



**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 for GSA Advantage! is: <http://www.gsadvantage.gov>

**General Services Administration
Federal Supply Service
Human Resources & Equal Employment Opportunity Services
FSC Group 738X**

CONTRACT NUMBER:
GS-15F-0055L

Period Covered by Contract:
September 9, 2011 to September 8, 2016

**Korn/Ferry International
1700 K Street, NW Suite 700
Washington, DC 20006
Phone: (202) 822-9444
Fax: (202) 822-8127
www.kornferry.com**

General Services Administration
Supplement # PO-0009, dated March 2, 2012.

Business Size: **Other Than Small**
DUNS: **052239530**

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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GSA AWARDED TERMS AND CONDITIONS Korn/Ferry International

- 1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

595-21: Human Resource Services.

Includes: Planning, recruitment and internal placement, position classification, personnel actions, training, employee relations, outplacement, function review/integration services and worker's compensation.

- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract.

See attached pricelist for details

- 1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate not applicable for this item.

See attached job descriptions document for details

2. Maximum order.

SIN 595-21: \$1,000,000

3. Minimum order.

None

4. Geographic coverage (delivery area).

Domestic and Overseas

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

**Korn/Ferry International
1700 K Street, NW Suite 700
Washington, DC 20006**

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

Prices listed are GSA Net; Discount Deducted

7. Quantity discounts.

See Price List. For further possible discounting through the packaging of multiple services and/or based on volume and frequency of work performed, federal customers should contact the contractor. Any consideration for additional discounts or concessions above the listed government prices can only be done on a case-by-case basis

8. Prompt payment terms.

0%, NET 30 Days

9a. Government purchase cards *are accepted* at or below the micro-purchase threshold.

9b. Government purchase cards *are accepted* above the micro-purchase threshold.

10. Foreign items (list items by country of origin).

Not Applicable

11a. Time of delivery.

The contractor shall deliver or perform services in accordance with the terms negotiated in the agency's Statement of Work (SOW).

11b. Expedited Delivery. The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price lists that have expedited delivery.

Expedited delivery time is to be negotiated between Contractor and Ordering Agency

11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery.

Overnight and 2-day delivery time is to be negotiated between Contractor and Ordering Agency

11d. Urgent Requirements. The Contractor will note in its price list the "Urgent Requirements" clause of its contract and advise agencies that they can also contact the Contractor's representative to effect a faster delivery.

Urgent Requirements delivery time is to be negotiated between Contractor and Ordering Agency

12. F.O.B. point(s).

Destination

13a. Ordering address(es).

**Korn/Ferry International
1700 K Street, NW Suite 700
Washington, DC 20006
Phone: (202) 822-9444
Fax: (202) 822-8127**

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. Orders can be placed in writing, by telephone or facsimile with either of the two contacts at the Business Offices listed below:

Charles S. Ingersoll, Jr.
Korn/Ferry International
1700 K Street, NW Suite 700
Washington, DC 20006
Phone: (202) 822-9444

Fax: (202) 822-8127
Charles.Ingersoll@KornFerry.com

Charlie Eye
Korn/Ferry Int'l-Futurestep
11710 Plaza America Dr., Suite 450
Reston, VA. 20190
Phone: (703) 761-7026
Fax: (703) 761-7023
Charlie.Eye@futurestep.com

14. Payment address(es).

For Standard Delivery:

Korn/Ferry International
NW 5064
P.O. Box 1450
Minneapolis, MN 555484-5064

For Overnight Delivery:

Korn/Ferry International – NW 5064
C/o Wells Fargo
1350 Energy Lane, Suite 200
St. Paul, MN 55108
(651) 917-5440

15. Warranty provision.

Standard Commercial Warranty

16. Export packing charges, if applicable.

Not Applicable

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

Korn/Ferry International will accept Government Purchase Cards with no exceptions.

18. Terms and conditions of rental, maintenance, and repair (if applicable).

Not Applicable

19. Terms and conditions of installation (if applicable).

Not Applicable

20a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable).

