



**GENERAL SERVICES ADMINISTRATION  
Federal Supply Service  
Authorized Federal Supply Schedule Price List  
Human Resources Services**

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Multiple Award, Federal Supply Schedule, Schedule 738 X for Human Resource and EEO Services

FSC Class: Group R799

Contract Number: GS-15F-0061K

**Contract Period:** April 27, 2015 through April 26, 2020

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**Business Size:** Small

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## J & E Associates, Inc.

J & E Associates, Inc. (J & E) is a professional services firm established in 1985 with headquarters in Washington, DC. Our mission is to work in partnership with government and industry customers to reach their goals and operationalize their vision. To this end, we offer our customers top-level professional services, best practices, and the latest technology. The paragraphs below describe our ability to provide services under Human Resources, Schedule 738 X, contract number GS-15F-0061K.

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### Our Approach to Quality Control

J & E's proven approach to quality control addresses the following: (1) we will ensure the quality of services and deliverables required under a given task order (2) staff assigned to the task will possess appropriate education, experience, and credentials, (3) potential problems will be identified and resolved, (4) customer complaints will be handled expeditiously and effectively, and (5) urgent requirements will be met. Our approach is guided by six tenets that apply to any task we perform:

1. Our approach to any contract or task order must reflect a thorough understanding of the customer's mission and of the environment in which the customer operates. The environment encompasses the agency's culture and organizational structure; pertinent laws, regulations, collective bargaining agreements, and guidelines that impact the agency; budget considerations; and pertinent federal initiatives such as the National Partnership for Reinventing Government.
2. One of the most fundamental steps we take to ensure the quality of our services and deliverables is to ensure that each individual assigned to work on a task possesses the academic and experiential qualifications necessary to perform assigned responsibilities.
3. How we organize the project team is as almost as important as the team we select. The organization structure used, for any contract or task, will facilitate inter-team communications, provide both a primary and backup point of communication for the government, and provide a mechanism for objective, independent quality monitoring.
4. Assigning the best available personnel to work on a task means nothing if you cannot retain them.
5. Selecting the right person for a given task is a job half done; ensuring that he/she has the tools and support services necessary for the task is a job well done.
6. Consistently high quality service is the result of a corporate commitment to continuous process improvement and a corporate culture that values and rewards efforts to identify and eliminate obstacles to quality.

### Our Past Performance

We conduct quarterly customer satisfaction surveys to solicit feedback from all of our customers. On a scale of 1 (low) to 5 (high), our cumulative satisfaction ratings for our contracts range from 4.4 to 5.0. These results mirror the results of our most recent Dun and Bradstreet performance evaluation report. Our overall rating, on a scale where 1 is the highest possible rating and 5 is the lowest, is 1.5.

Under this **Human Resources Services, Schedule 738 X contract (GS-15F-0061K)**, we provide services in the following specialty areas:

### **SIN 595-21 General Support Services**

**Planning:** One of J & E's strengths lies in our ability to assist agencies in their efforts to forecast the future demand for and supply of employees and to develop effective plans in response to these forecasts. Succinctly, we aid agencies in developing staffing plans, transition plans, and outsourcing plans. Our services include organizational analysis, trend analysis, computer modeling, execution of pilot studies, and program evaluations aimed at improving planning processes.

**Recruitment and Internal Placement:** J & E has extensive experience in the provision of recruitment and internal placement support for organizations. Our support activities can involve such services as external recruitment using print and electronic media, trade schools, job fairs, and college visits; managing comprehensive internal recruitment and placement programs; providing qualifications analysis; developing and managing special recruitment programs; operating assessment centers; preparing job vacancy announcements; and creating and/or disseminating information about employment opportunities.

**Position Classification:** J & E is able to provide services in a wide range of classification functions for a variety of occupations and grades in the General Schedule, the federal Wage System or other classification systems. The types of services we provide include, but are not limited to, reviewing position descriptions, implementing classification standards, preparing evaluation statements, conducting audits, counseling employees who wish to submit classification appeals, and preparing position descriptions. We can also provide advice on position management, organization structure, supervisor/worker ratios, and the impact of mission/workload changes.

**Training:** A full range of human resource training support services is available from J & E including, but not limited to, providing advice and guidance regarding self-improvement training resources; assessing training needs and requirements; coordinating training programs, career development programs, executive leadership programs, and tuition assistance programs; encouraging participation in training programs; and counseling management and employees on cost-effective ways to achieve organizational improvement and career development goals. Both off-the-shelf and custom-developed training are available.

**Employee Relations:** J & E can provide a range of services including case management and comprehensive support in such areas as leave administration, recognition and award programs; performance management and appraisal, and insurance benefits; serving as an interface with legal staff as well as internal and external agencies; providing guidance and assistance in completing necessary processes and documentation; and assessing/improving the quality of customer's processes for handling complaints.

