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GSA U.S. 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.gsaadvantage.gov.

Human Resources and EEO Services

Federal Supply Schedule 738X

Contract Number: GS-15F-0087K

Contract Period:	**YEAR 16**	**YEAR 17**	**YEAR 18**	**YEAR 19**	**YEAR 20**
	9/18/2015	**9/18/2016**	**9/18/2017**	**9/18/2018**	**9/18/2019**
	9/17/2016	**9/17/2017**	**9/17/2018**	**9/17/2019**	**9/17/2020**

With One 5-Year Option Period

For more information on ordering from Federal Supply Schedules, go to the GSA Schedules home page at: http://www.gsa.gov/schedules.

For more information, please contact:
Leslie Raimondo (Program Manager): 703/984-0126
Noelle Alvarez-Prado (Contracts Administrator): 703/377-0933
Business Office: 888/224-7041

Booz Allen Hamilton Inc.
8283 Greensboro Drive
McLean, VA 22102-3838

RFP_services@bah.com	Email
http://hrservices.bah.com	Web Address
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Business Size: Large

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Customer Information

1a. Awarded Special Item Numbers (SIN):

595-21 Human Resource Services (Excluding EEO Services)

Workforce Planning
Workforce Training

1b. Please see **Appendix A for Labor Rates.**

1c. Labor Category Descriptions: Not Applicable.

2. Maximum Order: The maximum threshold value per order is $1,000,000

3. Minimum Order: The minimum dollar value per delivery order is $100.00

4. Geographic Coverage Area: Worldwide.

5. Points of Production: McLean, Virginia, and other Booz Allen offices in the United States.

6. Discount from List Prices: All prices listed are net prices.

7. Quantity Discounts: None.

8. Prompt Payment Terms: No special discount is offered for prompt payment. Payment terms are net 30 days.

9a. Acceptance of Government Credit Cards: Government credit cards will be accepted for orders at or below the micro-purchase threshold.

9b. Acceptance of Government Credit Cards: Government credit cards will be accepted for orders above the micro-purchase threshold.

10. Foreign Items: Not applicable.

11a. Time of Delivery: Specified in each task order.

11b. Expedited Delivery: None.

11c. Overnight and 2-Day Delivery: None.

11d. Urgent Requirements: Not Available.

12. F.O.B. Points: Destination.

13a. Order Address:

Booz Allen Hamilton Inc.
8283 Greensboro Drive
McLean, VA 22102-3838
Attention: Contracts*
Facsimile: (703) 902-3200
RFP_services@bah.com

*Please mail to the attention of the Contracts Administrator identified in Booz Allen's Task Order Proposal.

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 Schedule homepage (www.gsa.gov/schedules).

14. **Payment Addresses:**

Payment via Wire Transfer
Financial Institution:
Wachovia Bank
9-Digit ABA routing number: see invoice
Telegraphic abbreviation: PNB
Account number: see invoice

Payment via Check/U.S. Mail
Booz Allen Hamilton Inc.
Wachovia Bank
P.O. Box 8500 (S-2725)
Philadelphia, PA 19178-2725

ACH Payments:
Booz Allen Hamilton Inc.
Wachovia Bank
9-Digit ABA routing number: see invoice
Account number: see invoice

International Funds:
Booz Allen Hamilton Inc.
CHIPS Participant number: 0509
SWIFT TID: PNBPUS33

15. **Warranty Provisions:** Not applicable.

16. **Export Packing Charges:** Not applicable.

17. **Terms and Conditions of Government Purchase Card Acceptances (Above the Micro-Purchase Threshold):** None.

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 Repair Parts Indicating Dates of Parts Price List and Any Discounts from List Prices (If Applicable):** Not applicable.

20a. **Terms and Conditions of 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.

24a. **Special 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.

25. **Data Universal Numbering System (DUNS) Number:** 00-692-8857

26. **Central Contractor Registration (SAM) Database:** Booz Allen is registered in the Central

Contractor Registration (SAM) Database.