Not Applicable

20b. Terms and conditions for any other services (if applicable)

Not Applicable

21. List of service and distribution points (if applicable).
**Korn/Ferry Int'l-Futurestep
2929 Allen Parkway, Suite 3400
Houston, TX 77019**
22. List of participating dealers (if applicable).
**Korn/Ferry Int'l-Futurestep
2929 Allen Parkway, Suite 3400
Houston, TX 77019**
23. Preventive maintenance (if applicable).
Not Applicable
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).
Not Applicable
- 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.kornferry.com
25. Data Universal Number System (DUNS) number:
052239530
26. Notification regarding registration in the www.SAM.gov database.
CAGE Code No. 9R210

**Customer Information:
Business Points of Contact for Government Business**

Charles S. Ingersoll, Jr.
[Korn/Ferry International](#)
1700 K Street, NW Suite 700
Washington, DC 20006
Phone: (202) 822-9444
Fax: (202) 822-8127
Charles.Ingersoll@KornFerry.com

**Executive Search (SES & EX)
Leadership and Talent Consulting**

Charlie Eye
[Korn/Ferry Int'l-Futurestep](#)
11710 Plaza America Dr., Suite 450
Reston, VA. 20190
Phone: (703) 761-7026
Fax: (703) 761-7023
Charlie.Eye@futurestep.com

**Mid-level Search Services
(SL, ST, GS 13-15)
Project Recruitment Services & RPO
Consulting Services**

Korn/Ferry International, Inc. is the largest and most reliable executive search firm in the USA and throughout the world. The company offers the following three business lines:

- **Executive Search**
- **Futurestep**
 - Mid-Level (Managerial and Specialists) Search Services
 - Project Recruitment Services
 - Strategic RPO Solutions
 - Term & Temporary Solutions
 - Consulting Services
- **Leadership and Talent Consulting**

Executive Search:

The Government Practice has conducted executive search assignments in the public sector on behalf of nearly all US government agencies as well as governmental organizations around the world. Our mastery of the art of search and science-based matching methodologies has lead to the superior hiring decisions Korn/Ferry is known for in the government sector.

Our executive search offering is comprised of leading government sector professionals who apply their market knowledge and perspectives to clients, demonstrating an innate, intuitive understanding of their needs inside and out. It is an ability that can be gained only from practice and deep experience, and it has allowed Korn/Ferry to place executives (SES & EX leaders) with the ideal background, attitude and approach in the most timely and effective manner in many government agencies.

Contact: Charles Ingersoll, Jr. (202) 822-9444; Charles.Ingersoll@KornFerry.com

Futurestep:

Resourcing challenges exist not only at the top of government organizations, but at every level. Whether the objective is to fill a mid-level position or to reassess the entire recruitment strategy, Futurestep, a Korn/Ferry Company, helps government agencies with a range of highly scalable, fully customized Strategic Talent Acquisition solutions that are fully compatible with federal hiring procedures and protocols.

Futurestep improves the volume and quality of candidates throughout federal government recruitment processes for all Competitive Service positions; Direct Hire Authority positions; and Excepted Service Agency positions.

Mid-level Professional Search - SL, ST, & GS (13–15) Recruitment

This Recruitment solution enable government agencies to overcome acute shortages in any critical SL, ST and high GS (bands 13-15) disciplines by leveraging Futurestep's global reach and expertise in key industries and functional areas. As the most comprehensive and efficient mid-level recruitment provider in the USA, we draw on multiple sourcing channels and an extensive database of pre-screened candidates, as well as micro-targeting within identified companies and organizations.

Project-Based Recruitment

Futurestep Project-Based Recruitment solutions are designed to help government agencies secure and manage multiple quality hires on a tight timeline. We offer a proven, outsourced approach for augmenting and optimizing any agency's talent acquisition team. We have already stood up a few agencies and filled whole departments using this approach.

Strategic RPO

Futurestep delivers the experience, resources and expertise to help companies develop and apply a talent management strategy that will sustain a competitive advantage. Our Strategic RPO solution draws on global resources, competency-based methodologies, and a flexible service delivery model.

