

# HOLLOWELL FOSTER & HERRING PC

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## I. GENERAL SERVICES ADMINISTRATION

*GSA Federal Supply Service  
Authorized Federal Supply Schedule Price List for Human Resource & EEO Services*

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](http://www.gsaadvantage.gov)

For more information on ordering from Federal Supply Schedules go to [www.fss.gsa.gov](http://www.fss.gsa.gov)

**GSA Contract Number:** GS-02F-0144V

**Contract Period:** July 7, 2014 through July 7, 2019

**Schedule Title:** Human Resource Services & EEO Services

**Schedule Number:** Group 738, Part X

**Contractor:** Hollowell Foster & Herring, P.C.  
730 Peachtree Street  
Suite 750  
Atlanta, Georgia 30308  
TEL (404) 658-9900; FAX (404) 221-3662

**Web Page:** [www.hfh-law.net](http://www.hfh-law.net)

**Contract Administration:** Jolanda E. Herring, Esq., Project Attorney  
[jherring@hfh-law.net](mailto:jherring@hfh-law.net)

**Business Size:** Small Business, Disadvantaged Business, Minority-Owned

**II. CUSTOMER INFORMATION**

**1a. Table of Awarded Special Item Number**

SIN 595-25

EEO Services may include but are not limited to:

- EEO Counseling and Preparation of Counselor’s Report
- Investigation of Discrimination Complaints Preparation of Reports of Investigation
  - Individual Cases (One or Additional Issues)
  - Consolidated Cases (One or Additional Issues)
  - Continuing Violations
  - Consolidated Continuing Violation Cases
- Recommended Final Agency Decisions (Individual and Consolidated)
- Alternative Dispute Resolution

**1b. Lowest Priced Item:**

Prices are net; all discounts deducted and valid for all areas. Prices are listed on the price list below.

- 2. Maximum Order:** \$1,000,000.00
- 3. Minimum Order:** \$100.00
- 4. Geographic Coverage:** United States and Trust Territories which includes the 48 contiguous states, Alaska, Hawaii, Washington D.C., Puerto Rico, and the Virgin Islands.
- 5. Production Point:** Atlanta, Fulton County, Georgia
- 6. Discount from List Price:** Discount from List Price shown herein are net (discount deducted).
- 7. Quantity Discount:** Negotiable

- 8. Prompt Payment Terms:** Net 30 days
- 9a. Annotate if Government Credit Card is Accepted:** Yes
- 9b. Discount for Payment by Government Credit Card:** N/A
- 10. Foreign Items:** N/A
- 11a. Time of Delivery:** Hollowell Foster & Herring, P.C., will adhere to the delivery schedule as specified in the Agency's purchase order and in accordance with applicable EEO regulations.
- 11b. Expedited Delivery:** Available Upon Request; Price Negotiable
- 11c. Overnight and 2-Day Delivery:** Available; Contact Contractor for Rates for Overnight and 2-Day Delivery
- 11d. Urgent Requirements:** Contact Jolanda Herring, Project Attorney to arrange for accelerated delivery and establish rush requirements. The January 1994 version of Clause I-FSS-140-B "Urgent Requirements" is applicable and states, "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. (The Contractor in writing shall confirm telephonic replies.) 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 shorter delivery time and in accordance with all other terms and conditions of the contract."
- 12. FOB Points:** Destination

**13a. Ordering Address:**

Hollowell Foster & Herring P.C.  
730 Peachtree Street  
Suite 750  
Atlanta, GA 30308  
TEL: 404-658-9900  
FAX: 404-221-3662

**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:**

Hollowell Foster & Herring P.C.  
730 Peachtree Street  
Suite 750  
Atlanta, GA 30308  
TEL: 404-658-9900  
FAX: 404-221-3662

**15. Warranty Provision:**

Hollowell Foster & Herring, P.C. warrants 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 Card Acceptance:**

N/A

**18. Terms and Conditions of Rental Maintenance, and Repair:**

N/A

**19. Terms and Conditions of Installation:**

N/A

**20. Terms and Conditions of Repair Parts:**

N/A

**21. List of Services and Distribution Points:**

Hollowell Foster & Herring, P.C.  
730 Peachtree Street  
Suite 750  
Atlanta, GA 30308  
TEL: 404-658-9900  
FAX: 404-221-3662

**22. List of Participating Dealers:** N/A

**23. Preventive Maintenance:** N/A

**24a. Environmental Attributes:** N/A

**24b. Section 508 Compliance Information is Available:** Yes

**25. Data Universal Number System:** 10-753-6740

**26. Notification Regarding Registration in System for Award Management (SAM) Database:** Hollowell Foster & Herring, P.C., is registered in SAM

**III.**

**IV. PRICE LIST**

Hollowell Foster & Herring, P.C. is a minority-owned professional corporation whose principal offices are located at 730 Peachtree Street, Suite 750, Atlanta, Georgia; telephone (404) 658-9900. The Firm has many years of experience providing EEO services to the federal, state, local and private sectors. The Firm is committed to providing exceptional EEO services, including investigations, counseling services, and ADR/Mediation services. For decades, the Firm has provided services which focus on maximizing EEO compliance processes and reducing clients' exposure to liability. The Firm's hands-on expertise was representing clients before the EEOC and in federal and state courts. Lawyers in the firm have worked as Mediators, Administrative Judges, Senior Trial Attorneys and ADR Coordinators. The Firm also gained great experience in the private sector arena.

<b>Product/Service</b>	<b>7/8/14- 7/7/15</b>	<b>7/8/15- 7/7/16</b>	<b>7/8/16- 7/7/17</b>	<b>7/8/17- 7/7/18</b>	<b>7/8/18- 7/9/19</b>
Individual Case – One Issue*	\$3,891	\$3,891	\$3,891	\$3,891	\$3,891
Individual Case – Per Additional Issue*	\$265	\$265	\$265	\$265	\$265
Individual Case – Continuing Violation*	\$4,669	\$4,669	\$4,669	\$4,669	\$4,669
Consolidated Case – One Issue*	\$4,669	\$4,669	\$4,669	\$4,669	\$4,669
Consolidated Case – Per Additional Issues*	\$265	\$265	\$265	\$265	\$265
Consolidated Case – Continuing Violation*	\$4,914	\$4,914	\$4,914	\$4,914	\$4,914
Additional Copies of Investigation Report	\$0.19 per page				
EEO Counseling	\$1,756	\$1,756	\$1,756	\$1,756	\$1,756
Recommended Final Agency Decision	\$1,835	\$1,835	\$1,835	\$1,835	\$1,835
Recommended Final Agency Decision – Consolidated Case	\$2,105	\$2,105	\$2,105	\$2,105	\$2,105
ADR/Mediation	\$323 per hour				

*\*Amendments: 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 the GSA pricing for EEO Services SIN 595-25.*