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

Multiple Award Schedule (MAS)

KnowledgeBank, Inc.
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http://knowledgebank.us.com/
Contract Administration: Kevin Antler
E-Mail: kantler@knowledgebank.us.com

Contract Number: GS-02F-0127V

Period Covered by Contract: June 4, 2019 through June 3, 2024

Pricelist current through Modification #PO-0029 effective June 13, 2022

Business Size: SBA Certified HUBZone and Small Business

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, and up-to-date pricing, as applicable, is available on GSA Advantage! at https://www.gsaadvantage.gov.
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1a. Authorized Special Item Numbers (SINs)

541611/ 541611RC – Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
541612HC/ 541612HCRC – Agency Human Capital Strategy, Policy and Operations OLM/OLMRC - Order Level Materials

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 price list 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 price list below.

2. Maximum order: $1,000,000.00

3. Minimum order: $100.00

4. Geographic coverage (delivery area): Domestic Only

5. Point of production (city, county, and state or foreign country): Same as company address

6. Discount from list prices or statement of net price: Government net prices (discounts already deducted).

7. Quantity discounts: An additional discount of 1% for firm fixed orders exceeding $300,000, An additional discount of 2% for firm fixed orders exceeding $500,000

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: None

10a. Time of Delivery: Specified on the Task Order

10b. Expedited Delivery: Contact Contractor
10c. Overnight and 2-Day Delivery: Contact Contractor

10d. Urgent Requirements: Contact Contractor

11. F.O.B. Point: Destination

12a. Contractor’s ordering address: Same as company address

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 company address

14. Warranty provision: Standard Commercial Warranty

15. Export packing charges: Not Applicable

16. Terms and conditions of rental, maintenance, and repair: Not Applicable

17. Terms and conditions of installation: Not Applicable

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

18b. Terms and conditions for any other services: Not Applicable

19. List of service and distribution points: Not Applicable

20. List of participating dealers: Not Applicable

21. Preventive maintenance: 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 Information: If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) by contacting contractor. The EIT standard can be found at: www.Section508.gov/.

23. Unique Entity Identifier (UEI) Number: MWMKKLFMK8B4

24. Contractor has registered in the System for Award Management (SAM) Database. CAGE code: 3HQ19
KnowledgeBank is an award-winning provider of human capital management, organizational effectiveness and learning services to organizations in the government, commercial and nonprofit sectors. Our clients include Federal agencies, state and local governments, Fortune 500 firms, small-to-mid sized companies, and nonprofits. We specialize in services that cover the entire spectrum of organizational effectiveness, human capital management and learning solutions to include organizational assessment and development; workforce and succession planning; talent management and development; process evaluation and reengineering; change management and communications; strategic planning and implementation support; learning strategy and instructional systems design; executive and career coaching and mentoring; leadership development; human capital business process assessments; pay and performance management; and survey design and administration.

We deploy an integrated team of seasoned business professionals and former government executives to manage all our engagements, where we function in the roles of trusted advisors to our Federal and commercial leaders. Our relationships with executives across Cabinet level agencies provide our customers with access to successful practices and lessons learned that inform ongoing efforts to improve efficiency and effectiveness.

KnowledgeBank offers Human Resources General Support Services across the full spectrum of human resources. Specific service categories available under this GSA schedule include Workforce Planning and Analysis; Recruitment and Placement; and HR Assessment. KnowledgeBank has deep experience and a long, successful track record of providing these services Federal government, commercial and nonprofit clients.

A representative list of our services is below or you can visit our website at www.knowledgebank.us.com.
Workforce Planning

Our workforce planning offering includes support to organizations in analyzing current workforce capacities, analyzing trends, and developing workforce profiles for current and future talent requirements. We offer expertise in forecasting future demand for employee skills, competencies and staffing needs to assist organizations in developing strategic talent management plans.

Recruitment and Placement

Our recruitment and placement offering includes support to organizations in identifying, attracting, hiring, and retaining the best and most capable staff. Our experience in both private and government sector recruitment uniquely qualifies KB to bring our clients best-in-class practices, processes, and tools of both market segments. Our recruitment services have supported executive searches to entry level placement. The KB recruitment support model encompasses all phases of the hiring/recruitment lifecycle, from the preparation of vacancy announcements to closing out a successful placement.

HR Assessments

The breadth and depth of KB’s HR subject matter expertise provides for outstanding HR assessment support to our clients. Our assessment offerings assist organizations in conducting reviews of HR programs, policies, and procedures and in the identification of opportunities for improve. KB has successfully conducted numerous reviews of HR programs in both private sector and federal organizations, resulting in realistic, implementable solutions that help our clients reach their organizational goals.