Term & Temporary Professionals

Futurestep's Interim Professionals help government agencies manage short and medium term knowledge, skill and resource gaps and maintain continuity with highly qualified interim professionals from the largest pool of pre-screened candidates in the business.

Consulting Services

Futurestep Consulting Services provide strategy and support from industry-leading experts, helping companies meet pressing challenges, including:

- Reducing costs and boosting efficiency for talent acquisition and management processes
- Evaluating and selecting service and technology vendors
- Establishing objectives and metrics for success
- Implementing and optimizing talent programs and systems

Contact: Charlie Eye (703) 761-7026 Charlie.Eye@futurestep.com

EXECUTIVE SEARCH:

❖ **SENIOR EXECUTIVE SERVICE POSITIONS (SES)**

- Develop written position description
- Develop candidates.
- Coordinate Interview schedule.
- Provide written interview summaries and match OPM ECQ's for SES Positions.
- Full reference report
- Degree verifications.

Contact: Charles Ingersoll, Jr. (202) 822-9444; Charles.Ingersoll@KornFerry.com

SES Search \$74,973

If additional candidates are hired from the slate of candidates for a recruitment assignment, the fee for the additional hires is one-third (1/3) their base salary.

Normal Commercial Terms: Invoices are issued in three equal parts. The first is issued upon receipt of the purchase order; the subsequent two are issued at 30 days and 60 days from the date of the order.

Guarantee: Korn Ferry will not ever recruit our placement. We will define off limits for Korn Ferry to recruit in the area of our placement for one year. If our placement leaves or is fired in the first year, Korn ferry will redo the search assignment for free plus expenses.

MID-LEVEL PROFESSIONAL SEARCH:

❖ **SENIOR-LEVEL (SL) AND SCIENTIFIC OR PROFESSIONAL (ST) POSITIONS**

❖ **GENERAL SCHEDULE (GS) POSITION (LEVEL 15)**

- Accommodates federal government recruitment processes
 - Competitive Service positions - Inc: Rate & ranking for DEU validation
 - Direct Hire Authority positions
 - Excepted Service Agency positions.
- Develop written position description and search strategy report.
- Coordinate interview schedule with client.
- Provide written interview summaries.
- Full reference report.
- Degree verifications.
- Validated Assessment tool, which evaluates cultural fit, based on decision style, communication style, and career motives.

❖ **Discounts:**

- Project Recruitment services for 5 or more of same or similar position descriptions.
- Managed Service and recruitment process outsourcing services are available for large sustained recruitment initiatives.

Contact: Charlie Eye

(703) 761-7026

Charlie.Eye@futurestep.com

Single Search	\$36,264
Discounts 5-24	\$30,824

If additional candidates are hired from the slate of candidates for a recruitment assignment, the fee for the additional hires is one-third (1/3) their base salary.

Normal Commercial Terms: Invoices are issued in three equal parts. The first is issued upon receipt of the purchase order; the subsequent two are issued at 30 days and 60 days from the date of the order.

Guarantee: Futurestep will not recruit current placed candidates. If our placement leaves or is fired in the first six months, Futurestep will redo the search assignment at no fee plus expenses.

PROJECT RECRUITMENT SOLUTIONS

❖ STRATEGIC RPO SERVICES

- Compliant with federal government hiring processes
 - Competitive Service positions - rating, ranking & preferencing for DEU validation
 - Direct Hire Authority positions
 - Excepted Service positions
- Develop written position description and search strategy report.
- Coordinate interview schedule with client.
- Provide written interview summaries.
- Full reference report.
- Degree verifications.
- Validated Assessment tool, which evaluates cultural fit, based on decision style, communication style, and career motives.

Contact: Charlie Eye

(703) 761-7026

Charlie.Eye@futurestep.com

Practice Leader	\$145.97
Project Manager	\$142.00
Senior Recruiter	\$109.11
Recruiter	\$ 93.75
Knowledge Consultant	\$ 47.50
Recruiting Coordinator	\$ 42.62

***** Futurestep recruitment labor category definitions on page 12-13.

Normal Commercial Terms: Invoices are Issued monthly. The first invoice is for implementation and issued upon receipt of the purchase order.

