

ManTech

GENERAL SERVICES ADMINISTRATION FEDERAL SUPPLY SERVICE

Authorized Multiple Award Schedule 738 X Human Resources and EEO Services

**Contract Number
GS-15F-0045M**

Contract Period of Performance
May 10, 2002 through November 9, 2007

Current through Modification PO-0002 dated May 10, 2007

ManTech Solutions & Technologies Corporation

12015 Lee Jackson Highway, 8th Floor

Fairfax, Virginia 22033

Attn: Melissa Amdahl

Tel: 703-218-6000

Fax: 703-218-8220

Large Business

<http://www.mantech.com/>

On-line access to contract ordering information, terms, and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage!, a menu-driven database system. The INTERNET address GSA Advantage! is: <http://www.gsaadvantage.gov>. For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://www.fss.gsa.gov>.

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SPECIAL ITEM NUMBERS (SIN)**595 21 – GENERAL SUPPORT SERVICES**

General Support Services: Planning; Recruitment and Internal Placement; Pre-Employment Screening including, (NACLC, LAC, SSBI, SSBI-PR) and Misconduct Investigations; Position Classification; Personnel Actions; Training; Employee Assistance; Employee Relations; Outplacement.

595-21 C. PRE-EMPLOYMENT SCREENING SERVICES

Services required under this SIN involve the process of Pre-Employment Screening services.

595-21 C-I NATIONAL AGENCY CHECK WITH LOCAL AGENCY CHECKS AND CREDIT CHECKS SERVICES (NACLC)

Services required under this SIN involve national and local agency background checks and credit checks services.

594-21 C-II LOCAL AGENCY CHECKS (LAC)

Services required under this SIN involves local agency background checks services.

595-21 C-III SINGLE SCOPE BACKGROUND INVESTIGATION (SSBI)

Services required under this SIN involves single scope background investigations services.

595-21 C-IV SSBI PERIODIC REINSPECTION (SSBI-PR)

Services required under this SIN involves periodic re-inspections of previous single-scope background investigations.

595-21 C-V MISCONDUCT INVESTIGATIONS (SSBI-MI)

Products required under this SIN involves various misconduct investigations services

CUSTOMER INFORMATION

1. Scope of Contract:

Human Resources and EEO Services	
SIN	Title
595-21	General Support Services

This contract shall only be used for the services listed. Inappropriate use of the contract for other than Human Resources and EEO Services may subject the contractor/agency to penalties provided by statute and regulation.

2. Maximum Order.

\$1,000,000 per Order. Notwithstanding this limit, agencies may place and ManTech may honor orders exceeding this limit in accordance with FAR 8.404. This maximum order value is a dollar amount at which it is suggested that the ordering agency request greater discounts from the contractor before issuing the order. The contractor may 1) offer a new lower price, 2) offer the lowest price available under the contract, or 3) decline the order within five (5) days. In accordance with the Maximum Order provisions contained in the Schedule, delivery order may be placed against the schedule even though it exceeds the maximum order threshold. There is no maximum ceiling for any task order.

3. Minimum Order.

\$100.00 unless ManTech agrees to accept a smaller order amount. When the Government requires supplies or services covered by this contract in an amount less than \$100, the Government is not obligated to purchase, nor is ManTech obligated to furnish those supplies or services under the contract. However, if the Government places such orders, they shall be deemed to be accepted by ManTech, unless returned to the ordering office within 5 workdays after receipt by ManTech.

4. Geographic Coverage (delivery area).

Services offered Locally, Nationally and/or Worldwide. The geographic scope of this contract is the 48 contiguous states and the District of Columbia, Alaska, Hawaii, and the Commonwealth of Puerto Rico, and, on a worldwide basis, all U.S. Government installations and/or agencies abroad and any foreign country in which the U.S. Government does not prohibit trade.

5. Point(s) of production (city, county, and State or foreign country).

All items listed herein are domestic end products, from designated countries under the Trade Agreements Act or are U.S. made end products. Services under this Schedule/Price List are available at any client location within the geographic scope on a TDY or permanent basis.

