

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:

<https://www.GSAAdvantage.gsa.gov>.

Schedule 00CORP: The Professional Services Schedule (PSS)

FSC GROUP 99 - CONSOLIDATED SCHEDULE PART 00CORP SECTION
MISCELLANEOUS
FSC Class: R499

GSA Contract # GS-10F-0248V

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

Contract Period: July 3, 2009 through July 2, 2019
Price List Current Through Modification # PS-0007 Dated 2/5/2014



Marjorie Werrell DBA Ergoworks Consulting

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<http://www.ergoworksconsulting.com>

Contract Administrator: Zack Koutsandreas

Email: zack@ergoworksconsulting.com

Business Size: Small, Woman-Owned Business

CORPORATE EXPERIENCE:

ERGOWORKS Consulting (EC) is a women owned small business that has been in existence since 1989, providing Training & Consulting Services to the Federal Government and Private Sector. We specialize in Ergonomic Injury Prevention Programs & Services. We actively participate and support some of the major Associations and Agencies such as OSHA, AIHA, RIMS, SHRM and ASSE. Most recently we assisted in re-developing the OSHA Office Ergonomics VDT Guidelines. By sitting in these positions and being on these boards, we are able to provide feedback and input into a variety of Safety and Health Related Topics and Standards. We have spoken at numerous National Conferences as well as been published in the leading Occupational Health related magazines.

- ◆ Actively sit on the OSHA/AIHA Cooperative Compliance Committee
- ◆ Actively sit on the AIHA Ergonomics Committee
Recently completed the revised VDT Guidelines Users Manual
- ◆ Spoke at the 51st Human factors & Ergonomics Conference-Baltimore
- ◆ Spoke at the National Workers' Comp & Disability Conf., Chicago
- ◆ Spoke at the OSHA VPPP Conference in Dallas
- ◆ Spoke at the National Risk Insurance & Management Conference, Philadelphia

EC boasts highly trained and tenured professionals in the field, with average work experience of over 20 years per employee. We have obtained a staff with superior Educational and Real Life Work Experience. In addition, we continue to add the leading Certifications in our field with Masters Degrees, Certified Industrial Ergonomist (CIE), Certified Professional Ergonomist (CPE), Certified Professional Ergonomic Evaluator (CPEE) and Degrees in Physical Therapy (PT), and Occupational Therapist (OT).

EC has a broad variety of Corporate Work Experience with projects that we have been engaged in with the Government, Military and Private Sector. In the Private Sector, some of our clients include, Lockheed Martin, AOL, International Monetary Fund, BNA, BAE, and many many others. In the Military, our work has also taken us to Navy yards where we help maintain OPNAVINST5100-23G-Ergonomics Program Requirements, **NSWCCD**. We have been on board with the Navy for over 10 years keeping them ship shape and in compliance with OPNAV Instruction. Lastly, we have also worked with the Federal Government for 20 years on a broad variety of Consulting & Training Projects. In particular one of our long standing clients includes the Library of Congress. Other clients include, FTC, EPA, FDA, SEC, NASA, AOUSC, HUD, BLS, AHRQ and many others.

CUSTOMER INFORMATION:

1a. Table of awarded special item number(s): **874-1, 874-1/RC, 874-4, and 874-4/RC**

1b. Identification of the lowest unit price for each special item number awarded in the contract:

LOWEST PRICE LABOR CATEGORIES AWARDED UNDER SINS 874-1, 874-1/RC, 874-4, & 874-4/RC	
Labor Category	GSA Price w/ IFF
Administrative Support **	55.94
LOWEST PRICE COURSES AWARDED UNDER SINS 874-4 & 874-4/RC	
Course	GSA Price w/ IFF
Office Ergonomics	762.74
Material Handling Ergonomics	762.74
Laboratory Ergonomics	762.74
Back Injury Prevention	762.74
Safety Training Collateral Duty - Various Topics	762.74

*** Indicates SCA applicable labor category. Please refer to SCA Matrix below.*

1c. Description of all corresponding commercial job titles, experience, functional responsibility and education for employees or subcontractors who will perform services:

GENERAL OVERVIEW OF OUR SERVICES:

Management Consulting Services with a focus on Occupational Injury Prevention Programs. Special skill set and emphasis on Ergonomic Programs, Evaluations, Audits, Productivity Improvement, Studies & Analyses

EC takes a team oriented approach to our consulting services and is able to match the right mix of people to project needs. Our experience and expertise in the field of Ergonomics and Employee Safety allows us to take the complex and make it simple. We realize that a company’s greatest asset is the “employee”. Our programs have proven time and again that investing in your employee will produce results. EC will provide the following types of Consulting Services.