**Outplacement Services:** J & E also offers customers comprehensive outplacement/career transition services in response to downsizing and reorganizing; training, counseling, and guidance in areas such as self-assessment, knowledge, skills, and abilities (KSA) assessment; job aptitude and interest inventories; group and individual counseling; workshops on resume writing, job search methods, interview and negotiation techniques, personal financial management, stress management, and retirement guidance.

**Function Review/Integration:** Through collaboration with our customer J & E is able to obtain a thorough understanding of the work environment and establish processes and procedures that respond to agency-unique requirements, develop project management approaches conducive to the success of the function, and develop acceptable processes for status reporting, providing recommendations for change, and for effectively managing the project. J & E is fully capable of serving as program manager to connect/integrate various functions that may be performed by multiple contractors.

## **SIN 595-28 Social Services**

**Employee Assistance:** J & E can design and operate employee assistance programs tailored to each customer's needs and organizational objectives. The program can consist of on-site services for employees and their family members or services can be provided via a community network of qualified providers. In addition to assessment and short-term counseling, available service components include supervisor consultation and training, crisis intervention, legal consultation, financial consultation, family support services, critical incident stress management, substance abuse assessments, information and referral, and training.

**Other Social Services:** J & E also offers a range of social services for deployed and returning Servicemembers and their families. Many of the services offered in our EAPs (see above) are also offered individually or in bundles. Such supporting services include substance abuse assessments and treatment, outpatient services, family support services (including child and youth services), emergency response and relief social services, educational and public health program administration, Veterans readjustment, and financial counseling. Our staff can provide advice, training, and counseling in self-improvement, health and wellness training, and stress management.

## **Our Experience**

The depth and breadth of our corporate experience can be summarized in a single sentence: J & E derives nearly all of its annual revenues from contracts with federal or state human resource agencies under which it provides services relevant to the functional areas that comprise SINS 595-21 and 595-28. J & E has also been awarded more than 20 other contracts that, although not awarded by human resource organizations, were aimed at improving employee performance through organizational development, training, health and wellness promotion, and information dissemination. The value of contracts awarded to J & E since 1995 by human resource organizations or to support human resource objectives is approximately \$175 million.

### Hourly Labor Rates for SIN 595-21, General Support Services

- Planning
- Recruitment and Internal Placement
- Position Classification
- Training
- Employee Relations
- Outplacement Services
- Review and Integration Services

Labor Category	04/27/15-04/26/16	04/27/16-04/26/17	04/27/17-04/26/18	04/27/18-04/26/19	04/27/19-04/26/20
Human Resource Consultant I	\$ 218.70	\$ 227.45	\$ 236.55	\$ 246.01	\$ 255.85
Human Resource Consultant II	\$ 171.16	\$ 178.01	\$ 185.13	\$ 192.54	\$ 200.24
Human Resource Consultant III	\$ 145.48	\$ 151.30	\$ 157.35	\$ 163.64	\$ 170.19
Human Resource Specialist I	\$ 109.48	\$ 113.86	\$ 118.41	\$ 123.15	\$ 128.08
Human Resource Specialist II	\$ 90.53	\$ 94.15	\$ 97.92	\$ 101.84	\$ 105.91
Human Resource Generalist I	\$ 72.75	\$ 75.66	\$ 78.69	\$ 81.84	\$ 85.11
Human Resource Generalist II	\$ 51.27	\$ 53.32	\$ 55.45	\$ 57.67	\$ 59.98
Human Resource Support I	\$ 48.85	\$ 50.80	\$ 52.83	\$ 54.94	\$ 57.14
Human Resource Support II	\$ 34.61	\$ 35.99	\$ 37.43	\$ 38.93	\$ 40.49

### Hourly Labor Rates for SIN 595-28, Social Services

Employee Assistance  
Other Social Services

Labor Category	04/27/15-04/26/16	04/27/16-04/26/17	04/27/17-04/26/18	04/27/18-04/26/19	04/27/19-04/26/20
Human Resource Consultant I	\$ 218.70	\$ 227.45	\$ 236.55	\$ 246.01	\$ 255.85
Human Resource Consultant II	\$ 171.16	\$ 178.01	\$ 185.13	\$ 192.54	\$ 200.24
Human Resource Consultant III	\$ 145.48	\$ 151.30	\$ 157.35	\$ 163.64	\$ 170.19
Human Resource Specialist I	\$ 109.48	\$ 113.86	\$ 118.41	\$ 123.15	\$ 128.08
Human Resource Specialist II	\$ 90.53	\$ 94.15	\$ 97.92	\$ 101.84	\$ 105.91
Human Resource Generalist I	\$ 72.75	\$ 75.66	\$ 78.69	\$ 81.84	\$ 85.11
Human Resource Generalist II	\$ 51.27	\$ 53.32	\$ 55.45	\$ 57.67	\$ 59.98
Human Resource Support I	\$ 48.85	\$ 50.80	\$ 52.83	\$ 54.94	\$ 57.14
Human Resource Support II	\$ 34.61	\$ 35.99	\$ 37.43	\$ 38.93	\$ 40.49

## Definitions of J & E's Labor Categories for SINS 595-21 and 595-28

### Human Resources Consultant I

The HR Consultant I is generally the Program Manager. The PM is responsible for planning, execution, and completion of a project or task order, including setting goals, timetables, and quality standards. This individual is the primary point of contact for the client regarding the project. The PM brings to the attention of the corporate monitor any issues that cannot be resolved at the PM level. In addition, the PM ensures that all needed corporate resources are made available to accomplish project goals.