6. Discount from list prices or statement of net price.

Not applicable

7. **Quantity discounts.**
Not applicable
8. **Prompt payment terms.**
Net 30
9. **Government Purchase Cards**
 - a. **Notification that Government purchase cards are accepted at or below the micro-purchase threshold.**
Government Commercial Credit Cards will be acceptable for payment. Contractors are required to accept the Government purchase card for payments equal to or less than the micro-purchase threshold for oral or written delivery orders.
 - b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold.**
Government purchase cards will be acceptable for payment above the micro-purchase threshold.
10. **Foreign items (list items by country of origin).**
Not applicable
11. **Deliveries:**
 - a. **Time of delivery.**
Reference Ordering Procedures for Services. Delivery Schedule specified by task order. ManTech will deliver or perform services in accordance with the terms negotiated in the agency's order.
 - b. **Expedited Delivery.**
Items available for expedited delivery are noted in this price list.
 - c. **Overnight and 2 day delivery.**
Please contact ManTech for specific rates.
 - d. **Urgent Requirements.**
Please contact ManTech.
12. **F.O.B. point(s).**
Destination
13. **Ordering:**
 - a. **Ordering address(es).**
ManTech Solutions & Technologies Corporation
12015 Lee Jackson Highway, 8th Floor
Fairfax, Virginia 22033-3300
Attn: Ms. Melissa Amdahl
703-218-8261
 - b. **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(es).**
ManTech Solutions & Technologies Corporation
12015 Lee Jackson Highway
Fairfax, Virginia 22033-3300
Attn: Accounts Receivable
- 15. Warranty provision.**
IAW the applicable statement of work. Reference Ordering Procedures for Services.
- 16. Export packing charges, if applicable.**
Actual costs plus applicable G&A.
- 17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level).**
Not applicable
- 18. Terms and conditions of rental, maintenance, and repair (if applicable).**
Not applicable
- 19. Terms and conditions of installation (if applicable).**
Not applicable
- 20. Terms and conditions of repairs and/or services.**
 - a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from the list prices (if applicable).**
Not applicable
 - b. Terms and conditions for any other services (if applicable).**
Not applicable
- 21. List of service and distribution points (if applicable).**
Not applicable
- 22. List of participating dealers (if applicable).**
Not applicable
- 23. Preventive maintenance (if applicable).**
Not applicable
- 24. Special Attributes:**
 - a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).**
Not applicable
 - b. 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/:
Not applicable

25. DUNS/TIN Numbers:

- a. **Data Universal Number System (DUNS) number.**
96-947-7793
- b. **Taxpayer Identification Number.**
54-1871905

26. Notification regarding registration in Central Contractor Registration (CCR) database.

Registered CAGE Code: 1D2E1

MANTECH SPECIFIC CLAUSES

1. Security Requirements.

In the event security requirements are necessary, the ordering activities may incorporate, in their delivery order(s), a security clause in accordance with current laws, regulations, and individual agency policy; however, the burden of administering the security requirements shall be with the ordering agency. If any costs are incurred as a result of the inclusion of security requirements, such costs will not exceed ten percent (10%) or \$100,000, of the total amount of the dollar value of the order, which ever is lesser.

2. Purchase of Incidental, Non-Schedule Items.

For administrative convenience, open market (non-contract) items may be added to a Federal Supply Schedule Blanket Purchase Agreement (BPA) or an individual order, provided that the items are clearly labeled as such on the order, all applicable regulations have been followed, and price reasonableness has been determined by the ordering activity for the open market (non-contract) items. These costs will be negotiated separately with the ordering agency per the guidelines set forth in the FAR. If an order requires other direct costs, ManTech will burden such costs with the appropriate indirect rate(s) according to the applicable ManTech disclosure statement.

3. Travel & Other Direct Costs (ODC)

For travel and ODC's costs, ManTech will follow the Federal Travel Regulations or Joint Travel Regulations, as applicable. As documented within ManTech's disclosure statement for each Business Unit, ManTech will apply applicable indirect rates to travel and/or ODC costs per our disclosure statements.