The Booz Allen Advantage

Why choose Booz Allen for human resources and equal employment opportunity services? Booz Allen brings unparalleled resources to its clients.

Quality—Booz Allen is globally recognized as a quality provider of consulting services. We have won numerous awards across the Government for our innovative solutions. A majority of our clients engage us for follow-on work, offering further testament to our strong reputation and the value we provide to our customers.

Experience—With its breadth and depth of experience, Booz Allen offers a rich consulting skill base and management commitment to apply its world-recognized capability to innovatively reach program objectives. Our insights and understanding of requirements regularly translate into cost savings and performance efficiencies measurable in terms of reduced learning curves, quality of service, and effective use of leading-edge information technologies. Booz Allen is a premier provider of quality services to our customers. We have served civilian, military, and intelligence agencies, state and local governments, and commercial concerns in projects covering a wide range of services. These services are described in more detail in the following sections.

Well-Defined Management Practices—Booz Allen has spent years refining our management practices with the goal of developing a quality product that meets or exceeds client expectations, delivered on time and in budget. Our efforts have not gone without reward: a majority of our business is follow-on tasks for existing clients, proving that Booz Allen delivers what we promise and achieves superior customer satisfaction, the same satisfaction that our clients have come to expect. Our management approach is to provide a single point of responsibility, the task manager, with the charter of delivering the final product. That is not to say that the manager works alone, but rather that the task manager has the full complement of Booz Allen resources available to assemble the right team to deliver the right results. Attention is paid to quality at Booz Allen, with defined standards and processes used throughout the firm.

Booz Allen Human Resources and Equal Employment Opportunities Service Offerings

Workforce Planning

Government organizations are striving to address a variety of business and workforce factors as they make strategic decisions about the future. Some of these factors may include: pressure to improve the quality of service and simultaneously cut costs, addressing e-government initiatives and GPRA requirements. These factors drive an organization's need to implement a strategy that addresses these issues and provides the organization with the information and tools it needs to plan and prepare for the future. Workforce planning provides an organization with a roadmap to address specific workload/workforce related issues. Booz Allen's customers typically ask several questions when seeking workforce planning and strategic HR planning services:

- How can we simultaneously satisfy our current mission, and proactively plan and prepare for the future?
- How can strategies, processes, technology and management systems be integrated to respond to changing requirements?
- What new knowledge, skills and abilities do people need to perform in a changing environment and how do we capture that information?

To answer these questions Booz Allen recommends that organizations take a comprehensive and integrated approach to identify the human resources required to actualize their future vision. Workforce Planning is a systematic way for organizations to determine their future workforce requirements and to identify and implement strategies to transition their current workforce into a desired future workforce. Booz Allen's experience and best practice Workforce Planning approaches are ***strategic***—all workforce planning activities align with, support, and reinforce the organization's overarching and business strategy; ***comprehensive***—all people management activities are integrated into a single workforce planning process; and ***tailored*** to the organization—proactive for inclusion in the resource planning, programming and budgeting process. Booz Allen's approach to workforce planning is designed with each of these
characteristics in mind.

Workforce Training

Training must be designed with care if it is to improve performance. Organizations must examine their needs closely and choose their methods and media wisely to ensure that their training programs meet the goal of helping employees do their jobs more effectively. Booz Allen's training services provide a vital link between your organization's performance and the people involved in the human resources process. We help clients get the data they need to make informed workforce training decisions. Our proven analytical techniques yield valid, reliable data for focusing all facets of training—approach, content, and media—to the right audience. Typical analyses include:

- *Job/Task Analysis*—To identify all of the factors required for successful performance of a job.
- *Training Needs/Analysis*—To help our clients identify problems or skill gaps that require training.
- *Audience Analysis*—To create profiles of intended learners.
- *Media Analysis*—To enable decision-makers to select the appropriate media.
- *Cost/Benefit Analysis*—To aid in evaluating various media to determine the most cost-effective approach for accomplishing training goals.

Supplied with data for decision-making, our clients are able to:

- Understand the skills required to do the job
- Target training to meet the needs of specific groups of employees
- Compare the skills of their staff against current and future requirements
- Determine the appropriate scope and content of training
- Evaluate which media options would be most effective for training staff
- Develop strategic training plans.

