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 for GSA Advantage! is: www.GSAAdvantage.gov

<table>
<thead>
<tr>
<th>Schedule Title:</th>
<th>Multiple Award Schedule</th>
</tr>
</thead>
</table>
| Federal Supply Groups: | S - Human Capital  
                        | S – Professional Services |
| FSC/PSC Codes: | R499 – Human Resources  
                        | R408 – Business Administrative Services |

Contract number: **GS-02F-158BA Effective Sept. 16, 2019 through Sept. 15, 2024**

Pricelist current through **Modification PO-0019, dated June 4, 2021**

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at [www.fss.gsa.gov](http://www.fss.gsa.gov)

Management Solutions Consulting Group

4601 Presidents Drive, Suite 200, Lanham, MD 20706
Office: 301-577-3100 * Fax: 301-577-6600
[www.mscginc.com](http://www.mscginc.com)

Woman-Owned Small Business (WOSB)

Contact Kelly G. Burks for Contract Administration, Ph: 301-577-3100, ext. 111 or kburks@mscginc.com
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Information for Ordering Activities

1a. Table of awarded special item numbers (SINs):

<table>
<thead>
<tr>
<th>SIN</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>561EEO</td>
<td>EEO Services</td>
</tr>
<tr>
<td>541611</td>
<td>Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services</td>
</tr>
<tr>
<td>OLM</td>
<td>Order-Level Materials</td>
</tr>
</tbody>
</table>

1b. Price list and rates: See specific pricing tables for labor and product rates.

1c. Labor Category descriptions and qualifications: See specific labor category descriptions and qualifications table.

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

3. Minimum Order: $100 USD


5. Points of Production: Lanham, Prince Georges County, MD

6. Discount from list prices or statement of net price: All prices herein are net government prices (discounts already deducted) See pricing table.

7. Quantity Discounts: None

8. Prompt Payment Terms: 0% Net 30 days – Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold: Accepted

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: Accepted

10. Foreign Item (list items by country of origin): N/A

11a. Delivery Time: Will adhere to the delivery schedule as specified by the agency’s purchase order.

11b. Expedited Delivery: N/A
11c. **Overnight and 2-day delivery:** Not available. Time of delivery is specified in negotiated delivery/task orders.

11d. **Urgent Requirements:** N/A. Time of delivery is specified in negotiated delivery/task orders.

12. **FOB Points:** Destination

13a. **Ordering Address:**
    Management Solutions Consulting Group, Inc. (MSCG)
    4601 Presidents Drive, Suite 200
    Lanham, MD 20706
    Attn: Kelly Burks, President

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:**
    Management Solutions Consulting Group, Inc. (MSCG)
    4601 Presidents Drive, Suite 200
    Lanham, MD 20706
    Attn: Accounts Receivable

15. **Warranty Provisions:** N/A

16. **Export packing charges, if applicable:** N/A

17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor

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

20.a **Terms and conditions for any other services (if applicable):** N/A

21. **List of service and distribution points (if applicable):**
    Management Solutions Consulting Group, Inc.
    4601 Presidents Drive, Suite 200
    Lanham, MD 20706
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 information is available on Electronic and Information Technology (EIT) supplies and services and can be found at www.mscginc.com. The EIT standards can be found at: www.Section508.gov/

25. DUNS #: 11-334-3870

26. Central Contractor Registration: MSCG, Inc.’s registration in System Award Management (www.sam.gov formerly CCR) database is active and current.
MSCG’s Comprehensive Human Capital/EEO Services

Management Solutions Consulting Group, Inc. (MSCG) is a woman-owned small business (WOSB) that is a management consulting firm designed to provide comprehensive Equal Employment Opportunity (EEO) services for the federal government.

Product and Service Descriptions for SIN 561EEO

MSCG’s certified EEO investigators process EEO cases from cradle to grave and fully comply with 29 CFR 1614 as construed by EEOC Management Directive-110 (MD-110). Our qualified EEO experts manage all facets of EEO conflict cases, which include:

- Complaint intake
- Case assignments
- Counseling
- Alternative Dispute Resolutions (ADRs)
- Investigations
- Final Agency Decisions (FADs)
- Documentation, reports, and all correspondence as required

All of our counselors, investigators and mediators have obtained the legally required certification and continue to undergo training. MSCG’s Director of EEO Services assures quality service and products and supervises our in-house mediators who, in compliance with the law, remain separate from the other EEO Specialists.

