to the investigation accepted by the Contractor after the investigator has commenced interviews with the management officials, the Agency shall compensate the Contractor at the rate of 60% above the original contract price for the amended or consolidated complaint and the contractor will be granted an additional thirty (30) days to complete the investigation in accordance with GSA pricing for EEO services SIN 561EEO.
On-Line Reporting System – Bashen’s on-line reporting system offers several modules including but not limited to:

- Complaint Reporting
- Forms such as NO FEAR and Form 462
- MD715 Reports

LinkLine® Online Reporting System Features at a Glance

LinkLine® connects employers to their workforce by providing a confidential method of submitting and receiving EEO claims. LinkLine® may also be integrated with an employee hotline or a dedicated fax server. LinkLine® includes numerous online reporting tools that enable employers to identify workplace trends. Customizable data filtration, as well as integrated charts and graphs, provide users with accurate, relevant EEO data instantly. Employers may quickly correct EEO compliance concerns.

Features include:
- No Fear Reports
- Form 462 Reports
- MD715 Reports
- Tracking & Trending Reports
- Customized Reporting
- Scanning+Document Management Toolkit
- Dynamic Toolkits
- Real-Time Analytics
- Online Complaint Submission
- Automated Alerts
- Integrated Charts & Graphs
- Aggregated Data
- Benchmark Studies

On-Line Harassment Reporting System Pricing

<table>
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<tr>
<th>LinkLinePlus Reporting</th>
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<tbody>
<tr>
<td>Up to 5 Users</td>
<td>$ 55,000</td>
</tr>
<tr>
<td>6 to 10 Users</td>
<td>$100,000</td>
</tr>
<tr>
<td>11 to 25 Users</td>
<td>$150,000</td>
</tr>
<tr>
<td>26 to 50 Users</td>
<td>$225,000</td>
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<tr>
<td>51 to 75 Users</td>
<td>$310,000</td>
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<tr>
<td>Users Range</td>
<td>Price</td>
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<td>------------------</td>
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</tr>
<tr>
<td>76 to 100 Users</td>
<td>$375,000</td>
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<tr>
<td>Over 100 Users</td>
<td>Contact Vendor</td>
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**Maintenance 20% of Year 1 Service Fee**

*Volume discounts may apply. Prices exclusive of travel. Travel to be negotiated with customer agency.*

### No Fear Reports & Form 462 Reports

#### Online Reporting

<table>
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<tr>
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<tbody>
<tr>
<td>No Fear Reports &amp; Form 462 Reports (Up to 5 Users)</td>
<td>$11,255</td>
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*Volume discounts may apply. Prices exclusive of travel. Travel to be negotiated with customer agency.*

### MD715 Reporting

#### MD715 AND Reporting

<table>
<thead>
<tr>
<th>Employees Range</th>
<th>Reporting Service Subscription</th>
<th>Reporting Usage Fee (/ Employee, / Year)</th>
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<tr>
<td>1 to 6,000 Employees</td>
<td>$8,000</td>
<td>included</td>
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<tr>
<td>6,001 to 50,000 Employees</td>
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<tr>
<td>50,001 to 100,000 Employees</td>
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<td>100,001 to 130,000 Employees</td>
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<td>130,001 to 160,000 Employees</td>
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<td>160,001 to 180,000 Employees</td>
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<td>180,001 to 200,000 Employees</td>
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<tr>
<td>200,001 to 250,000 Employees</td>
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<tr>
<td>250,001 to 300,000 Employees</td>
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*Volume discounts may apply. Prices exclusive of travel. Travel to be negotiated with customer agency.*

### Final Agency Decisions

#### FADs

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<tbody>
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<td>FAD - Individual Case</td>
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<tr>
<td>FAD - Consolidated Case</td>
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*Volume discounts may apply. Prices exclusive of travel. Travel to be negotiated with customer agency.*
Conflict Bridge Mediations™ (Conflict Bridge)

Opening Dialogue for the Mediation Process

Bashen Corporation’s Alternative Dispute Resolution (ADR) service is delivered by Conflict Bridge™. Conflict Bridge includes Bashen’s philosophy of building EEO initiatives through proactive measures to resolve disputes at the earliest level. For 24 years, Bashen has worked with organizations experiencing workplace conflicts. Often, conflicts may be resolved with open communication that empowers individuals to discuss their issues. The Conflict Bridge consultant helps the parties focus on the advantages of a compromised resolution, as well as the potential risks and costs associated with complaint escalation, instead of complaint resolution.