4. Differentials/Allowances

The rates included herein do not include Cost of Living Allowances or Site Differentials, nor do they include Housing or Relocation Costs. These costs, to include overtime pay and shift differentials shall be negotiated separately on a case-by-case basis with the ordering agencies. Additionally, the rates do not include Hazardous Duty Pay or Sea

Duty/Isolated Duty. These costs shall also be negotiated separately on a case-by case-basis with the ordering agencies.

5. Overtime

ManTech observes all overtime pay requirements of the Fair Labor Standards Act of 1938, as amended. Thus all employees who are subject to the law's wage and hour provisions (that is "non-exempt" employees, such as administrative personnel and certain technicians) will receive compensation for approved overtime in accordance with those provisions. In states that have established other overtime standards, applicable legal requirements will be observed.

6. Defense Priorities and Allocations System Requirements

For task orders issued under this schedule, ManTech recognizes the Defense Priorities and Allocations System Requirements regulation, reference DFAR 252.211-15.

7. Industrial Funding Fee.

The Industrial Funding Fee is included in the labor rates awarded. The IFF does not apply to off-schedule items such as travel, materials, and other direct costs.

SIN 595-21C
HUMAN RESOURCES AND EEO SERVICES
RATES
SECTION A THROUGH H

Section A

Human Resources and EEO Services
Pricing for Human Resources Services
Searchable Types and Rates

SIN	Search Type	Unit Cost +	Total Cost/Govt. Rate	Year 2	Year 3	Year 4	Year 5
595-21C-1	BK = Bankruptcy: A search within the specific federal jurisdiction for records of any bankruptcies. The information returned may include: Case or file number, date filed, type of bankruptcy (i.e. Chapter 11, Chapter 7, etc.), discharge date and name(s) listed as the petitioner(s)	\$ 25.99	\$ 25.99	\$ 26.62	\$ 27.34	\$ 28.08	\$ 28.84
595-21C-2	CR = Credit Report: Credit Report from a national bureau. A signed release is required from the subject authorizing the credit check.	\$ 16.25	\$ 16.25	\$ 16.65	\$ 17.10	\$ 17.56	\$ 18.04
595-21C-3	CS = Criminal Search: A search of the county jurisdiction for arrests, etc.	\$ 25.99	\$ 25.99	\$ 26.62	\$ 27.34	\$ 28.08	\$ 28.84
595-21C-3	Exceptions to Criminal Search: NY, Bronx; NY, Kings; NY, New York; NY, Queens; NY, Richmond	\$ 48.65	\$ 145.75	\$ 149.32	\$ 153.35	\$ 157.49	\$ 161.74
595-21C-4	DB = Date of Birth Search: Given the name of the subject, social security number and current resident address, we provide the subject's date of birth.	\$ 13.99	\$ 13.99	\$ 14.33	\$ 14.72	\$ 15.11	\$ 15.52
595-21C-5	ED = Education Verification: Confirmation of the subject's claimed educational, doctorate, or technical degree(s). Search confirms highest degree completed or enrolled.	\$ 14.87	\$ 14.87	\$ 15.23	\$ 15.64	\$ 16.07	\$ 16.50

595-21C-6	EV = Employment Verification: Given a resume or application we can verify dates of employment, position(s) held, salary, and eligibility for rehire (if not prohibited by company policy) for last 3 employers or past 5 years.	\$ 41.98	\$ 41.98	\$ 43.00	\$ 44.17	\$ 45.36	\$ 46.58
595-21C-7	RF = Reference Check-Personal: Given a resume or application, we will verify up to three references provided by the applicant. Information returned usually includes: Length of time known, in what capacity, general impressions, strengths / weaknesses, ability to interact with others and reasons for no recommendation.	\$ 41.98	\$ 41.98	\$ 43.00	\$ 44.17	\$ 45.36	\$ 46.58
595-21C-8	SW = Statewide Criminal History: Report, usually from the state law enforcement bureau, that reveals criminal arrest history. Turnaround time varies. Release requirements vary. A report of this nature has limited uses and may not reflect public records at the county level. Reports also contain many entries that are not public record.	\$ 40.81	\$ 40.81	\$ 41.81	\$ 42.93	\$ 44.10	\$ 45.29
595-21C-9	TL = Tax Lien: A search at the county level for federal, state or local tax liens (Client must specify which one). Information returned may include: File number, address, name(s), date filed, dollar amount and whether the lien has been satisfied. If satisfied, the date of satisfaction.	\$ 17.49	\$ 17.49	\$ 17.92	\$ 18.40	\$ 18.90	\$ 19.41