**Qualifications:** The HR Consultant I generally requires the individual to hold a bachelors degree and 12 years of experience in HR management, policy, or consulting; a masters + 8 years; or a doctorate and 4 years experience.

### Human Resources Consultant II

The HR Consultant II labor category is generally used for experts who function independently or who manage project staff. Examples of HR Consultant II positions are Assistant Program Managers, HR planning and policy experts; and senior training consultants.

**Qualifications:** The HR Consultant II generally holds a bachelors degree and at least eight years of experience in HR management, policy, or consulting; a masters and at least four years; or a doctorate and three years experience.

### Human Resources Consultant III

The HR Consultant III labor category is used for senior level positions in HR management, consulting, planning, training and specialized areas such as position classification, critical incident experts, and employee relations.

**Qualifications:** The HR Consultant III generally has a bachelors degree and at least five years of experience in HR management, policy, or consulting; a masters and at least two years; or a doctorate and one year of experience.

### Human Resources Specialist I

The HR Specialist I labor category is used for individuals who have specific education and/or experience to provide services independently or with little oversight. Examples of HR Specialist I positions are Employee Assistance Program Managers, position classification specialists, staffing/recruiting specialists, and training specialists.

**Qualifications:** The HR Specialist I generally has a bachelors degree and at least five years of specialized HR experience (e.g., position classification, consulting); or a graduate degree and at least two years of specialized HR experience.

### Human Resources Specialist II

The HR Specialist II labor category is used for positions that are independent parts of a team, for example, technical writers, data analysts, rehabilitation consultants, and position classification specialists.

**Qualifications:** The HR Specialist II generally has a bachelors degree and at least five years of specialized HR experience (e.g., position classification, consulting); or a graduate degree and at least one year of specialized HR experience.

### Human Resources Generalist I

The HR Generalist I labor category includes positions providing services to individuals or small groups and that may oversee a site in a multisite project. Examples of HR Generalist I positions include New Parent Support Program Managers, Employee Assistance Program counselors, and community health nurses. The HR Generalist I labor category is also used for individuals providing such general support services as data processors and outplacement specialists.

**Qualifications:** The HR Generalist I generally has a bachelors degree and at least five years of specialized experience (e.g., BSN + RN or MSW +LCSW and five years counseling).

### **Human Resources Generalist II**

The HR Generalist II labor category is used for specialized positions that require oversight, for example, New Parent Support Program Home Visitors, victim services specialists, editorial and graphics specialists, and logistics coordinators.

**Qualifications:** The HR Generalist II generally has a bachelors degree and at least two years of specialized experience (e.g., BSN + RN or MSW +LCSW and two years counseling).

### **Human Resources Support Specialist I**

The HR Support Specialist I is generally in a position that performs administrative functions to support the operations of an organizational unit. For example, the HR Support Specialist I may be responsible for filing systems, data entry processes, assisting management with preparation of administrative documents, scheduling clients, and other duties that require judgment, tact and discretion.

**Qualifications:** The HR Support Specialist I generally has at least two years of experience in an office environment. Working knowledge of office support hardware and software and document preparation; high school diploma or GED.

### **Human Resources Support Specialist II**

The HR Support Specialist II labor category is used primarily for clerical or receptionist positions in which an individual may answer phones, enter data input into databases, maintain files, make copies, mails and performs other clerical and office assistance tasks.

**Qualifications:** The HR Support Specialist II has at least one year's experience in an office environment with working knowledge of office support hardware and software and document preparation; high school diploma or GED is preferred.

### Off-the-Shelf Training Seminars for SINs 595-21 and 595-28

(see course descriptions following this price chart)