**KNOWLEDGEBANK HOURLY GOVERNMENT PRICE SCHEDULE**

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LABOR CATEGORY DESCRIPTIONS

Commercial Job Title: Expert Senior Consultant
Minimum/General Experience: Possesses highly specialized expertise in areas such as Information Technology, Finance, Acquisition Management, Program and Policy Administration, Organizational Development, Strategic Planning, Human Capital Management, etc. Has over 20 years of experience in areas of specialty, is a recognized industry expert, and can cite specific results achieved relative to task at hand.

Functional Responsibility: Serves in an advisory capacity to project team and to the client and provides subject matter expertise in a specialized technical area and in broader management practices. Examine current gaps in HRD organization and provide recommendations on how to mitigate those gaps. Support the transfer of organizational change knowledge and skills to senior HRD specialists.

Minimum Education: A Master’s Degree or commensurate work experience is required.

Commercial Job Title: Program Manager
Minimum/General Experience: Most likely a Senior Executive or Principal of the company. Has significant governance experience leading large-scale project and teams. Has at least 15 years of experience in providing leadership and management to ensure the delivery of high-quality products and services to large, complex organizations like government agencies or leading commercial businesses. Is well versed in Federal Acquisition Regulations (FAR) and knowledgeable in Fixed Price, Time and Materials and Cost-Plus Fixed Fee contract administration. Works closely with Agency Principals or Executives to ensure overall successful performance under multiple task orders.

Functional Responsibility: Responsible for providing overall management and leadership on multiple federal contracts and for guaranteeing successful completion to ensure that performance standards are met and that major deliverables are provided on time and within budget. Examine current gaps in HRD organization and provide recommendations on how to mitigate those gaps. Support the transfer of organizational change knowledge and skills to senior HRD specialists.

Minimum Education: Has at least a master’s degree in a related field (an additional four years of work experience may be substituted for a master’s degree).
Commercial Job Title: Project Manager
Minimum/General Experience: Has at least 10 years of experience managing a project staff. Must have at least 10 years of task leader or project manager experience or similar work experience.

Functional Responsibility: Oversees daily project management and project plan implementation. Responsible for ensuring the successful completion of all assigned daily tasks. Proactively seeks to identify potential obstacles that may impact on project goals and takes the necessary action to prevent or resolve problems. Ensures project performance of consulting team members is on schedule. Acts as the company’s primary interface with the contracting officer technical representative (COTR) providing updates and progress reports on a regular basis. Project manager is also deeply involved in project / program delivery and as such may also act as a subject matter expert for a particular task. Identify current gaps in HRD organization and provide recommendations on how to mitigate those gaps. Use workload analysis to assess placement of various HRD functions to ensure clear line of sight. Support the transfer of organizational change knowledge and skills to senior HRD specialists.

Minimum Education: Bachelor’s Degree and / or commensurate work experience

Commercial Job Title: Senior Consultant
Minimum/General Experience: A proven subject matter expert with at least 15 years of work experience in one or more of the following areas: Organization Development, Change Management, Strategic Planning, Human Capital Investment Strategies, Human Resource Management, Federal Pay Administration, Workforce Planning, Strategic Planning, Conflict Management, Team Building, Process Reengineering and Improvement, Training, Communication Strategy, Competitive Sourcing, or Management Analysis. Is experienced in providing expert level counsel and advice to Federal senior executives. Can facilitate meetings / sessions with varying employee and stakeholder group levels.

Functional Responsibility: Provides senior subject matter expertise and expert level counsel in support of project deliverables. Identify current gaps in HRD organization and provide recommendations on how to mitigate those gaps. Use workload analysis to assess placement of various HRD functions to ensure clear line of sight. Support the transfer of organizational change knowledge and skills to senior HRD specialists.

Minimum Education: Must possess solid professional credentials including at least a master’s degree in discipline related to his or her area of expertise. Five additional years of work experience may be substituted for the master’s degree.
Commercial Job Title: Consultant
Minimum/General Experience: A proven subject matter expert with at least 8 years of work experience in one or more of the following areas: Organization Development, Change Management, Human Capital Investment Strategies, Human Resource Management, Federal Pay Administration, Workforce Planning, Strategic Planning, Conflict Management, Team Building, Process Reengineering and Improvement, Training, Communication Strategy, Competitive Sourcing or Management Analysis. Must possess solid professional credentials including at least a master’s degree in discipline related to his or her area of expertise. Is experienced in providing consulting support to Federal clients and can facilitate meetings / sessions with varying employee and stakeholder group levels.