CONSULTING SERVICE	DESCRIPTION of SERVICES
Management Consulting	-Support OSH Unit with expertise in Ergonomics and Injury prevention programs -Provide Risk Management services with a focus on Ergonomics and Employee Safety -Review and Revise Policy & Procedure protocols -Managing organizational change and executing communication plans
Audits & Evaluations	-Provide individual or departmental ergonomic audits -Maintain Collateral Duty and Compliance needs -Produce management reports for planning and remediation -Evaluate existing programs to determine efficiency and compliance

Studies & Analyses	<ul style="list-style-type: none"> -Conduct organizational or individual ergonomic/safety assessments -Identify “Best Practices” approach to resolving workplace issues -Determine cost benefit analysis for approved strategies -Analyze the AHAP System for trends/patterns
Productivity Improvement	<ul style="list-style-type: none"> -Develop customized educational training programs -Assessing employee performance, organizational performance -Designing & Implementing Ergonomic/Safety Programs -Develop Policy & Procedure -Develop and implement performance measures

ALL LABOR CATEGORIES AWARDED UNDER SINs 874-1, 874-1/RC, 874-4, & 874-4/RC:

Principal Consultant

Min. Education & Experience: Principal Consultants have a PhD and at least 8 years of progressive experience (or equivalent combination of education and experience). Relevant experience includes, but is not limited to, applying macro-ergonomics principles, experience in ergonomic analysis techniques, facilitation, training, methodology development and evaluation, organizational assessment and risk management, process reengineering across all phases, identifying best practices, change management, business management techniques and organizational development as well as experience with the AHAP system of reporting. PhD in Ergonomics, Physical Therapy, Occupational Therapy, Nurse Practitioner, Human Factors Engineering, Management, Education, Human Resources Development, Psychology, or other related health professional fields. Specialized professional certifications (e.g., CIE, CPEE, CPE, PT, OT, COHN).

Min. Years Experience: 8

Functional Responsibilities: The Principal Consultant supervises other consultant specialists and applies an organization-wide set of disciplines for the planning, analysis, design, and implementation of ergonomic healthy and safety systems across the various business lines. He or she performs individual ergonomic assessments, provides strategic systems planning, enterprise information, and process and data modeling in support of the planning and analysis efforts, using both manual and automated tools. The Principal Consultant develops and applies organization-wide ergonomic training programs and practices for use in designing and building on the existing or newly formulated Occupational Health & Safety (OSH) programs. The Principal Ergonomics Consultant will be responsible for managing projects, controlling budgets and allocating resources. Principal Consultant will also be able to utilize the AHAP Reporting System.

Senior Consultant

Min. Education & Experience: Senior Consultants have a master’s degree and at least 6 years of progressive experience (or equivalent combination of education and

experience). Relevant experience includes, but is not limited to, experience in facilitation, ergonomic training development, safety methodology development and evaluation and project management. In addition, the ability to identify best practices in the field, change management, organizational development, and knowledge of the AHAP system of reporting. Master's degree (or equivalent combination of education and experience) in Physical Therapy, Occupational Therapy, Human Factors Engineering, Management Sciences, Computer Science, Social Science, Human Resources Development, Psychology, or other related ergonomic or technical disciplines. Specialized professional certification (e.g., CIE, CPEE, CPE, PT, OT, COHN).

Min. Years Experience: 6

Functional Responsibilities: The Senior Consultant supervises other consultant specialists and develops Ergonomic and H&S programs in accordance with EC program strategies. He or She will provide individual ergonomic assessments and assist clients to implement the appropriate strategy to mitigate the ergonomic and or health concerns. He or She will develop and apply ergonomic principles, training programs, design strategies, construct systems and oversee the training demands. Senior Consultant will also be able to utilize the AHAP Reporting System.