Course Title	Duration (Hours)	Minimum Participants	Maximum Participants	04/27/15-04/26/16	04/27/16-04/26/17	04/27/17-04/26/18	04/27/18-04/26/19	04/27/19-04/26/20
Workplace Violence	2	10	30	\$ 881	\$ 916	\$ 953	\$ 991	\$ 1,031
Conflict Management	1	10	25	\$ 495	\$ 515	\$ 536	\$ 557	\$ 579
Leadership Skill Building	2	10	26	\$ 709	\$ 737	\$ 766	\$ 797	\$ 829
Interpersonal Relations: Communicating Across Differences	2	10	26	\$ 735	\$ 764	\$ 795	\$ 827	\$ 860
Breathing Free	2	10	26	\$ 756	\$ 786	\$ 817	\$ 850	\$ 884
In the Aftermath of Critical Incidents	2	10	26	\$ 737	\$ 766	\$ 797	\$ 829	\$ 862
Substance Abuse in the Workplace, Employees	1.5	10	30	\$ 768	\$ 799	\$ 831	\$ 864	\$ 899
Substance Abuse in the Workplace, Supervisors	1.5	10	30	\$ 768	\$ 799	\$ 831	\$ 864	\$ 899
Substance Abuse /DOT Regulations	2	10	25	\$ 811	\$ 843	\$ 877	\$ 912	\$ 948
Understanding and Appreciating Diversity at Work, Part 1 or 2	2	12	30	\$ 910	\$ 946	\$ 984	\$ 1,023	\$ 1,064
Supervisor Orientation to the EAP	1	10	25	\$ 534	\$ 555	\$ 577	\$ 600	\$ 624
Employee Orientation to the EAP	1	10	25	\$ 519	\$ 540	\$ 562	\$ 584	\$ 607
Dealing with Troubled Employees (Supervisors)	2	10	30	\$ 700	\$ 728	\$ 757	\$ 787	\$ 818
How to Handle Difficult Clients & Customers	1.5	10	30	\$ 645	\$ 671	\$ 698	\$ 726	\$ 755
Stress Management Part 1 or Part 2	2	10	26	\$ 790	\$ 822	\$ 855	\$ 889	\$ 925
You Are What You Eat	2	10	30	\$ 768	\$ 799	\$ 831	\$ 864	\$ 899
Organizational Change, Coping with Transitions at Work	2	10	26	\$ 779	\$ 810	\$ 842	\$ 876	\$ 911
Communication Skills	1	10	25	\$ 495	\$ 515	\$ 536	\$ 557	\$ 579
Time Management	2	10	26	\$ 684	\$ 711	\$ 739	\$ 769	\$ 800
Retirement Planning Ahead	2	10	25	\$ 680	\$ 707	\$ 735	\$ 764	\$ 795
Teambuilding That Works	2	10	26	\$ 733	\$ 762	\$ 792	\$ 824	\$ 857
AIDS in the Workplace	1	10	25	\$ 524	\$ 545	\$ 567	\$ 590	\$ 614
Sexual Harassment	2	10	25	\$ 675	\$ 702	\$ 730	\$ 759	\$ 789
Balancing Work and Family	2	10	26	\$ 733	\$ 762	\$ 792	\$ 824	\$ 857

## Off-the-Shelf Training Seminar Descriptions (SINS 595-21 and 595-28)

Course Title	Description
Workplace Violence	Provides managers and employees with strategies to identify anger and violence as well as positive anger and negative behaviors. Teaches how to identify potential high-risk situations and to plan for accessing immediate, appropriate help. Sessions also available: <ul style="list-style-type: none"> <li>▪ Workplace philosophy on violence and threatening behavior and language</li> <li>▪ Workplace policy on violence</li> <li>▪ Definition of violence (crime, hostility, threats, domestic and workplace violence)</li> <li>▪ Violence awareness (prevalence of violent and/or criminal acts in a geographic area)</li> <li>▪ Recognizing threatening behavior and warning signs</li> <li>▪ Role of the manager</li> <li>▪ Employee's role in violence prevention</li> <li>▪ Where to turn for help, coaching and support</li> </ul>
Conflict Management	Provides insights into reconciling conflicts in the workplace, whether based on work styles or personal beliefs, interpersonal difficulties, or organizational issues.
Leadership Skill Building	Addresses the importance of having leaders at all levels and functions of an organization.
Interpersonal Relations: Communicating across Differences	Recognizes differences in personal styles, beliefs, and motivations among employees. Offers ways to learn to listen and communicate effectively.
Breathing Free	Assists participants with smoking cessation techniques and reviews the benefits of quitting.
In the Aftermath of Critical Incidents	A traumatic experience in the workplace can overwhelm supervisors and employees. Critical Incident Stress Debriefings and follow-up sessions are designed to assist with processing and understanding the event, as well as returning the employee to healthy functioning and preventing long-term stress effects.
Substance Abuse in the Workplace, Employees	Because employee substance abuse can result in lost productivity, injuries, and increased health insurance claims, employees are provided with the tools to recognize and prevent it, and are encouraged to seek assistance if needed.
Substance Abuse in the Workplace, Supervisors	Gives supervisors the skills they need to recognize substance abuse and to take action in accordance with the organization's policies and procedures.
Substance Abuse / DOT Regulations	Explains the Omnibus Transportation Employee Testing Act, which requires transportation industry employers who have covered employees to have drug-free workplace programs that include both drug and alcohol testing.
Understanding and Appreciating Diversity at Work, Parts 1 & 2	Diversity is today's norm. Using diversity - different backgrounds, talents, abilities - is key in today's organizational success. When diversity is understood and appreciated, discrimination decreases and productivity increases.
Supervisor Orientation to the EAP	Acquaints managers with the EAP's mission and resources and provides them with guidelines for encouraging employees to use EAP services. It also addresses documentation, performance improvement discussions, and handling formal referrals to the program.
Employee Orientation to the EAP	Provides information about available services, how to access them, and confidentiality. Encourages employees to view the EAP as a readily available free resource that can be used without stigma by both the employees and their families.
Dealing with Troubled Employees (Supervisors)	Introduces communication concepts and techniques for managers to redirect, defuse and encourage appropriate behaviors when coping with challenging personalities and problem employee situations.
How to Handle Difficult Clients and Customers	For managers and employees, difficult clients are hard to avoid. Introduces some typical difficult customers and offers suggestions for making the relationships work.
Stress Management Part 1 or Part 2	Stress is inevitable. Helps participants recognize what produces stress in their lives, how they can avoid or reduce specific stressors, and how they can decrease the negative effects of stress at home and at work.