Listed fees refer to a single search request per name/jurisdiction. Name variation (maiden, former, etc.) are considered to be a separate name/jurisdiction request. The fees contained herein are exclusive of fees charged by various jurisdictions (see "Exception County Fees") throughout the United States, as well as fees charged by various courts. Federal fees and circumstances vary between districts. This price schedule is exclusive of all such fees.

A search consists of a single name search and in a single jurisdiction of the public record for a period of seven (7) years from the date of the search for the associated fee listed in Exhibit "A". A search which is conducted for a period of years in excess of seven (7) years from the date of the search will include (1) The basic fee for the search type listed in Exhibit "A" plus an additional fee of \$2.00 per additional year searched over seven (7) years, (i.e. \$2.00 for each year beginning with year eight (8) and each additional year through and including year n.).

A search includes a single name in a single jurisdiction of the public record for a fee associated with the search type listed in Exhibit "A" and includes a report on all cases found up to and including five (5) cases located on the search subject. Should the search reveal a number of cases on the search subject in excess of five (5) cases, the cost would include a sum of the basic search fee found in Exhibit "A" plus an additional fee of \$1.00 per case over five (5) cases researched, (i.e. \$1.00 per additional case beginning with case number six (6) through and including case n.).

Should additional mail services be required, the following charges will be applied: \$6.25 regular mail, \$16.25 letter Federal Express (next day by 10:30 a.m.).

Searches conducted using "The Work Number" service will incur a fee of \$6.90 per employer contacted.

Copying charges for records are \$1.00 per page

Section B

**C.I - NACLC Firm-Fixed Price Range Pricing
(National Agency Check with Local Agency Checks and Credit Checks)**

**Pricing for Human Resources Services
SIN 595-21 C.I through C.IV (in dollar values)**

Item Description & Order Range	Unit Cost +	Mgmt. Fee = (per case)	Total Cost/Govt. Rate	Year 2	Year 3	Year 4	Year 5
NACLC							
200 - 500*	\$ 360	\$ 783	\$ 1,143	\$ 1,174	\$ 1,210	\$ 1,246	\$ 1,283
501 - 1,000	\$ 360	\$ 522	\$ 882	\$ 906	\$ 934	\$ 962	\$ 991
1,001 - 1,500	\$ 360	\$ 313	\$ 673	\$ 691	\$ 712	\$ 734	\$ 756
1,501 - 2,000	\$ 360	\$ 224	\$ 584	\$ 600	\$ 617	\$ 636	\$ 655
2,001 - 3,000	\$ 360	\$ 157	\$ 517	\$ 531	\$ 547	\$ 563	\$ 580
3,001 - 4,500	\$ 360	\$ 104	\$ 464	\$ 477	\$ 492	\$ 506	\$ 522
4,500 plus	\$ 360	\$ 87	\$ 447	\$ 459	\$ 473	\$ 487	\$ 502

* For quantities less than 200, the investigation will be performed on a time and material basis utilizing the rates in Section G.