MSCG’s investigative process is thorough and legally sound; our EEO Complaint Investigators:

- Prepare a detailed investigative plan
- Identify and obtain evidence from all relevant sources (e.g., statistics, documents, and securing testimonies)
- Gather sufficient information relevant to issues in the complaint to ascertain the validity of the allegation
- Provide ample factual information in the report of investigation to prepare an appropriate remedy
- Prepare analyses and recommend Final Agency Decisions (FADs)

All MSCG EEO Specialists provide face-to-face services to clients unless restricted by the agency. These restrictions include travel restrictions or any other restrictions given by the agency on a case-by-case basis. When travel is not permitted by the agency, our specialists conduct their work over the telephone and through written correspondence.
**EEO Labor Category and Product Descriptions**

*Project Director*

EEO director manages the team of investigators, EEO specialists, ADR mediators, counselors, FAD writers, and administrative personnel to assure the successful completion of quality EEO services, investigations, barrier analysis reporting (MD-715), management inquiries/hostile work environments (HWE), EEO training, and other products in compliance with EEOC regulations.

*Intake Counselor/Case Manager:*

Senior EEO case manager serves as the agency's outsourced EEO director and reviews/processes discrimination complaints of Title VI and Title VII alleged violations and assigns experienced investigators and EEO specialists to conduct case investigations. Provides oversight and may also be a backup for the project director.

*EEO Complaint Investigator*

Certified EEO investigator investigates claims of discrimination once assigned a case by the case manager or project director, including: responsibilities include developing an Investigative Plan (IP), interviewing the complainant, responsible management official (RMO), and witnesses; securing testimony, and developing a comprehensive Report of Investigation (ROI). Investigators are experienced with the three types of investigations—individual, class, and consolidated.

*EEO Mediation Specialist*

Certified EEO counselor/mediator experienced in conducting mediations to facilitate constructive discussion between the complainant and the appropriate RMO(s) who will assist with the resolution of workplace conflicts. The EEO mediation specialist is experienced in alternative dispute resolutions (ADRs) and works to achieve a draft settlement agreement for the agency's attorneys.

*Senior EEO Specialist*

Experienced EEO consultant experienced in specialized types of EEO products and services, such as providing consulting and training on diversity and inclusion, workplace assessments, basic EEO practices, sexual harassment, etc.

*EEO Administrative Assistant*

Administrative assistant to EEO director, project director, case manager, and/or other senior EEO professionals; well-versed in basic EEOC requirements, which include, but not limited to, redaction, assembly, reproduction, and handling of EEO case files and information. Serves as a POC for the investigators assigned to cases; assures the case file and reports are administratively accurate before the quality review by the project director/case manager. Tracks case status using case management system applications. Two years' EEO office experience and four years' general administrative duties are required.

*Assessment*

Informal management inquiry of anti-harassment claims or hostile work environment (HWE); does not include workplace climate assessment or MD-715 assessment/reporting.

*Counseling*

Informal complaint where an EEO counseling may be requested instead of a formal case investigation and may lead to an ADR. Includes a draft Counseling Report.

*Investigation*

Formal complaint of a single-issue claim requiring an investigation. Includes investigative plan, ROI, quality review, and status updates. May be performed virtually/electronically or onsite. (Onsite does not include travel costs outside the local area.)

*Final Agency Decision (FAD)*

Draft FAD developed by a certified and experienced FAD writer; reviews the ROI for findings on the merits of each claim in the complaint, and the decision for legal and technical substance and accuracy, as
well as any EEOC hearing record. FAD contains the appropriate regulations and precedent supporting the decision and addresses any issues that were dismissed prior to the investigation.

ADR
An alternative to traditional counseling, ADR is performed/facilitated by a certified and experienced mediation specialist. If an agreement is met, the mediator informs the agency attorney assigned to the contract of the agreed upon terms and the agency attorney finalizes the legal document and obtains the requisite signatures. Mediations are conducted onsite at the agency unless otherwise restricted. ADR price does not include necessary travel outside of the mediator's locale. The closest available mediator from MSCG's roster of nationwide mediation specialists is assigned to the agency site.

