

**GENERAL SERVICES ADMINISTRATION  
Federal Acquisition Service**

**AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST**

On-line access to contract ordering information, terms and conditions, and up-to-date pricing are available through GSA Advantage!<sup>TM</sup>, a menu-driven database system. The INTERNET address for GSA Advantage!<sup>TM</sup> is: <http://www.gsaadvantage.gov>

\*\*\*\*Go to <http://www.fss.gsa.gov/schedules>. Find link to Customers Ordering From Schedules. Find link to Ordering procedures for services requiring a statement of work and Ordering procedures for services not requiring a statement of work.\*\*\*\*

**Schedule Title: HUMAN RESOURCES AND EQUAL EMPLOYMENT  
OPPORTUNITY (EEO) SERVICES**

**Schedule No.: 738 PART X**

**Product/Service Codes: R499**

**Contract Number: GS-02F-0116T**

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

**Contract Period: June 19, 2007 through June 18, 2017**

**Contractor:**

**Peninsula Mediation Center, Inc.  
217 McLaws Circle, Suite 1  
Williamsburg, VA 23185  
[www.peninsulamediation.com](http://www.peninsulamediation.com)  
757-253-7677  
757-253-7688 Fax**

**Point of Contact:**

**Merri Hanson  
[office@peninsulamediation.com](mailto:office@peninsulamediation.com)**

**Business Size: Small women owned business**

**CUSTOMER INFORMATION FOR ORDERING ACTIVITIES**

1a. Table of Awarded Special Item Number(s):

**SIN 595-25: Alternative Dispute Resolution (ADR)  
SIN 595-25: EEO Training and Consulting. Off-the-Shelf Training**

1b. Identification of the lowest priced service 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.

Not applicable

1c. 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

ADR Services

All mediators have received at least 40 hour mediation training and have at least 5 years of experience. Mediators, if requested, will be responsible for contacting parties, arranging the time and place for mediation, and if an agreement is reached between the parties, writing the Settlement Agreement. Mediators ascribe to the Association of Conflict Resolution’s Model Standards of Conduct for Mediators. Mediation service can be provided for all geographic areas. Mediators are prepared to mediate complaints involving civil rights matters such as disability, age, gender, and race.

ADR Training Services

Peninsula Mediation Center has a large number of off-the-shelf training courses and can tailor training depending to the specifications of the contracting agency. Training expertise and courses include training in mediation, negotiation, communication skills, and leadership training that focuses on agency civil rights complaint management.

2. MAXIMUM ORDER:

**SIN**

**MAXIMUM ORDER**

**595-25**

**\$1.0 million**

3. MINIMUM ORDER LIMITATION: \$100.00

4. GEOGRAPHIC COVERAGE (DELIVERY AREA):

**The 48 contiguous states, Alaska, Hawaii, Puerto Rico and Washington, DC**

5. Points of Production:

At the ordering agencies' facility

6. Discount from list prices or statement of net prices:

Net prices are included on the price list.

7. Quantity/Volume Discounts:

1% for orders of \$25,000 to \$49,999 and an additional 1% for orders of \$50,000 and above.

8. Prompt Payment Terms:

Net 30 days

9a. Government purchase cards are accepted up to the micro-purchase threshold of \$3,000.00.

9b. Government purchase cards are accepted above the micro-purchase threshold of \$3,000.00.

10. Foreign Items:

N/A

11a. Time of Delivery:

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

11b. Expedited Delivery: Indicate if this is available.

N/A

11c. Urgent Requirements:

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

Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies 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 agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this delivery time and in accordance with all other terms and conditions of the contract.

12. F.O.B. Point(s):

Destination

13. Ordering Address(es):

Peninsula Mediation Center, 217 McLaws Circle Suite 1, Williamsburg,  
VA 23185

14. Payment Address(es):

Same as ordering address

15. Warranty Provision:

The contractor warrants and implies that the services rendered under the contract are mercantable and fit for the particular purpose described in the contract.

16. Export Packaging Charges.

N/A

17. Terms and conditions of rental, maintenance, and repair.

N/A

18. Terms and conditions of installation.

N/A

19. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices.

N/A

20. Terms and conditions for any other services.

Will adhere to the terms and conditions as specified by the agency's purchase order.

21. List of service and distribution points.

Peninsula Mediation Center, 217 McLaws Circle Suite 1, Williamsburg, VA 23185

22. List of participating dealers.

N/A

23. Preventative maintenance.

N/A

24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).