Section C

**C.II - LAC Firm-Fixed Price Range Pricing
(Local Agency Check)**

**Pricing for Human Resources Services
SIN 595-21 C.I through C.IV (in dollar values)**

Item Description & Order Range	Unit Cost +	Mgmt. Fee = (per case)	Total Cost/Govt. Rate	Year 2	Year 3	Year 4	Year 5
LAC							
200 - 500*	\$ 310	\$ 783	\$ 1,093	\$ 1,123	\$ 1,157	\$ 1,191	\$ 1,227
501 - 1,000	\$ 310	\$ 522	\$ 832	\$ 855	\$ 881	\$ 907	\$ 934
1,001 - 1,500	\$ 310	\$ 313	\$ 623	\$ 640	\$ 659	\$ 679	\$ 699
1,501 - 2,000	\$ 310	\$ 224	\$ 534	\$ 549	\$ 565	\$ 582	\$ 600
2,001 - 3,000	\$ 310	\$ 157	\$ 467	\$ 480	\$ 494	\$ 509	\$ 524
3,001 - 4,500	\$ 310	\$ 104	\$ 414	\$ 426	\$ 439	\$ 452	\$ 465
4,500 plus	\$ 310	\$ 87	\$ 397	\$ 408	\$ 420	\$ 433	\$ 446

* For quantities less than 200, the investigation will be performed on a time and material basis utilizing the rates in Section G.

Section D

**C.III - SSBI Firm-Fixed Price Range Pricing
(Single Scope Background Investigation)**

**Pricing for Human Resources Services
SIN 595-21 C.I through C.IV (in dollar values)**

Item Description & Order Range	Unit Cost +	Mgmt. Fee = (per case)	Total Cost/Govt. Rate	Year 2	Year 3	Year 4	Year 5
SSBI							
200 - 500*	\$ 1,650	\$ 783	\$ 2,443	\$ 2,510	\$ 2,586	\$ 2,662	\$ 2,743
501 - 1,000	\$ 1,650	\$ 522	\$ 2,172	\$ 2,231	\$ 2,298	\$ 2,367	\$ 2,439
1,001 - 1,500	\$ 1,650	\$ 313	\$ 1,963	\$ 2,017	\$ 2,078	\$ 2,140	\$ 2,205
1,501 - 2,000	\$ 1,650	\$ 224	\$ 1,874	\$ 1,925	\$ 1,983	\$ 2,042	\$ 2,104
2,001 - 3,000	\$ 1,650	\$ 157	\$ 1,807	\$ 1,856	\$ 1,912	\$ 1,969	\$ 2,028
3,001 - 4,500	\$ 1,650	\$ 104	\$ 1,754	\$ 1,803	\$ 1,856	\$ 1,912	\$ 1,970
4,500 plus	\$ 1,650	\$ 87	\$ 1,737	\$ 1,785	\$ 1,838	\$ 1,893	\$ 1,950

* For quantities less than 200, the investigation will be performed on a time and material basis utilizing the rates in Section G.

Section E

**C.III - SSBI-PR Firm-Fixed Price Range Pricing
(SSBI - Periodic Re-Inspection)**

**Pricing for Human Resources Services
SIN 595-21 C.I through C.IV (in dollar values)**

Item Description & Order Range	Unit Cost +	Mgmt. Fee = (per case)	Total Cost/Govt. Rate	Year 2	Year 3	Year 4	Year 5
SSBI-PR							
200 - 500*	\$ 1,250	\$ 783	\$ 2,043	\$ 2,099	\$ 2,162	\$ 2,226	\$ 2,293
501 - 1,000	\$ 1,250	\$ 522	\$ 1,772	\$ 1,820	\$ 1,875	\$ 1,931	\$ 1,989
1,001 - 1,500	\$ 1,250	\$ 313	\$ 1,563	\$ 1,606	\$ 1,654	\$ 1,704	\$ 1,755
1,501 - 2,000	\$ 1,250	\$ 224	\$ 1,474	\$ 1,514	\$ 1,559	\$ 1,606	\$ 1,655
2,001 - 3,000	\$ 1,250	\$ 157	\$ 1,407	\$ 1,445	\$ 1,488	\$ 1,533	\$ 1,579
3,001 - 4,500	\$ 1,250	\$ 104	\$ 1,354	\$ 1,392	\$ 1,433	\$ 1,476	\$ 1,520
4,500 plus	\$ 1,250	\$ 87	\$ 1,337	\$ 1,374	\$ 1,414	\$ 1,457	\$ 1,501

* For quantities less than 200, the investigation will be performed on a time and material basis utilizing the rates in Section G.