**Minimum Education/Experience Requirements for SIN 561EEO**

<table>
<thead>
<tr>
<th>Services</th>
<th>Minimum Education &amp; Experience Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessments</td>
<td>Juris Doctorate (JD) or MA in related field; e.g., Psych. Or Social Work; EEO MD 110 Training and 6 years’ experience</td>
</tr>
<tr>
<td>Counseling</td>
<td>Juris Doctorate (JD) or MA in related field; e.g., Psych. Or Social Work; EEO MD 110 Training and 6 years’ experience</td>
</tr>
<tr>
<td>Investigations</td>
<td>Juris Doctorate (JD) or MA in related field; e.g., Psych. Or Social Work; EEO MD 110 Training and 8 years’ experience</td>
</tr>
<tr>
<td>FADs</td>
<td>Juris Doctorate (JD) or MA in related field; e.g., Psych. Or Social Work; EEO MD 110 Training and 8 years’ experience</td>
</tr>
<tr>
<td>ADRs</td>
<td>Juris Doctorate (JD) or MA in related field; e.g., Psych. Or Social Work; EEO MD 110 Training and 10 years’ experience</td>
</tr>
<tr>
<td>Project Director</td>
<td>Juris Doctorate (JD) or MA in related field; e.g., Psych. Or Social Work; EEO MD 110 Training and 15 years’ experience</td>
</tr>
<tr>
<td>Intake Counselor/Case Manager</td>
<td>Juris Doctorate (JD) or MA in related field; e.g., Psych. Or Social Work; EEO MD 110 Training and 12 years’ experience</td>
</tr>
<tr>
<td><strong>EEO Administrative Assistant</strong></td>
<td>Associate of Arts degree with 4 years of general experience and 2 years of specialized EEO experience</td>
</tr>
<tr>
<td>EEO Complaint Investigator</td>
<td>Juris Doctorate (JD) or MA in related field; e.g., HR, Psych. Or Social Work; EEO MD 110 Training and 8 years’ experience</td>
</tr>
<tr>
<td>EEO Mediation Specialist</td>
<td>Juris Doctorate (JD) or MA in related field; e.g., HR, Psych. Or Social Work; EEO MD 110 Training and 10 years’ experience</td>
</tr>
<tr>
<td>Senior EEO Specialist</td>
<td>MA in related field; e.g., HR, Psych. Or Social Work; EEO MD 110 Training and 6 years’ experience</td>
</tr>
</tbody>
</table>
Pricing for SIN 561EEO

Hourly Labor Rates

<table>
<thead>
<tr>
<th>EEO Labor Categories</th>
<th>4/1/21 - 3/31/22</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Director</td>
<td>$291.67</td>
</tr>
<tr>
<td>Intake Counselor</td>
<td>$219.44</td>
</tr>
<tr>
<td>EEO Complaint Investigator</td>
<td>$166.14</td>
</tr>
<tr>
<td>EEO Mediation Specialist</td>
<td>$208.77</td>
</tr>
<tr>
<td>Senior EEO Specialist</td>
<td>$137.85</td>
</tr>
<tr>
<td>EEO Administrative Assistant*</td>
<td>$74.50</td>
</tr>
</tbody>
</table>

*The Service Contract Labor Standards (SCLS), formerly the Service Contract Act (SCA), applies to this contract and it includes SCLS applicable labor categories. Labor categories and fixed priced services marked with a (**) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).

<table>
<thead>
<tr>
<th>SCLS Eligible Contract Labor Category</th>
<th>SCLS Equivalent Code Title</th>
<th>WD Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEO Administrative Assistant*</td>
<td>01020 Administrative Assistant</td>
<td>2015-4001</td>
</tr>
</tbody>
</table>

*Wage Determination Standards, Revision 12, Date of Revision: 12/26/2018 for the following states: District of Columbia, Maryland, Virginia

Per Unit Case Rates

<table>
<thead>
<tr>
<th>EEO Services</th>
<th>4/1/21 – 3/31/22</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment</td>
<td>$1,750.00</td>
</tr>
<tr>
<td>Counseling</td>
<td>$1,871.08</td>
</tr>
<tr>
<td>Investigation</td>
<td>$2,907.92</td>
</tr>
<tr>
<td>Final Agency Decision (FAD)</td>
<td>$2,183.76</td>
</tr>
<tr>
<td>Alternative Dispute Resolution (ADR)</td>
<td>$2,333.33</td>
</tr>
</tbody>
</table>

Service Descriptions for SIN 541611 – Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services

MSCG provides professional and general clerical and administrative support services that support all EEO projects or program offices, which include but not limited to: general and EEO-specific clerical and administrative duties; cataloguing and records management; case screening and tracking; redaction; printing, reproducing, and
assembling reports and documentation in accordance with agency and EEOC regulations, and legal/paralegal-adjudication support.