Guarantee: Futurestep will not recruit current placed candidates. If our placement leaves or is fired in the first six months, Futurestep will redo the search assignment at no fee plus expenses.

Project Recruitment Services Labor Category Definitions:

Job Title: Practice Leader

- Commercial Job Title: Senior Recruiting Manager/Senior Account Manager
- Minimum/General Experience: Undergraduate degree and 8-15 years of professional level full life cycle recruiting experience with a minimum 3 years project management experience; P/L management experience; staff management and industry best practices preferred; knowledge of Service Level Agreements and recruiting metrics and reporting standards
- Functional Responsibility: This position is responsible for the development and execution of recruitment strategies for single searches, project and RPO opportunities within a defined demographic or market I. Defines, assesses and communicates current industry trends and competitive positioning. Builds and leads a team of high performing Project Managers and Recruiters. Creates and maintains strong relationships with clients, business development and senior management across company. Responsible for P&L management and reporting.
- Minimum Education: BS or equivalent experience.

Job Title: Project Manager

- Commercial Job Title: Recruiting Manager/Staffing Manager
- Minimum/General Experience: Undergraduate degree and 5-10 years of professional level experience with a minimum 2 years project management experience; Strong understanding of full life cycle recruiting and industry practices preferred; Familiarity with Service Level Agreements; previous use of recruiting metrics and reporting standards
- Functional Responsibility: The Project Leader is responsible for the day-to-day operational aspects of a project and scope. Creates and executes project work plans using the Futurestep Project Toolkit and revises as appropriate to meet changing needs and requirements. Ensures search requests are clearly defined to include key responsibilities, requirements, reporting structure, compensation and interview process. Defines and communicates individual and team metrics. Maintains awareness of creative sourcing strategies and works closely with team to develop best approach for client. Effectively applies Futurestep's staffing methodology and enforces project standards. Reviews deliverables prepared by team before passing to client. Anticipates and minimizes risks on project. Prepares for and participates in project reviews with client and senior management. Effectively communicates relevant project information to superiors. Escalates and resolves issues in a timely fashion
- Minimum Education: BS or equivalent experience.

Job Title: Senior Recruiter

- Commercial Job Title: Senior Recruiter
- Minimum/General Experience: Bachelors degree and at least 3-5 years of professional level experience in recruiting.
- Functional Responsibility: Responsible for full life cycle recruiting activity. Quickly grasps and presents solutions to complex recruiting requirements and issues. Develops and maintains strong business relationships with clients. Recommends interviewing and hiring techniques as appropriate. Provides timely progress updates on prospecting and interview activity. Ensures smooth transition post hire and assesses client satisfaction. Develops and maintains strong business relationships with candidates. Clearly defines position requirements and recruiting

- process. Provides timely updates on progress. Ensures smooth transition post hire and assesses candidate satisfaction
- Minimum Education: BS or equivalent experience.

Job Title: **Recruiter**

- Commercial Job Title: Recruiter
- Minimum/General Experience: Bachelors degree and 1-3 years of professional level experience in recruiting
- Functional Responsibility: With guidance from Project Lead or Senior Recruiter, develops and maintains strong business relationships with clients. Responsible for full life cycle recruiting activity. Obtains search requests that clearly indicate key responsibilities, requirements, reporting structure and compensation. Develops ongoing, creative sourcing plans for identifying qualified candidates via networks, company and online database mining, referrals and other techniques. Effectively evaluates each candidate's qualifications using company and client interview standards. Successfully communicates each candidate's experience and qualifications to client. Negotiates compensation and benefits and pre-closes candidate on position. Provides timely progress updates on prospecting and interview activity. Delivers well written interview feedback. Ensures smooth transition post hire and assesses client satisfaction
- Minimum Education: BS or equivalent experience.