Section F

**C.IV - SSBI-MI Firm-Fixed Price Range Pricing
(SSBI - Misconduct Investigations)**

**Pricing for Human Resources Services
SIN 595-21 C.I through C.IV (in dollar values)**

Item Description & Order Range	Unit Cost +	Mgmt. Fee = (per case)	Total Cost/Govt. Rate	Year 2	Year 3	Year 4	Year 5
SSBI-MI							
200 - 500*	\$ 925	\$ 783	\$ 1,708	\$ 1,755	\$ 1,808	\$ 1,861	\$ 1,917
501 - 1,000	\$ 925	\$ 522	\$ 1,447	\$ 1,486	\$ 1,531	\$ 1,577	\$ 1,625
1,001 - 1,500	\$ 925	\$ 313	\$ 1,238	\$ 1,272	\$ 1,310	\$ 1,350	\$ 1,390
1,501 - 2,000	\$ 925	\$ 224	\$ 1,149	\$ 1,180	\$ 1,216	\$ 1,253	\$ 1,290
2,001 - 3,000	\$ 925	\$ 157	\$ 1,082	\$ 1,111	\$ 1,145	\$ 1,179	\$ 1,215
3,001 - 4,500	\$ 925	\$ 104	\$ 1,029	\$ 1,057	\$ 1,089	\$ 1,121	\$ 1,155
4,500 plus	\$ 925	\$ 87	\$ 1,012	\$ 1,039	\$ 1,071	\$ 1,103	\$ 1,136

* For quantities less than 200, the investigation will be performed on a time and material basis utilizing the rates in Section G.

Section G

**Labor Categories/Hourly Rates for Investigators/Case Analysts
(Applicable for Sin 595-21, C.I through C.IV)**

ManTech Site

Labor Category	Gov't Rate/Hr. (Year One)	Year 2	Year 3	Year 4	Year 5
Executive Consultant	\$ 133.00	\$ 140.65	\$ 149.07	\$ 158.02	\$ 167.49
Master Investigator	\$ 110.00	\$ 113.02	\$ 116.41	\$ 119.20	\$ 123.50
Senior Investigator	\$ 80.00	\$ 82.20	\$ 84.66	\$ 87.20	\$ 89.82
Field Investigator	\$ 70.00	\$ 71.92	\$ 74.08	\$ 76.30	\$ 78.59
Case Analyst	\$ 65.00	\$ 66.78	\$ 68.79	\$ 70.85	\$ 72.98
Administrative Consultant	\$ 52.00	\$ 53.43	\$ 55.03	\$ 56.68	\$ 60.13
Administrative Staff	\$ 40.00	\$ 39.90	\$ 41.10	\$ 42.33	\$ 43.60

Our labor rates do not include Cost of Living Allowances or Site Differentials; nor do they include Relocation Costs. These costs, in addition to overtime pay and shift differentials, will be negotiated separately on a case-by-case basis with the ordering agencies. Additionally, the rates do not include Hazardous Duty Pay or Sea Duty/Isolated Duty. ManTech normally pays our employees 125% of the normal hourly rate to compensate eligible employees who work occasional periods of sea duty or who occasionally work at designated isolated locations. Sea Duty is defined as duty aboard a naval vessel under way (actually away from the pier). Isolated locations are those where the employee is effectively confined on-site for both lodging and subsistence. Again, these types of costs will be negotiated separately on a task order basis.

Section H

**Training Price Schedule
(Specific Agency Requirements)**

**Pricing for Human Resources Services
(in dollar values)**

Item Description	Per Student (minimum 10 per class)	Total Cost/Govt. Rate (Year 01)	Year 2	Year 3	Year 4	Year 5
3-Day Course	\$480 (per student)	\$480 (per student)	\$501 (per student)	\$523 (per student)	\$547 (per student)	\$571 (per student)
2-Day Course	\$320 (per student)	\$320 (per student)	\$333 (per student)	\$342 (per student)	\$364 (per student)	\$381 (per student)