Junior Consultant

Min. Education & Experience: Junior Consultants have a bachelor's degree and up to or exceeding two (2) years of progressive experience (or equivalent combination of education and experience). Relevant experience includes, but is not limited to, experience in facilitation, individual ergonomic analysis methods, training, ergonomic team methodologies, development and evaluation, identifying best practices, safety modeling methods and practices. Bachelor's degree in Physical Therapy, Occupational Therapy, Human Factors Engineering, Management Sciences, Computer Science, Social Science, Human Resources Development, Psychology, or other related ergonomic or technical disciplines. May include specialized professional certification (e.g., CIE, CPEE, CPE, PT, OT, COHN).

Min. Years Experience: 2

Functional Responsibilities: Provide individual ergonomic assessments in accordance with EC program strategies. He or She will assist clients to implement the appropriate strategy to mitigate the ergonomic and or health concerns. He or She will develop and apply ergonomic principles, programs, design strategies, construct systems and oversee the training demands.

Administrative Support **

Min. Education & Experience: Qualified Administrative Support personnel will have High School Diploma and 1 year experience in office administration. They must have

experience and working knowledge of using Microsoft Software such as Power Point, Excel and Word. He or She would report directly to the Senior Team Manager.

Min. Years Experience: 2

Functional Responsibilities: The nature of our work is very technical. However, from time to time, it is necessary to have planning sessions and or reporting sessions that require admin support time and or meeting time that is not in need of technical expertise. When this is the case, this last labor category can be used. Typically, he or she would assist with meeting details, preparing presentation, taking notes, summarizing notes from meetings and general office clerical work.

*** Indicates SCA applicable labor categories. Please refer to SCA Matrix below.*

2. Maximum order: **\$ 1,000,000.00 for all SINs**
3. Minimum order: **\$ 100.00 for all SINs**
4. Geographic coverage (delivery area): **delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington DC, and U.S. territories**
5. Point(s) of production (city, county, and State or foreign country): **Gaithersburg, MD, US**
6. Discount from list prices or statement of net price: **GSA prices are NET prices.**
7. Quantity discounts: **None offered.**
8. Prompt payment terms: **Net 30 days. No other discounts offered.**
- 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 items (list items by country of origin): **N/A**
- 11a. Time of delivery. (Contractor insert number of days.): **Delivery time to be specified on individual Delivery/Task Orders**
- 11b. Expedited Delivery: **Contact Contractor.**
- 11c. Overnight and 2-day delivery: **Contact Contractor.**
- 11d. Urgent Requirements: **In accordance with I-FSS-140-B URGENT REQUIREMENTS (JAN 1994), 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 shorter delivery time and in accordance with all other terms and conditions of the contract. Agencies may also contact the contractor's representative to effect a faster delivery.

12. F.O.B. point(s): **Destination**

13a. Ordering address(es): **13643 Glenhurst Road, Gaithersburg, MD 20878-3921**

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(es): **13643 Glenhurst Road, Gaithersburg, MD 20878-3921**

15. Warranty provision: **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**

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. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be

found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/.

25. Data Universal Number System (DUNS) number: **938807005**

26. Notification regarding registration in Central Contractor Registration (CCR) database: **(SAM) Registration is current and active**

ALL COURSES AWARDED UNDER SINs 874-4 & 874-4/RC

Office Ergonomics:

This employee inter-active seminar runs about 2 hours and is packed with information on Good vs. Bad ergonomic design and techniques. The seminar is designed to use the work environment, tools & equipment your employees are currently utilizing. They will see first hand via demonstrations and real life application how to work **SAFER, SMARTER and INJURY FREE**. At the completion of the seminar participants will understand the following objectives.