Booz Allen uses the Instructional Systems Design methodology, combined with the latest advances in information technology, to help clients find and implement optimal training solutions for their organizations.

Terms and Conditions

The terms and conditions of Booz Allen Hamilton's Human Resources and EEO Services contract are current through Refresh 21 to Solicitation Number 2FYA-AR-060004-B.

Appendix A Labor Rates

Contractor & Government Site Rates

Outyear Escalation Percentage	2.10%

	Current HR Year 15 Labor Categories and Rates		HR Years 15-20 D8Rates at 2.10% Annual Escalation				
	GSA Contract Number: GS-15F-0087K	YEAR 15	YEAR 16	YEAR 17	YEAR 18	YEAR 19	YEAR 20
		9/18/2014	9/18/2015	9/18/2016	9/18/2017	9/18/2018	9/18/2019
		9/17/2015	9/17/2016	9/17/2017	9/17/2018	9/17/2019	9/17/2020
#	LABOR CATEGORY	Cont & Gov Site	Cont & Gov Site	Cont & Gov Site	Cont & Gov Site	Cont & Gov Site	Cont & Gov Site
1	OFFICER	$ 243.05	$ 248.15	$ 253.36	$ 258.68	$ 264.11	$ 269.66
2	PRINCIPAL	$ 302.48	$ 308.83	$ 315.32	$ 321.94	$ 328.70	$ 335.60
3	SR. ASSOCIATE	$ 248.47	$ 253.69	$ 259.02	$ 264.46	$ 270.01	$ 275.68
4	ASSOCIATE	$ 190.40	$ 194.40	$ 198.48	$ 202.65	$ 206.91	$ 211.26
5	SR. CONSULTANT	$ 133.67	$ 136.48	$ 139.35	$ 142.28	$ 145.27	$ 148.32
6	CONSULTANT	$ 90.47	$ 92.37	$ 94.31	$ 96.29	$ 98.31	$ 100.37
7	RESEARCHER ANALYST	$ 79.67	$ 81.34	$ 83.05	$ 84.79	$ 86.57	$ 88.39
8	SUPPORT STAFF	$ 65.47	$ 66.84	$ 68.24	$ 69.67	$ 71.13	$ 72.62