Course Title	Description
You Are What You Eat	According to the National Institutes of Health, a balanced eating plan and regular physical activity are the building blocks of good health. Poor eating habits and physical inactivity may lead to being overweight and related health problems.
Organizational Change, Coping with Transitions at Work	Establishes the effects of change and transition and gives both employees and managers techniques and activities to minimize stress caused by a changing work environment. This will increase productivity.
Communication Skills	Helps managers and employees strengthen their communication skills and reinforces leadership skills.
Time Management	Encourages employees to prioritize the tasks they face in their work and lives so that they can be efficient and effective at work and at home.
Effective Retirement Planning	While retirement calculators are useful, retirement planning is more than financial planning. Rather, it includes planning where you want to live, whether you want a second career, as well as making adjustments with other members of your household about how you envision and prepare for the future.
Teambuilding That Works	Uses a communication/skills building approach to fostering collaborative working relationships.
AIDS in the Workplace	Provides information about HIV and AIDS, how it is (and is not) transmitted, how to accommodate HIV positive employees, and how to handle questions about AIDS.
Sexual Harassment	Provides definitions according to the Civil Rights Act of 1964 and the U.S. Equal Employment Opportunity Commission and offers appropriate ways of preventing or dealing with sexual harassment in the workplace.
Balancing Work and Family	Helps employees step back and assess their work-life balance. Because the needs of family members and work responsibilities change with time, readjusting the balance will result in more satisfaction at work and at home.

