

**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE**

AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST

On-line 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 *GSA Advantage!* is: GSAAdvantage.gov.



SCHEDULE NUMBER **738X**

SCHEDULE NAME **HUMAN RESOURCES & EQUAL EMPLOYMENT OPPORTUNITY
SERVICES**

SIN(s): **595-21 & 595-25**

CONTRACT NUMBER: **GS-02F-013CA**

CONTRACT PERIOD: **DECEMBER 29, 2014 – DECEMBER 28, 2019**

CONTRACTOR: **THE A R GROUP, LLP
4850 E. PERRY PARKWAY
GREENWOOD VILLAGE, CO 80121-3907**

Point of Contact: **Victoria T. Aguilar, Esq., SPHR**
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Business Size: **Woman Owned Small Business**

About the Company:

The AR Group is a law and HR consulting firm headquartered in Greenwood Village, CO. The firm was founded in 2009 by Victoria Aguilar, Managing Partner and Blair Rosenthal, Partner and Co-Founder. Both Mr. Rosenthal and Ms. Aguilar are licensed lawyers and certified Senior Professionals of Human Resources with 40 years of experience between them. The AR Group is 8(a), SDB, DBE, MBE and WoSB certified.

AR Group routinely assists clients on various matters that include position classification, mediation, fact finding, EEO investigations and EEO mediations. The firm prides itself on its compliance minded approach to management of HR functions, policies, and practices and is uniquely suited to doing so given the depth of experience as lawyers and compliance-minded HR professionals.

CUSTOMER INFORMATION

1a	Awarded SIN:	595-21 – Human Resource Services (Excluding EEO Services): Employee Relations, Personnel Actions, Planning, Position Classification and Training 595-25 – EEO Services
1b	Lowest Priced Item	SIN 595-25 – Additional copies of ROI - \$.20
1c	Labor Category Descriptions	See below
2	Maximum Order:	595-21 & 595-25 - \$1,000,000
3	Minimum Order:	\$100
4	Scope of Delivery:	Worldwide
5	Point of Production:	Greenwood Village, CO (Arapahoe County)
6	Discounts:	See attached price list. Prices shown are net of discount.
7	Volume Discounts:	Additional 15% discount off hourly rates with 20-hour a month minimum; Additional 2% off orders exceeding \$50,000
8	Prompt Payment:	0.5% - 10 Days; Net 30 Days Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.
9a	Government Purchase Cards	Government Purchase Cards must be accepted at or below the micro-purchase threshold.
9b		Contract will accept the Government Commercial Credit Card above the micro-purchase threshold, with no additional discount extended to the government for its use.
10	Foreign Items:	None
11	Delivery Time:	
	a. Normal:	30 Days ARO
	b. Expedited	Contact Contractor for Availability
	c. Overnight & 2-day delivery	Contact Contractor for Availability
	d. Urgent Requirements	Contact Contractor for Availability
12	FOB:	Destination
13	Ordering Address:	Same as Contractor address
	Ordering procedures:	For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules)
14	Payment Address:	Same as Contractor address
15	Warranty:	None

- 16 **Export packing charges, if applicable:** N/A
- 17 **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** N/A
- 18 **Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
- 19 **Terms and conditions of installation (if applicable):** N/A
- 20 **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 20a **Terms and conditions for any other services (if applicable):** N/A
- 21 **List of service and distribution points (if applicable):** N/A
- 22 **List of participating dealers (if applicable):** N/A
- 23 **Preventive maintenance (if applicable):** 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 for EIT:** N/A
- 25 **DUNS Number:** 781584706
- 26 **CCR Registration:** Yes (Cage: 5P6X5)