N/A

24b. Section 508 compliance information.

N/A

25. Data Universal Number System (DUNS) number.

090957374

26. Central Contractor Registration (CCR)

1TE36

**LABOR CATEGORIES**

<b>Labor Category SIN 595-25</b>	<b>Govt. Hourly Rate Offered</b>	<b>Govt. Daily Rate Offered</b>
<b>Mediator</b>	<b>\$169.50</b>	<b>\$1356.00</b>
<b>Neutral Settlement Conference Facilitator</b>	<b>\$169.50</b>	<b>\$1356.00</b>
<b>Early Neutral Inquiry Facilitator</b>	<b>\$169.50</b>	<b>\$1356.00</b>
<b>Ombuds</b>	<b>\$169.50</b>	<b>\$1356.00</b>
<b>Conciliator</b>	<b>\$169.50</b>	<b>\$1356.00</b>
<b>Arbitrator</b>	<b>\$169.50</b>	<b>\$1356.00</b>
<b>Partnering</b>	<b>\$169.50</b>	<b>\$1356.00</b>
<b>Facilitator</b>	<b>\$169.50</b>	<b>\$1356.00</b>
<b>Mediation Mentor</b>	<b>\$169.50</b>	<b>\$1356.00</b>
<b>ADR Program Management/Administration</b>	<b>\$225.00</b>	<b>\$1800.00</b>

**Human Resources and Equal Employment Opportunity Services Authorized Federal  
Supply Schedule Price List**

**HOURLY RATES  
ALTERNATIVE DISPUTE RESOLUTION (ADR)**

**ADR SERVICES**

SIN 595-25                      \$169.50  
Hourly Rate

## ADR TRAINING

Course Title	Hours	# of Students Min/Max	Price per Student (see*)	Total
Mediation in Employment Settings	40	10/24	\$1,000	\$10,000
Advanced Questioning Tech	24	10/24	\$600	\$6,000
Mediation in Employment Settings: Tier I	24	10/24	\$600	\$6,000
Mediation for Labor Relations Professionals	24	10/24	\$600	\$6,000
Dispute Resolution Specialist Training	24	10/24	\$600	\$6,000
Conflict Resolution Skills Training	24	10/24	\$600	\$6,000
Advanced Mediation In Employment Settings: Tier II	16	10/24	\$400	\$4,000
Interest-Based Negotiation Skills For Managers	16	10/24	\$400	\$4,000
Mediating Multi- Party and Class Action Disputes	16	10/24	\$400	\$4,000
Counseling for the ADR Option	16	10/24	\$400	\$4,000
Construction Conversations: Coaching, Collaborating, Giving and Receiving Feedback (Co-Trainer)	16	10/24	\$400	\$4,000
Advanced Caucus Techniques	8	10/24	\$200	\$2,000
Mediating Sexual Harassment Disputes	8	10/24	\$200	\$2,000
Understanding Culture and Gender in ADR Processes	8	10/24	\$200	\$2,000
Impasse Handling Strategies for the ADR Professional	8	10/24	\$200	\$2,000
Problem Solving Skills for Mgrs	8	10/24	\$200	\$2,000
Mediating with Angry Parties	8	10/24	\$200	\$2,000
Identifying Core Issues in Mediation	8	10/24	\$200	\$2,000
Participating in Mediations as an Agency Rep	8	10/24	\$200	\$2,000
Communicating for Success in Strength and Adversity	8	10/24	\$200	\$2,000
Facilitating Effective Group Communication	12	10/24	\$300	\$3,000
ADR Stakeholder Training for Mgrs	4	10/30	\$100	\$1,000
Mediator Ethics	4	10/24	\$100	\$1,000
Sealing the Agreement: Barriers and Remedies	4	10/24	\$100	\$1,000
Options Building	4	10/24	\$100	\$1,000
Appealing to the Visual Learner in Mediation	4	10/24	\$100	\$1,000
Other Training	4	10/24	\$100	\$1,000
Custom Training	40	10/24	\$1,000	\$10,000
Custom Training	32	10/24	\$800	\$8,000
Custom Training	24	10/24	\$600	\$6,000
Custom Training	16	10/24	\$400	\$4,000
Custom Training	12	10/24	\$300	\$3,000
Custom Training	8	10/24	\$200	\$2,000
Custom Training	4	10/24	\$100	\$1,000

\* Price per student rate is based on less than the minimum number of students (nine students or less).