### Minimum Education/Experience Requirements for SIN 541611

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Minimum Education &amp; Experience Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Administrative Assistant I</strong></td>
<td>HS diploma and minimum 1 year of relevant clerical/administrative work experience. Proficient in MS Office Applications (Word, Excel, Outlook). Provides general clerical duties. Performs tasks with some supervision. Answers phone, takes messages; responds to email messages; sorts mail; welcomes visitors; reproduces and assembles file packages; meeting note taking and transcription; court reporting; screens incoming applications/information for accuracy; communicates with appropriate personnel.</td>
</tr>
<tr>
<td><strong>Administrative Assistant II</strong></td>
<td>HS diploma and minimum 2 years of relevant office/administrative work experience. Proficient in basic MS Office Applications (Word, Excel, Outlook). Performs routine office functions with supervision, such as opening mail, responding to emails, answering phones, filing, ordering supplies, data entry, etc. Good oral and written communication skills. AA degree may be substituted for 2 years relevant office management and/or administrative work experience.</td>
</tr>
<tr>
<td><strong>Administrative Assistant III</strong></td>
<td>AA degree and minimum 2 years of relevant office/administrative work experience. Proficient in MS Office Applications (Word, Excel, Outlook, PowerPoint). Performs all functions of Administrative Assistant II and is able to support more than one supervisor/manager. Handles other duties, such as responding to correspondence, arranging travel and logistics, proofing/editing reports, able to work with databases using queries and reporting functions; assists with PowerPoint presentations materials; ability to handle multiple duties concurrently of a secretarial nature. Excellent oral and written communication skills. Performs tasks with some supervision. AA degree may be substituted for 2 years relevant office management and/or administrative work experience.</td>
</tr>
</tbody>
</table>
Labor Category | Minimum Education & Experience Requirements
--- | ---
Administrative Assistant IV** | AA degree and minimum 3 years of relevant office/administrative work experience. Proficient in MS Office Applications (Word, Excel, Outlook, PowerPoint, Publisher), Adobe Professional. Performs all functions of Administrative Assistant III plus handles additional duties, such as, able to work with databases using queries and reporting functions; expert with PowerPoint presentations and graphic illustrations; comfortable with developing professional report formats and use advanced functions of MS Word and Excel; able to develop charts, diagrams, graphic art for enhanced report formats/designs and presentations. Familiar with GPO Style Guide for expert editing. Excellent oral and written communication skills. Performs tasks with little to no supervision. Has office management skills and can oversee work of Administrative Assistants I and II.

AA degree may be substituted for 2 years relevant office management and/or administrative work experience.

**Hourly Rates for SIN 541611**

<table>
<thead>
<tr>
<th>EEO Labor Categories</th>
<th>4/1/21 - 3/31/22</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Assistant I*</td>
<td>$40.58</td>
</tr>
<tr>
<td>Administrative Assistant II*</td>
<td>$41.87</td>
</tr>
<tr>
<td>Administrative Assistant III*</td>
<td>$61.06</td>
</tr>
<tr>
<td>Administrative Assistant IV*</td>
<td>$62.14</td>
</tr>
</tbody>
</table>

**Description for SIN OLM - Order-Level Materials**

Order-Level Materials (OLMs) are supplies and/or services acquired in direct support of an individual task or delivery order placed against a Federal Supply Schedule (FSS) contract or FSS blanket purchase agreement (BPA). OLMs are not defined, priced, or awarded at the FSS contract level. They are unknown before a task or delivery order is placed against the FSS contract or FSS BPA. OLMs are only authorized for inclusion at the order level under a Time-and-Materials (T&M) or Labor-Hour (LH) Contract Line Item Number (CLIN) and are subject to a Not To Exceed (NTE) ceiling price. OLMs
include direct materials, subcontracts for supplies and incidental services for which there
is not a labor category specified in the FSS contract, other direct costs (separate from
those under ODC SINs), and indirect costs. OLMs are purchased under the authority of
the FSS Program and are not “open market items.”

Items awarded under ancillary supplies/services or other direct cost (ODC) SINs are not
OLMs. These items are defined, priced, and awarded at the FSS contract level, whereas
OLMs are unknown before an order is placed. Ancillary supplies/services and ODC SINs
are for use under all order type CLINs (Fixed-Price (FP), T&M, and LH), whereas the
Order-Level Materials SIN is only authorized for use under T&M and LH order CLINs.
The Order-Level Materials SIN is only authorized for use in direct support of another
awarded SIN. Price analysis for OLMs is not conducted when awarding the FSS contract
or FSS BPA; therefore, GSAR 538.270 and 538.271 do not apply to OLMs. OLMs are
defined and priced at the ordering activity level in accordance with GSAR clause
552.238-82 Special Ordering Procedures for the Acquisition of Order-Level Materials.
Prices for items provided under the Order-Level Materials SIN must be inclusive of the
Industrial Funding Fee (IFF). The cumulative value of OLMs in an individual task or
delivery order cannot exceed 33.33% of the total value of the order.

The Maximum Order Threshold for the OLM is $100,000.