Job Title: **Knowledge Consultant**

- Commercial Job Title: Sourcing Specialist
- Minimum/General Experience: Bachelors degree and 1-3 years of professional level experience in recruiting. Minimum Education: BS or equivalent experience.
- Functional Responsibility: Responsible for building a pro-active pipeline of qualified candidates for Senior Recruiters and Recruiters. Work closely with the Recruiters and Project Managers to develop and execute tactical sourcing strategies aimed at generating candidate flow that meet diversity and overall recruiting goals and achieve hiring plans.

Job Title: **Recruiting Coordinator**

- Commercial Job Title: Recruiting Administrator/Recruiting Coordinator
- Minimum/General Experience: Bachelors degree and 0+ years of professional level experience in recruiting. Minimum Education: BS or equivalent experience.
- Functional Responsibility: Maintain job postings on external websites and channels. Develop and prepare reports. Coordinate candidate travel. Verify and process invoices and candidate expenses. Assist with the planning and execution of events such as group interview days, career fairs, and professional organization meetings. Utilize applicant tracking system to maintain candidate data and reporting. Execute pre-employment screening and escalate issues as necessary. Participate in the on-boarding process of new hires.

CONSULTING SERVICES

❖ WORKFORCE PLANNING

❖ IMPLEMENTATION

- of new talent acquisition processes
- of applicant tracking systems
- of change management programs

❖ OPTIMIZATION of TALENT ACQUISITION OPERATIONS & TECHNOLOGIES

- attraction strategies
- assessment strategies
- candidate management
- hiring & on-boarding
- recruitment process and technology evaluations

❖ TECHNICAL SERVICES

- vendor selection services
- integration & data migration

❖ RECRUITMENT OPERATIONS SUPPORT

- ATS 508 compliance support centers
- ATS recruiter-user support centers
- system administration
- internal audit support
- recruitment training
- performance metrics tracking

Contact: Charlie Eye

(703) 761-7026

Charlie.Eye@futurestep.com

Principal Consultant	\$253.09
Consulting Director	\$224.97
Managing Consultant	\$202.48

***** Futurestep Consulting labor category definitions on page 15
Normal Commercial Terms: Invoices are issued monthly.

Consulting Services Labor Category Definitions:

Job Title: Managing Consultant

- Commercial Job Title: Project Manager/Subject Matter Expert
- Minimum/General Experience: Bachelors degree and 3-5 years of professional level experience in recruiting, human resources, talent management, or related field. Minimum Education: BS or equivalent experience.
- Functional Responsibility: Facilitates discovery/process review, analysis and recommendations for the implementation of applicant tracking systems or related recruiting programs of low complexity. Defines and conducts questionnaires/surveys, interviews and/or discovery workshops, leads the development of as-is/to-be process modeling, leads the definition of requirements, conducts process and/or technology focused gap analysis, develops detailed design documentation such as process flows, narratives and configuration guides, develops executive summary and presentation. The managing consultant will function in an assistant role for projects of medium or high complexity.

Job Title: Consulting Director

- Commercial Job Title: Senior Project Manager/Subject Matter Expert
- Minimum/General Experience: Bachelors degree and 5-10 years of professional level experience in recruiting, human resources, talent management, or related field. Minimum Education: BS or equivalent experience.
- Functional Responsibility: Serves as lead architect or advisor for discovery/process review, analysis and recommendations on projects of medium complexity. Defines and conducts questionnaires/surveys, interviews and/or discovery workshops, leads the development of as-is/to-be process modeling, leads the definition of requirements, conducts process and/or technology focused gap analysis, develops detailed design documentation such as process flows, narratives, and configuration guides, develops executive summary and presentations.

Job Title: Principal Consultant

- Commercial Job Title: Principal Project Manager/Subject Matter Expert
- Minimum/General Experience: Bachelors degree and 8-12 years of professional level experience in recruiting, human resources, talent management, or related field. Minimum Education: BS or equivalent experience.

Functional Responsibility: Serves as lead architect or advisor for discovery/process review, analysis and recommendations on projects of high complexity. Defines and conducts questionnaires/surveys, interviews and/or discovery workshops, leads the development of as-is/to-be process modeling, leads the definition of requirements, conducts process and/or technology focused gap analysis, develops detailed design documentation such as process flows, narratives and configuration guides, develops executive summary and presentations.