SIN	SERVICE	GSA PRICE
595-21	Sr. HR Consultant	\$153.05/Hour
595-21	HR Consultant	\$96.73/Hour
595-21	HR Manager	\$63.98/Hour
595-25	EEO Investigator	\$188.61/Hour
595-25	Investigation Individual Case - with one issue	\$2,937.53
595-25	Investigation Individual Case - per additional issue	\$197.48
595-25	Individual Case - continuing violation	\$493.70
595-25	Consolidated Case - with one issue	\$3,307.81
595-25	Consolidated Case - per additional issue	\$286.35
595-25	Consolidated Case - continuing violation	\$3,653.40
595-25	Executive Summary - separate submission	\$444.33
595-25	Additional Copies of ROI	\$0.20
595-25	Production of ROI in electronic format (CD)	\$24.69
595-25	Rendering the ROI "searchable" with or w/o "bookmarks" (Not Redaction) Charges or On Line Reporting Systems	\$54.31

The AR Group, LLP

Labor Category Descriptions

Senior HR Consultant

Minimum/General Experience: 3 years of HR generalist experience and/or experience working with and advising on employment law compliance and human resource management practices.

Functional Responsibility: Provides high-level expertise and consultation on strategic HR and general management issues. Helps clients address and overcome challenging issues, develop strategies for the future and think creatively about how to reach goals. Works on highly complex, difficult and sensitive projects often involving data analytics. Produces substantive and complex documents reflecting detailed knowledge of topic area. Provides expert advice and mentoring to clients and staff on management topics, approves deliverables, and ensures client satisfaction. Serves as expert on federal, state, and local employment law rules and regulations. Conducts organizational reviews to identify and resolve systemic equal employment issues. Evaluates discrimination complaints in accordance with applicable EEOC regulations, procedures, guidelines and directives, and Title VII case law. Proposes strategies for solving EEO complaint issues. Evaluates complaints, management directives and related materials for policy procedural compliance. Performs audits of recruitment and employment policies. Educates business groups on best practice measures.

Minimum Certifications and Education: Master's and certification by the Society for Human Resource Management (SHRM) or Juris Doctorate degree.

HR Consultant

Minimum/General Experience: 7 years of HR generalist experience.

Functional Responsibility: Provides senior level support for HR programs, processes, and policies. Demonstrates extensive experience in employee relations, position classification, outplacement, staffing, personnel action, recruitment and related human resources areas. Provides advice related to complex conduct and discipline issues; grievances and appeals, adverse actions, performance management, labor relations and personnel practices. If needed, conducts investigations into employee allegations of misconduct and harassment. Prepares documentation for cases involving third party review. May serve as technical expert on employee and labor relations issues. Provides consultative advice to management officials on all aspects of employee relations and performance management. Analyzes organizational and management issues, analyzes position duties, and prepares position descriptions and performance standards. Provides assistance related to human resources policy analysis and development, organizational effectiveness, workforce plans, skills assessments, and competency development. Performs compliance reviews, analyzes performance outcomes and prepares written reports. Uses HR standards, regulations, metrics and other means to assess organizational performance and adherence to federal or agency requirements. Provides guidance on application of traditional or alternative dispute resolution methods including mediation, fact-finding, negotiation, and arbitration.

Minimum Certifications and Education: Bachelor's degree and Society for Human Resource Management certification or Juris Doctorate degree.

HR Manager

Minimum/General Experience: 3 years experience providing support to senior legal and HR staff.

Functional Responsibility: Supports senior staff in the preparation of employment human resource, and compliance policy and process documentation. Researches case and statutory law and gathers relevant information, as required. Reviews and summarizes information in prescribed format on case precedent and decisions. Drafts and edits documentation, research reports, and correspondence relating to cases. Implements records management systems and procedures and ensures timely compliance with I9, E-Verify, background checks and related onboarding processes. Assists with the management and processing of personnel records.

Minimum Certifications and Education: Paralegal Certification from an accredited institution.

EEO Investigator

Minimum/General Experience: At least 2 years in a HR Specialist or equivalent role.

Functional Responsibility: Conducts independent investigations of internal EEO complaints of misconduct and harassment. Conducts related fact finding, reports of investigations, and compiles documentary evidence for third party review and decision-making within prescribed timeframes.

Minimum Certifications and Education: Master's Degree with Certification by the Society for Human Resource Management (SHRM) or Juris Doctorate degree.