**Off-the-Shelf Computer Based Training (Interactive Videos)**

**SIN 595-28**

Number of Employees Per Site License	04/27/2015-04/26/2016	04/27/2016-04/26/2017	04/27/2017-04/26/2018	04/27/2018-04/26/2019	04/27/2019-04/26/2020
<b>Course Title: Interactive Night Out 1 (HIV-AIDS Prevention)*</b>					
1-500	\$2,503	\$2,603	\$2,707	\$2,815	\$2,928
501-1,000	\$2,503 + \$6.68 for each employee over 500	\$2,603 + \$6.95 for each employee over 500	\$2,707 + \$7.23 for each employee over 500	\$2,815 + \$7.52 for each employee over 500	\$2,928 + \$7.82 for each employee over 500
1,001-5,000	\$5,836 + \$5.01 for each employee over 1,000	\$6,069 + \$5.21 for each employee over 1,000	\$6,312 + \$5.42 for each employee over 1,000	\$6,564 + \$5.64 for each employee over 1,000	\$6,827 + \$5.87 for each employee over 1,000
5,001-25,000	\$25,855 + \$3.33 for each employee over 5,000	\$26,889 + \$3.46 for each employee over 5,000	\$27,965 + \$3.60 for each employee over 5,000	\$29,084 + \$3.74 for each employee over 5,000	\$30,247 + \$3.89 for each employee over 5,000
25,001-100,000+	\$92,576 + \$1.68 for each employee over 25,000 but not to exceed \$168,000	\$96,279 + \$1.75 for each employee over 25,000 but not to exceed \$175,000	\$100,130 + \$1.82 for each employee over 25,000 but not to exceed \$182,000	\$104,135 + \$1.89 for each employee over 25,000 but not to exceed \$189,000	\$108,300 + \$1.97 for each employee over 25,000 but not to exceed \$197,000
<b>Course Title: Interactive Night Out 2 (Substance Abuse)*</b>					
1-500	\$3,335	\$3,468	\$3,607	\$3,751	\$3,901
501-1,000	\$3,335 + \$6.68 for each employee over 500	\$3,468 + \$6.95 for each employee over 500	\$3,607 + \$7.23 for each employee over 500	\$3,751 + \$7.52 for each employee over 500	\$3,901 + \$7.82 for each employee over 500
1,001-5,000	\$6,674 + \$5.01 for each employee over 1,000	\$6,941 + \$5.21 for each employee over 1,000	\$7,219 + \$5.42 for each employee over 1,000	\$7,508 + \$5.64 for each employee over 1,000	\$7,808 + \$5.87 for each employee over 1,000
5,001-25,000	\$26,686 + \$3.33 for each employee over 5,000	\$27,753 + \$3.46 for each employee over 5,000	\$28,863 + \$3.60 for each employee over 5,000	\$30,018 + \$3.74 for each employee over 5,000	\$31,219 + \$3.89 for each employee over 5,000
25,001-100,000+	\$93,411 + \$1.68 for each employee over 25,000 but not to exceed \$168,000	\$97,147 + \$1.75 for each employee over 25,000 but not to exceed \$175,000	\$101,033 + \$1.82 for each employee over 25,000 but not to exceed \$182,000	\$105,074 + \$1.89 for each employee over 25,000 but not to exceed \$189,000	\$109,277 + \$1.97 for each employee over 25,000 but not to exceed \$197,000
<b>Course Title: Saving Sergeant Pabletti (Organizational Values)*</b>					
1-500	\$4,169	\$4,336	\$4,509	\$4,689	\$4,877
501-1,000	\$4,169 + \$6.68 for each employee over 500	\$4,336 + \$6.95 for each employee over 500	\$4,509 + \$7.23 for each employee over 500	\$4,689 + \$7.52 for each employee over 500	\$4,877 + \$7.82 for each employee over 500
1,001-5,000	\$7,507 + \$5.01 for each employee over 1,000	\$7,807 + \$5.21 for each employee over 1,000	\$8,119 + \$5.42 for each employee over 1,000	\$8,444 + \$5.64 for each employee over 1,000	\$8,782 + \$5.87 for each employee over 1,000
5,001-25,000	\$27,524 + \$3.33 for each employee over 5,000	\$28,625 + \$3.46 for each employee over 5,000	\$29,770 + \$3.60 for each employee over 5,000	\$30,961 + \$3.74 for each employee over 5,000	\$32,199 + \$3.89 for each employee over 5,000
25,001-100,000+	\$94,243 + \$1.68 for each employee over 25,000 but not to exceed \$168,000	\$98,013 + \$1.75 for each employee over 25,000 but not to exceed \$175,000	\$101,934 + \$1.82 for each employee over 25,000 but not to exceed \$182,000	\$106,011 + \$1.89 for each employee over 25,000 but not to exceed \$189,000	\$110,251 + \$1.97 for each employee over 25,000 but not to exceed \$197,000

\*Price for technical support included for 1 year. Thereafter, price is 15% of purchase price per year.

### Intake and Assessment

The majority of individuals seeking assistance receive a face-to-face assessment and a specific number of allowable short-term counseling sessions. The assessment consists of elements such as:

- General assessment to determine the client's ability to function in day-to-day activities and a level of need.
- Occupational questions to discover the work habits that are affected by the current problem.
- Depression screening to evaluate the client's need for treatment, including physiological manifestations and threat of suicide.
- Stress screening to evaluate the client's stress reactions – in terms of the life, occupational, personal and familial stresses as well as ability to cope.
- Chemical dependency screening to determine whether alcohol and other psychoactive substances may play a role in the current problem, and determine if there are indications that the client is either at risk or in need of further evaluation and treatment.
- High-risk situation screening to assess other safety and health concerns including domestic violence, child abuse, sexual abuse/assault, prior mental health concerns, and other issues.

Number of Sessions	04/27/2015-04/26/2016	04/27/2016-04/26/2017	04/27/2017-04/26/2018	04/27/2018-04/26/2019	04/27/2019-04/26/2020
1-50	\$232.91	\$242.23	\$251.92	\$262.00	\$272.48
51-100	\$232.91	\$242.23	\$251.92	\$262.00	\$272.48
101-500	\$232.91	\$242.23	\$251.92	\$262.00	\$272.48
501- 2,000	\$232.91	\$242.23	\$251.92	\$262.00	\$272.48
2,001- 3,500	\$230.60	\$239.82	\$249.41	\$259.39	\$269.77
3,501- 5,000	\$228.26	\$237.39	\$246.89	\$256.77	\$267.04
5,001+	\$225.91	\$234.95	\$244.35	\$254.12	\$264.28

### Intake and Referral

Once an assessment has been conducted, the counselor will determine next steps, which may include short-term counseling, or referral outside for longer-term counseling. The client will be provided at least three options in recommended resources. Each client receives referral information in writing. Examples of the types of recommendations include continuing with an EAP counselor through their health plan or at reasonable and customary rates, and/or referrals to:

- Self-help resources (in the community and on the internet)
- Psychotherapist, psychologist, psychiatrist, etc.
- Community resources
- Workplace resources
- Professional services