- ◆ Ergonomics-What is it ? How can it make my job easier & safer ?
- ◆ Design Concerns in Today's Office
- ◆ Fact vs. Fiction of Ergonomics
- ◆ Identify common risk factors for their own work place
- ◆ Problem-solve how to reduce risk factors for specific job tasks
- ◆ Perform appropriate exercises that are job specific
- ◆ Perform common job tasks as a group while applying ergonomic principles

Length of Course:

~2 Hours

Min/Max # of participants:

5 person MIN, 25 Person MAX

Price for additional Students:

Will take up to 5 additional students for FREE
Beyond this an additional class must be formed

Supporting materials provided as part of the course:

All handouts and booklets included in course presentation

Ergonomics for Material Handlers:

This employee inter-active seminar runs about 2 hours and is packed with information on Good vs. Bad ergonomic techniques. The seminar is designed to use the work environment, tools & equipment your employees are currently utilizing. They will see first hand via demonstrations and real life application how to work **SAFER, SMARTER and INJURY FREE**. At the completion of the seminar participants will understand the following objectives.

- ◆ Ergonomics-What is it ? How can it make my job easier & safer ?
- ◆ Fact vs. Fiction of Ergonomics
- ◆ Identify common risk factors for their own work place
- ◆ Recognize proper & improper material handling techniques
- ◆ Problem-solve how to reduce risk factors for specific job tasks
- ◆ Perform appropriate exercises that are job specific
- ◆ Perform common job tasks as a group while applying ergonomic principles

Length of Course:

~2 Hours

Min/Max # of participants:

5 person MIN, 25 Person MAX

Price for additional Students:

Will take up to 5 additional students for FREE

Beyond this an additional class must be formed

Supporting materials provided as part of the course:

All handouts and booklets included in course presentation

Laboratory Ergonomics:

This employee inter-active seminar runs about 2 hours and is packed with information on Good vs. Bad lab ergonomic techniques. The seminar is designed to use the work environment, tools & equipment your employees are currently utilizing. They will see first hand via demonstrations and real life application how to work **SAFER, SMARTER** and **INJURY FREE**. At the completion of the seminar participants will understand the following objectives.

- ◆ Ergonomics-What is it ? How can it make my job easier & safer ?
- ◆ Fact vs. Fiction of Ergonomics
- ◆ Identify common risk factors in the Lab and their own work place
- ◆ Recognize there own posture & position and correct as needed
- ◆ Problem-solve how to reduce risk factors for specific job tasks
- ◆ Perform appropriate exercises that are job specific
- ◆ Perform common job tasks as a group while applying ergonomic principles

Length of Course:

~2 Hours

Min/Max # of participants:

5 person MIN, 25 Person MAX

Price for additional Students:

Will take up to 5 additional students for FREE

Beyond this an additional class must be formed

Supporting materials provided as part of the course:

All handouts and booklets included in course presentation

Back Injury Prevention:

This employee inter-active seminar runs about two hours and is packed with information on Good vs. Bad back injury prevention techniques. The seminar is designed to use the work environment, tools & equipment your employees are currently utilizing. They will see first hand via demonstrations and real life application how to work **SAFER, SMARTER** and **INJURY FREE**. At the completion of the seminar participants will understand the following objectives.

- Anatomy of a Back Injury: *“How did this happen ?”*
- Fact vs. Fiction of Back Injuries & Lifting
- PPE-Identifying When & What is appropriate
- Identify common risk factors of their own work place
- Recognize there own posture & position and correct as needed
- Problem-solve how to reduce risk factors for specific job tasks
- Perform appropriate exercises that are job specific
- Perform common job tasks as a group while applying MH principles

Length of Course:

~2 Hours

Min/Max # of participants:

5 person MIN, 25 Person MAX

Price for additional Students:

Will take up to 5 additional students for FREE
Beyond this an additional class must be formed

Supporting materials provided as part of the course:

All handouts and booklets included in course presentation

Ergonomics-Train the Trainer Program:

Key members of the Ergonomics team will devote 2 full days of intensive training on the ***"Ergonomics-Train the Trainer Program"***. Selected individuals will complete the training which will enable them to take back the tools necessary to perform a **Level 1 Assessment**. They will receive both a general understanding of ergonomic concepts as well as site-specific application. Training will also enable them to establish & compliment their own programs as well as correct & educate employees on the basics of ergonomics. The interactive session includes use of slides, video and actual participation in analysis to ensure both competency and confidence in providing these services.