			Skill Level / Title					
Criteria For Skill Level	Researcher	Support Staff	Consultant	Senior	Associate	Senior Associate	Principal	Officer
Position Responsibilities:	Conducts research tasks assigned by *more* senior members of the consulting staff Searches literature, conducts surveys and experimental tasks; collects, analyzes, and summarizes data Contributes to client reports as directed including documentation preparation, writing, editing, production coordination, and graphics	Serves as a consulting team member within a management, scientific, or engineering specialty Collects data in accordance with plans developed by others.	Serves as a consulting team member within a management, scientific, or engineering specialty Collects data in accordance with plans developed by others. Verifies and analyzes data to identify trends and relationships as well *as* current and potential technical and management problem. Drafts reports of findings along with related documentation.	Serves as a senior member of consulting teams as a task manager or as a project leader on projects of limited scope and complexity Collects, analyzes and interprets data in one or more management, scientific, and engineering specialties. Develops or participates in the development of assignment methodology	Develops, plans, organizes, and leads major segments of and/or entire consulting projects Determines technical objectives, defines data requirements and methodology for executing tasks within the assignment Recommends staffing levels and schedules. Reviews and coordinates the progress of other team members, taking corrective Action as appropriate. Responsible for all and/or major segments of multiple project output and deliverables	Develops, plans, organizes and leads major consulting assignments as well as those requiring a high degree of creativity. Determines objectives and methodology for executing tasks within the assignment Selects and assigns staff; establishes and monitors schedules and progress, taking corrective action as necessary. Responsible for multiple project output and deliverables May function as a technical expert on own or other assignments Responsible	Functions as business practice leader developing, securing funding for, and managing multiple assignments and client'\ within one or more specialty areas. Responsible for business practice's financial management	Functions as business practice leader developing, securing funding for, and managing multiple assignments and client'\ within one or more specialty areas
Potential Impact:	Works under general supervision of other consultants. Work is reviewed for overa11 accuracy, completeness, and soundness of judgment Client relationship, the performance of others, and expense control enhanced by good performance	Work is generally performed in accordance with specific schedules and procedures.	Work is generally performed in accordance with specific schedules and procedures although incumbents must organize and prioritize their work and make occasiona1 exceptions Incumbents have the potential] to affect assignment outcomes and client relations to an extent likely to be noticed by two or more levels	Works relatively independently Work products are reviewed to determine whether desired results have been achieved Contributes or lack thereof have substantial impact on assignment results, client relations, and flow through to short-term (single fisca1 year) bottom-line results at a business practice level	Work requires the use of discretion and independent judgment in the development and execution of project plans and schedules. Incumbents' performance will directly affect project outcomes and client relations which, in turn, will have a substantial impact on the performance of one or more business practices and the short· term operating results for larger organizational components are likely to be affected.	Works independently, but with consultation from senior management Contributions or lack thereof have a direct effect on the success of major projects and on the short-term and near-term (2·3 years) growth and success of one or more business practices and short-term operating results of a division-level organizational component likely affected.	Establishes practice goals, plans, and policies consistent with those of the firm. Performance reviewed on the basis of results achieved Incumbents' performance will have a major effect on the short-term and near-term success of one or more practices as well as a division Probable and identifiable impact on Center wide operational results	Establishes practice goals, plans, and policies consistent with those of the firm.
Interpersonal Interactions:	Interactions typically involve collecting data, exchanging information on factua1 matters, or other activities requiring courtesy and social sensitivity	Occasional interactions with clients in the course of assignments.	Occasional to frequent interactions with clients in the course of assignments-- e.g., collecting data and reviewing progress as well as providing advice and service to clients on designated phases of projects	Provides advice and service to clients in area(s) of technical specia1ty and in a multidisciplinary systems integration context when appropriate. May propose and make presentations dea1ing with the status of assignments, management and technical problems, and proposed solutions.	Frequent interaction with clients in the course of assigned projects, reviewing and reporting progress, and providing advice in area(s) of expertise. Interactions often involve persuading and influencing clients on matters of considerable importance Superior communication and presentation skills required.	Frequent project leader type interaction with clients in the course of ongoing projects as welt as regular business development- oriented contacts with current and potential clients. Requires a well· developed sense of strategy and timing as well as considerable negotiation and presentation skills	Frequent project management and business development interactions of the highest order with executives in current and potential client organizations. Requires a highly developed sense of strategy and timing as well as exceptional negotiation and presentation skills.	Frequent project management and business development interactions of the highest order with executives in current and potential client organizations.
Business Development:	Responsible for maintaining positive relationships with current clients and may help identify opportunities for expanding the scope of assignments; assists in the preparation of proposals and presentations	Assists in market research and in the preparation of proposals and presentations.	Responsible for maintaining positive relationships with clients and identifying opportunities for expanding the scope of assignments as welt as new business opportunities for the same or similar services. Assists in market research and in the preparation of proposals and presentations.	Responsible for establishing and maintaining positive relationships with clients, expanding the scope of projects when appropriate, and identifying new business opportunities. Prepares drafts of proposal segments and may assist in the preparation of proposals/presentations	Responsible for maintaining positive relationships with clients, for assisting practice leaders and senior management in the identification of business development opportunities and for preparing proposa1s in response to RFPs and other expressions of interest. May participate in or lead new business presentations	Responsible for assisting practice leaders and senior management in the development and execution of overall business and marketing Plans. Responsible for developing a personal business development plan. Assumes a proactive marketing posture with clients. Regularly plays a leadership role in the preparation and presentation of marketing briefs and proposals. Works with other practices and organizations in the development	Responsible for developing and expanding client revenue base for one or more practice areas. Develops overall business and marketing plans. Reviews proposals and presentations prior to delivery and leads major presentations to clients Works with other practices and organizations in the development of proposals requiring unique combinations of resources.	Responsible for developing and expanding client revenue base for one or more practice areas. Develops overall business and marketing plans.