Functional Responsibility: Provides subject matter expertise and expert level counsel in support of project deliverables. Identify current gaps in HRD organization and provide recommendations on how to mitigate those gaps. Conduct workload and staffing analysis. Using workload analysis assess placement of various HRD functions to ensure clear line of sight. Support the transfer of organizational change knowledge and skills to senior HRD specialists.

Minimum Education: Two additional years of work experience may be substituted for the master’s degree.

Commercial Job Title: Senior Analyst
Minimum/General Experience: May be specialized in one or more areas such as cost benefit analysis, data analysis, federal HR and pay administration, management analysis, budget, or finance analysis and/or training analysis. Has at least 10 years of directly related work experience.

Functional Responsibility: Analyzes workforce statistical data, and trends. Reviews results of data collection and analyses and provides recommendations to consulting staff for workforce planning strategies and developing workforce planning tools.

Minimum Education: An undergraduate degree in a related discipline.

Commercial Job Title: Analyst
Minimum/General Experience: May be specialized in one or more areas such as cost benefit analysis, management analysis, federal HR and pay administration, data analysis, budget, or finance analysis and/or training analysis. Has at least 5 years of directly related work experience.

Functional Responsibility: Reviews workforce statistical data, analyzes trends and documents results of data collection and analyses. Provides analysis and recommendations to consulting staff for workforce planning strategies and developing workforce planning tools.

Minimum Education: An undergraduate degree in a related discipline.
**Commercial Job Title: Junior Analyst**
Minimum/General Experience: May be specialized in one or more areas such as cost benefit analysis, management analysis, systems analysis, budget, or finance analysis and/or training analysis. Has at least 1 year of work experience as a research assistant or similar experience.

Functional Responsibility: Collects and reviews workforce statistical data, analyzes trends and documents results of data collection and analyses. Supports consulting staff in reviewing workforce planning strategies and developing workforce planning tools.

Minimum Education: An undergraduate degree in a related discipline.

**Commercial Job Title: Senior HR Specialist**
Minimum/General Experience: A proven expert with at least 15 years of Human Resource management work experience which includes planning, organizing, developing, implementing, coordinating, and directing human resources policies, programs, and practices. Areas of experience typically include employment, compensation, benefits, classification, training, career and succession planning, employee relations, recruitment, labor relations, and EEO. Is experienced in providing expert level counsel and advice to senior executives. Can facilitate individual and group meetings with varying employee levels.

Functional Responsibility: Provides expert level counsel and advice to senior executives (and all levels of employees) and human resource program expertise in support of workforce planning activities and in the development of workforce planning tools. Reviews statistical staffing and workforce data as part of workforce planning activities. Also, may analyze workforce data, functional statements and position descriptions and develop workforce profiles to be utilized in developing workforce planning tools.

Minimum Education: Must possess solid professional credentials including at least a master’s degree in discipline related to his or her area of expertise. Five additional years of work experience may be substituted for the master’s degree. SHRM Certified Senior Professional (SPHR) preferred.
Commercial Job Title: HR Specialist

Minimum/General Experience: A proven expert with at least 8 years of Human Resource management work experience which includes planning, organizing, developing, implementing, coordinating, and directing human resources policies, programs, and practices. Areas of experience typically include employment, compensation, benefits, classification, training, career and succession planning, employee relations, recruitment, labor relations, and EEO. Is experienced in providing counsel and advice to management. Able to assist in facilitation of individual and group meetings with varying employee levels.

Functional Responsibility: Provides counsel and advice to management (and all levels of employees) and human resource program expertise in support of the goals and objectives of the organization. Creates and modifies position descriptions as part of workforce planning activities. Also, may analyze workforce data, functional statements and position descriptions and develop workforce profiles to be utilized in developing workforce planning tools.

Minimum Education: Must possess solid professional credentials including at least a bachelor’s degree (master’s degree preferred) in discipline related to his or her area of expertise. Two additional years of work experience may be substituted for the master’s degree. SHRM Certified Professional (PHR) or Senior Professional (SPHR) preferred.

Substitution

KnowledgeBank, Inc. reserves the right to make the following substitutions in the education and/or experience requirements of any of the service skill categories set forth herein.

1. One year of additional work experience is equivalent to an additional one year of education.
2. One year of additional education is equivalent to an additional one year of experience.
3. Certification related to the technology is equivalent to two years of experience or education requirement.