Our mediators are also certified EEO investigators. This knowledge is unique in the mediation field and is invaluable when mediating EEO complaints and disputes. All parties need to be heard, and earnest negotiations pursued, to achieve resolutions whenever possible. It is imperative that all parties understand the typical life cycle of a discrimination claim. This education is integral to garnering a resolution. The consultation process is confidential and begins with a proven model that details the roles and responsibilities of the parties and consultant/mediator.

* Consultant and Mediator are terms that may be used interchangeably.

The Seven Steps of Conflict Bridge:

- Introductory Remarks
- Presented Issues
- Information Gathering
- Identifying the Problems
- Suggesting Resolution Options
- Exploring Compromises
- Reaching an Agreement
## Alternative Dispute Resolution Pricing

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<tbody>
<tr>
<td><em>Alternative Dispute Resolution Mediation (hourly)</em></td>
<td>$200</td>
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*Prices exclusive of travel. Travel to be negotiated with customer agency.

## Counseling

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<tbody>
<tr>
<td>Counseling – Individual Complaint</td>
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<td>EEO Counselor (Half Day)</td>
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*Prices exclusive of travel. Travel to be negotiated with customer agency.

## Training

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<tbody>
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<td>Off-The Shelf Training (4 Days)</td>
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<td>Off-The Shelf Training (Full Days)</td>
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<tr>
<td>Off-The Shelf Training (Half Day)</td>
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## Customized Training

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<tr>
<td>Project Officer (Hourly Rate)</td>
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<td>Sr. Consultant/Trainer (Hourly Rate)</td>
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<tr>
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<tr>
<td>Project Analyst/Consultant</td>
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<td>$135</td>
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<tr>
<td>Administrative Support (Hourly Rate)</td>
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The following courses have been designed for new or recently assigned personnel. The training modules incorporate the latest laws and prepare participants to successfully complete their new assignments. All Bashen courses fulfill the requirements as outlined in MD110.
**Three-Day Courses**
- EEO Investigator Training
- EEO Counselor Training

**Two-Day Courses**
- Final Agency Decisions ("FAD") Writing
- Managers/Supervisors EEO Training

**One-Day Courses**
- Advanced EEO Investigations
- Advanced Counselor Training
- EEO Investigator 8-hour Refresher
- EEO Counselor 8-hour Refresher

The training modules incorporate the latest employment law cases, which help create a consensus among management and employees regarding appropriate workplace conduct. Our trainers are also EEO compliance and diversity professionals, which greatly enhances their ability to impart pertinent knowledge about tolerance, inclusion, and fair employment practices. Bashen recognizes that all learning styles must be addressed to ensure the success of all participants; therefore, we have created a novel training experience that blends several techniques to deliver key information.

**Sample Training (Does not include all courses available)**

**EEO**
- EEO Investigator Refresher Training
- EEO Counselor Refresher Training
- Advanced EEO for Supervisors and Managers
- Advanced Mediation Training
- Conflict Resolution
- FAD Writing
- The ABCs of EEO for Supervisors and Managers

**Diversity and Inclusion**
- Developing Diversity and Inclusion in the Millennium
- "Generations Apart" A look at generational issues affecting the workplace
- Diversity and Inclusion Certification Program
- Crossroads: Understanding how to Communicate across Cultures
- Sensitivity Training for Employees and Managers
- Civility Training
- Celebrating Diversity in the Workplace
- Diversity Bootcamp
- Accommodation: Understanding the Employer's Role in the Interactive Process

**Harassment**
- The "H Word" Harassment in the Millennium
- Reporting & Stopping Harassment
- Bystander Intervention Training for Employees
- Harassment training for Managers
- Confronting Harassment in the workplace
- Conducting Harassment Investigations
Bashen investigates all types of workplace matters, including, but not limited to:

- Allegations of workplace misconduct
- Harassment
- Direct and indirect Bullying
- Retaliation
- Hostile Environment

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<tbody>
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<td>Simple Misconduct Investigation (flat)</td>
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<td>Complex Misconduct Investigation (flat)</td>
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