Criteria For Skill Level	Researcher	Support Staff	Consultant	Senior Consultant	Associate	Senior Associate	Officer	Principal
Human Resources Management:	May work alone or assign work to support staff and other researchers.	May work alone or assign work to support staff and other researchers	May work alone or assign work to support staff and other researchers	Assignments likely to involve training, assigning work to, and coordinating the work of researchers, consultants, and support staff.	Responsible for selecting, managing, and developing consultants, researchers, and support staff on assigned project	Regularly responsible for selecting, managing, and developing consulting team members on assigned projects	Responsible for selecting, managing, and developing the Consultants, senior staff and support staff assigned to the practice. Consultants, senior staff	Responsible for selecting, managing, and developing the Consultants, senior staff and support staff assigned to the practice.
Professional Development::	A developing professional actively engaged in acquiring consulting, research, and time management skills as well as a state-of-the-art level of knowledge in area(s) of technical specialty	A junior professiona1 actively engaged in acquiring a state-of- the-art level of technical knowledge as well as time management and client relations skills.	A maturing professiona1 actively engaged in acquiring a state-of- the-art level of technical knowledge as well as time management and client relations skills.	A mature professional with an expert level of knowledge in one or more management scientific or technical specialties as well as project management and business development skills	A fully developed consultant with expert level of knowledge in one or more management, scientific, or technical specialties as well as advanced project management and business development skills	A senior consultant with and externally recognized expert level of knowledge in a specialty area and superior project management and business development skills Maintains an active participation in internal/external professional activities	A senior consultant with advanced business development business development and business management skills Strategic analysis and long-range planning skills required	A senior consultant with advanced business development and business management skills strategic analysis and long-range planning skills required.
Typical Education And Experience:	Undergraduate degree and 0-2 years' experience and or aligned by title.	Undergraduate degree and 2-3 years' experience or graduate degree and 0-2 years' and or experience aligned by title.	Undergraduate degree and 2-3 years' experience or graduate degree and 0-2 years' and or experience aligned by title.	Undergraduate degree and 4-6 years' experience or graduate degree and 3-4 years' experience and or aligned by title.	Undergraduate degree and 6-to 10 years' experience or graduate degree and 5-8 years' experience aligned by title. and or experience aligned by title	Undergraduate or graduate degree and 10 years of progressively more responsible experience and or experience aligned by title	A graduate degree and more than 8 years of progressively more responsible consulting experience and or experience aligned by title.	A graduate degree and more than 10 years of progressively more responsible consulting experience and or experience aligned by title.

Appendix C: Degree / Experience Equivalency

The labor category definitions in our Pricelist describe the functional responsibilities and education and experience requirements for each labor category. These requirements are a guide to the types of experience and educational background of typical personnel in each labor category.

Education and experience may be substituted for each other. Each year of relevant experience may be substituted for 1 year of education, and vice versa. In addition, certifications, professional licenses, and vocational technical training may be substituted for experience or education with the written approval of the ordering activity.

Degree	Experience Equivalence*	Other Equivalence
Associate's	1 year relevant experience	Vocational or technical training in work-related
Bachelor's	Associate's degree + 2 years relevant experience, or 4 years relevant	Professional certification
Master's	Bachelor's + 2 years relevant experience, or Associate's + 4 years relevant experience	Professional license
Doctorate	Master's + 2 years relevant experience, or Bachelor's + 4 years relevant experience	

*** Successful completion of each year of higher education that has not yet resulted in a degree may be counted 1-for-1 for a year of experience.**

Further, both parties recognize that, on occasion, there may be a need to waive the requirements in order to use the best individual for the task. Therefore, waivers to the education/experience requirements may be granted by either the task order contracting officer or contracting officer technical representative. If such a waiver is included in our proposal, award of said proposal shall be deemed a grant of the waiver.