- ◆ Define ergonomics both broadly and specifically to their worksite
- ◆ Compare ergonomic risk assessment techniques

- ◆ Perform workstation assessment with proper use of analysis techniques
- ◆ Describe common ergonomic fallacies and misconceptions of back and MSDs
- ◆ Describe basic anatomy, kinesiology and biomechanics of the neck, back and upper extremity and relate these factors to potential MSDs
- ◆ Identify ergonomic risk factors on the job and relate to musculoskeletal injury
- ◆ Demonstrate proper ergonomic techniques and positioning for neck, back, arm and leg to prevent MSDs
- ◆ Describe the role of exercise in prevention & treatment of MSD injuries
- ◆ Discuss general principles of seated workstation jobs
- ◆ Discuss general principles of workstation design
- ◆ Identify best strategies and practical recommendations to reduce injury risk
- ◆ Select appropriate administrative or engineering controls
- ◆ Demonstrate problem-solving skills for practical ergonomic solutions
- ◆ Design short and long-term solutions
- ◆ Utilize guidelines, standards, etc.(OSHA, ANSI, ASTM)
- ◆ Elements of the ergonomics program and role responsibilities

Length of Course:

2 Days, (~14 Instructional Hours)

Min/Max # of participants:

4 person MIN, 20 Person MAX

Price for additional Students:

2 additional students allowed for FREE

After 2 additional students, 2nd class must be formed

Supporting materials provided as part of the course:

All handouts and booklets included in course presentation

SAFETY TRAINING/COLLATERAL DUTY-Various Topics:

Each session will cover the annual requirements to maintain compliance. Sessions will generally run ~2 hours in length. Each session will contain hands on practice when applicable and practical as well as a comprehensive review of the important points to maintain safety and compliance. Students may practice using a fire extinguisher or choose sides in a legal debate against the Compliance Officer. In addition, each session will have some form of quiz/test to ensure understanding as well as a question and answer session. Lastly, videos are kept to a minimum, (if used at all) while class participation and learning activities are optimized.

COURSE TOPICS:

Listed below are a variety of the more popular to choose from. Should you desire a more specific topic with in a sub-part that is not listed, please call and let us know. We would be happy to prepare and present it for you.

<i>SELECTED SAFETY TOPICS</i>
Fall Protection
Means of Egress & Fire Protection
Electrical Standards
Walking & Working Surfaces
Hazardous Materials
Hazardous Communication
Machine Guarding
Record Keeping
Forklift Training
Ergonomics
Material Handling & Back Injuries
Portable Hand Tools & Equipment
Lock Out Tag Out
Bloodborne Pathogens
Personal Protective Equipment
(Topic not listed-let us know, we can deliver it)

Length of Course:

~2 Hours

Min/Max # of participants:

5 person MIN, 25 Person MAX

Price for additional Students:

Will take up to 5 additional students for FREE

Beyond this an additional class must be formed

Supporting materials provided as part of the course:

All handouts and booklets included in course presentation

ALL AWARDED GSA PRICING IS SHOWN ON THE NEXT PAGE...

COURSES AWARDED UNDER SIN 874-4 & 874-4/RC	
Course	NET GSA Price
Office Ergonomics	762.74
Material Handling Ergonomics	762.74
Laboratory Ergonomics	762.74
Back Injury Prevention	762.74
Ergonomic Train The Trainer	5,720.50
Safety Training Collateral Duty - Various Topics	762.74
LABOR CATEGORIES AWARDED UNDER SINS 874-1, 874-1/RC, 874-4, & 874-4/RC	
Labor Category	GSA Price w/ IFF
Principal Consultant	152.54
Senior Consultant	127.13
Junior Consultant	96.62
Administrative Support **	55.94

**** Labor Categories applicable to the Service Contract Act**

SCA Matrix		
SCA Eligible Contract Labor Category	SCA Equivalent Code - Title	WD Number
Administrative Support**	Administrative Assistant - 01020	2005-2103

"The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (**) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide). "