Number of Sessions	04/27/2015-04/26/2016	04/27/2016-04/26/2017	04/27/2017-04/26/2018	04/27/2018-04/26/2019	04/27/2019-04/26/2020
1-50	\$24.29	\$25.26	\$26.27	\$27.32	\$28.41
51-100	\$24.29	\$25.26	\$26.27	\$27.32	\$28.41
101-500	\$24.29	\$25.26	\$26.27	\$27.32	\$28.41
501- 2,000	\$24.29	\$25.26	\$26.27	\$27.32	\$28.41
2,001- 3,500	\$24.03	\$24.99	\$25.99	\$27.03	\$28.11
3,501- 5,000	\$23.81	\$24.76	\$25.75	\$26.78	\$27.85
5,001+	\$23.81	\$24.76	\$25.75	\$26.78	\$27.85

### Information and Referral

J & E is capable of providing employees and their families access to a variety of self-help resources in a form they are likely to use. We maintain web pages for EAPs when requested, to include information such as:

- An overview of the EAP Program
- Qualifications of counselors
- Information and referral services
- Availability of management consultation
- Confidentiality statement
- Copies of newsletter articles
- Training schedule
- Links to additional resources and online registration

Information on community programs and services that might benefit employees and their families is made available (e.g., schedules for local Alcoholics Anonymous meetings, information on credit counseling services, and information on elder care programs). Resources also include self-instruction materials (such as information on dealing with divorce or coping with grief). When requested to do so, J & E maintains a resource room located at the organization. The EAP resource room often contains a substantial collection of literature, instructional videotapes, DVDs, audiotapes, CD-ROMs, and other materials that employees can borrow or use in the center. J & E also hosts employee support groups and self-help groups in the EAP center.

J & E maintains information and referral databases for several contracts. Individuals who call in may receive resources and guidance on a variety of work-life issues such as educational choices for children, financial consultation, childcare, eldercare, relocation counseling, parenting skills, child development educational packages, school admissions, and mental health providers. When an individual is referred to an outside resource, J & E staff will make a follow-up call to ensure client satisfaction with resources provided.

Number of Sessions	04/27/2015-04/26/2016	04/27/2016-04/26/2017	04/27/2017-04/26/2018	04/27/2018-04/26/2019	04/27/2019-04/26/2020
1-50	\$162.85	\$169.36	\$176.13	\$183.18	\$190.51
51-100	\$162.85	\$169.36	\$176.13	\$183.18	\$190.51
101-500	\$162.85	\$169.36	\$176.13	\$183.18	\$190.51
501 - 2,000	\$162.85	\$169.36	\$176.13	\$183.18	\$190.51
2,001- 3,500	\$161.23	\$167.68	\$174.39	\$181.37	\$188.62
3,501- 5,000	\$159.61	\$165.99	\$172.63	\$179.54	\$186.72
5,001+	\$157.98	\$164.30	\$170.87	\$177.70	\$184.81

## Employee Assistance Session Prices (continued)

SIN 595-28

**Counseling**

Regardless of the service mode, if long term or specialty counseling is needed, the clinician will refer the client and assure that appropriate service is secured. J & E's provider uses the information from an initial contact to develop an initial treatment plan and recommendations for the client. Face-to-face counseling sessions can include the following clinical services:

- Problem-focused counseling is designed to provide support, alternatives, and solutions to a single issue or presenting problem.
- Brief but comprehensive psychotherapy is a therapeutic technique to assist a client with dysfunctional thoughts, emotions, and behaviors.
- Preparation and transition to treatment involves support, education, and case management services for clients needing longer-term or specialized treatment.
- Therapeutic contracting is an agreement between a high-risk client and the counselor concerning safeguards and steps to ensure every effort is made for the prevention of dangerous behavior.
- Individualized coaching and consultation includes face-to-face education and role-play/skill practicing communication techniques, stress management, behavior change, and/or conflict resolution skills.
- Case management consists of oversight and coordination of services and referrals for individual cases/clients needing longer-term care from the onset of referral – through the person's return to the workplace.

Number of Sessions	04/27/2015-04/26/2016	04/27/2016-04/26/2017	04/27/2017-04/26/2018	04/27/2018-04/26/2019	04/27/2019-04/26/2020
1-50	\$140.11	\$145.71	\$151.54	\$157.60	\$163.90
51-100	\$140.11	\$145.71	\$151.54	\$157.60	\$163.90
101-500	\$140.11	\$145.71	\$151.54	\$157.60	\$163.90
501-2,000	\$140.11	\$145.71	\$151.54	\$157.60	\$163.90
2,001- 3,500	\$138.68	\$144.23	\$150.00	\$156.00	\$162.24
3,501- 5,000	\$136.12	\$141.56	\$147.22	\$153.11	\$159.23
5,001+	\$135.92	\$141.36	\$147.01	\$152.89	\$159.01

**Critical Incident Debriefing**

Employees may be faced with events or situations that can elicit difficult emotional reactions. Such critical incidents can be sudden, stress-inducing and may overwhelm a person's ability to cope. A traumatic workplace event can cause stress in employees who are directly or indirectly exposed to the incident and can interfere with a person's ability to function at work and home. Such reactions may include sleep problems, headaches, fear, irritability, mood swings, anger, depression and/or substance abuse.

J & E is prepared to conduct Critical Incident Stress Debriefing (CISD) sessions to assist employees in developing coping strategies to maintain their work and personal activities. Debriefings are confidential and provide participants with the opportunity to verbalize their feelings, learn the effects of trauma, and learn to cope with stress. CISD sessions are held in a group setting and participation is voluntary.

Number of Sessions	04/27/2015-04/26/2016	04/27/2016-04/26/2017	04/27/2017-04/26/2018	04/27/2018-04/26/2019	04/27/2019-04/26/2020
1-50	\$301.00	\$313.04	\$325.56	\$338.58	\$352.12
51-100	\$301.00	\$313.04	\$325.56	\$338.58	\$352.12
101-500	\$301.00	\$313.04	\$325.56	\$338.58	\$352.12
501 -2,000	\$301.00	\$313.04	\$325.56	\$338.58	\$352.12
2,001- 3,500	\$297.98	\$309.90	\$322.30	\$335.19	\$348.60
3,501- 5,000	\$294.96	\$306.76	\$319.03	\$331.79	\$345.06
5,001+	\$291.94	\$303.62	\$315.76	\$328.39	\$341.53

## Ordering Information

- 1a. SIN 595-21 General Support Services  
SIN 593-28 Social Services
- 1b. Lowest Priced Model Number and Unit Price: See Enclosed Tables
2. Maximum Order Limitation: \$1,000,000.00
3. Minimum Order Limitation: \$100.00
4. Geographic Coverage (Delivery Area): Domestic and Overseas Delivery
5. Points of Production: J & E Associates, Inc., 617 Rhode Island Avenue, NE, Suite H, Washington, DC 20002
6. Discount from List Prices or Statement of Net Price: Not Applicable
7. Quantity Discounts: Not Applicable
8. Prompt Payment Terms: Net 30 Days
- 9a. J & E accepts the Government commercial credit card.
- 9b. Discount for payment by Government commercial credit card: Not Applicable
10. Foreign Items: Not Applicable
- 11a. Time of Delivery: In accordance with Government's Delivery/Task Order terms
- 11b. Expedited Delivery: In accordance with Government's Delivery/Task Order terms
- 11c. Overnight and 2-Day Delivery: In accordance with Government's Delivery/Task Order terms
- 11d. Urgent Requirements: In accordance with Government's Delivery/Task Order terms
12. F.O.B. Point(s): Destination
- 13a. Ordering Address: Same as Point of Production
- 13b. Ordering Procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample BPA can be found at the GSA Schedules homepage ([www.gsa.gov/schedules](http://www.gsa.gov/schedules)).
14. Payment Address: Same as Point of Production
15. Warranty Provision: Product Warranty Terms and Conditions are those set forth in contract clause 522.246.17
16. Exporting Packing Charges: Not Applicable
17. Government Purchase Card Acceptance Terms and Conditions: Any thresholds above the micropurchase level
18. Terms and Conditions of Rental, Maintenance, and Repair: Not Applicable
19. Terms and Conditions of Installation: Not Applicable
20. Repair Parts Terms and Conditions: Not Applicable
21. Service and Distribution Points: Not Applicable
22. Participating Dealers: Not Applicable
23. Preventive Maintenance: Not Applicable
- 24a. Environmental Attributes: Not Applicable
- 24b. Section 508: If applicable, Section 508 compliance information on Electronic and information Technology (EIT) supplies and services will be addressed on a task order basis. The EIT standards can be found at [www.Section508.gov](http://www.Section508.gov).
25. DUNS Number: 13-193-8524
26. J & E is registered in the System for Awards Management database (Cage Code 02RW0).

# Our Customers for Human Resources Services

U.S. Army Total Personnel Command  
U.S. Navy Bureau of Personnel  
U.S. Navy Sea Systems Command, Human Resource Organization  
U.S. Department of Commerce, Office of Human Resources Management  
U.S. Department of Health and Human Services, National Health Service Corps  
U.S. Dept. of Health and Human Services, Substance Abuse & Mental Health Services Administration  
U.S. Department of Justice, Federal Bureau of Investigation  
U.S. Department of Justice, Immigration and Naturalization Service  
D.C. Department of Behavioral Health  
Montgomery County, MD

Please visit J & E Associates, Inc. at: <http://www.ieassociates.com/>

**GS-15F-0061K**  
J & E ASSOCIATES, INC.  
595-21 GENERAL SUPPORT SERVICES  
595-28 SOCIAL SERVICES