

# 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: [GSAAdvantage.gov](http://GSAAdvantage.gov).

**FSS Schedule Title:** Human Resources and Equal Employment Opportunity (EEO) Services

**FSS Schedule Group and Part:** Industrial Group 738 Part X

**Product Service Codes (PSC):** PSC R499

**Special Item Number(s):** 595-21 Human Resource Service (excluding EEO Services)

**Special Item Number(s):** 595-25 EEO Services

**Special Item Number(s):** 595-28 Social Services, Professional Counseling and Veterans' Readjustment & Behavioral Health Services



**Contractor:** *ADR Vantage, Inc.*  
1660 L Street, NW, Suite 302  
Washington DC 20036  
Phone: 202-296-2328  
Fax: 202-355-6689  
Website: [www.adrvantage.com](http://www.adrvantage.com)

**Contract No.:** GS-22F-8074H

**Contract Period:** 11/1/2007 – 10/31/2017

*Contract effective through Modification #PO-0049, dated April 21, 2016*

**Contract Administrator:** Shayne M. Julius  
Director, Operations  
202-296-2328  
[sjulius@advantage.com](mailto:sjulius@advantage.com)

**Business Size:** Small Business, Women-owned, WOSB, EDWOSB

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at [fss.gsa.gov](http://fss.gsa.gov).

## CUSTOMER INFORMATION

1a. **Table of awarded Special Item Number(s)**

**Special Item Number(s):** 595-21 HR Services

**Special Item Number(s):** 595-25 EEO Services

**Special Item Number(s):** 595-28 Social Services, Professional Counseling and Veterans' Readjustment & Behavioral Health Services

1b. **Lowest Priced Items:** See pricelist on page 6.

1c. **Labor Category Descriptions:** See labor descriptions on page 6.

2. **Maximum order:** \$1,000,000

3. **Minimum order:** \$100

4. **Geographic coverage:** Worldwide

5. **Points of productions:** Washington, DC

6. **Discount from list prices:** Ranging from 15% to 44%, depending on the nature of the work by labor category.

7. **Quantity discounts:** None

8. **Prompt payment terms:** Net 30 days

9a. **Government purchase cards accepted at or below the micro-purchase threshold:** *ADR Vantage, Inc.* will accept the Government-wide commercial purchase card for purchases equal to or less than the micro-purchase threshold (\$3,000).

9b. **Government purchase cards accepted above the micro-purchase threshold:** *ADR Vantage, Inc.* will accept the Government-wide commercial purchase card for purchases over the micro-purchase threshold (\$3,000).

10. **Foreign items:** Not applicable

11a. **Time of delivery:** ADR Vantage will adhere to the delivery schedule as specified in the agencies task orders.

11b. **Expedited delivery:** Contact Contractor for negotiated expedited delivery.

11c. **Urgent requirements:** Contact Contractor for faster delivery or rush requirements.

12. **F.O.B. point:** Destination
- 13a. **Ordering address:** *ADR Vantage, Inc.*  
1660 L Street, NW, Suite 302  
Washington DC 20036  
202-296-2328
- 13b. **Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs) are found in Federal Acquisition Regulation (FAR) 8.405-3.
14. **Payment address:** *ADR Vantage, Inc.*  
1660 L Street, NW, Suite 302  
Washington DC 20036  
202-296-2328
15. **Warranty provision:** Not applicable
16. **Export packing charges:** Not applicable
17. **Terms and conditions of Government purchase card acceptance:** No discount offered
18. **Terms and conditions of rental, maintenance and repair:** Not applicable
19. **Terms and conditions of installation:** Not applicable
20. **Terms and conditions of repair parts indicating date of parts price list and discounts:** Not applicable
- 20a. **Terms and conditions of any other services:** Not applicable
21. **List of service and distribution points:** Not applicable
22. **List of participating dealers:** Not applicable
23. **Preventative maintenance:** Not applicable
- 24a. **Special Attributes:** Not applicable
- 24b. **Section 508 Compliance:** Not applicable; however, the EIT standards can be found at [www.section508.gov](http://www.section508.gov)
25. **Data Universal System (DUNS) number:** 84-884-3488
26. **Central Contractor Registration database:** Registered. Cage Code: 1DSJ1

## Labor Category Descriptions

Labor Category	Labor Category Description	Minimum Experience	Minimum Education
ADR Administrator	Serves as the case manager for ADR services. Assists other ADR professionals. Produces reports.	3 years	Bachelor's degree
Clinical Supervisor/Senior Counselor	Provides regularly scheduled clinical consultation and review to experienced clinical staff through in-person and telephonic consultations. Provides assistance and perspective related to the delivery and management of client services through the selective review of both routine and challenging client situations, and assists clinicians in managing the personal impacts of delivering services as needed. Provides direct services on a wide scale including telephonic and in-person psychosocial assessments, clinical case management, referrals and short term consultations. May at times provide educational and training opportunities and critical incident management and response.	12 years	Graduate degree and active clinical license.
Coach	Works with individuals, teams and groups to improve management, leadership, conflict management, and/or related competencies and skills through coaching, feedback and/or strategy discussions.	5 years coaching experience plus 10 years relevant professional experience	Certificate from a Recognized Accreditation Organization or equivalent training
Counselor	Provides direct services on a wide scale including telephonic and in-person psychosocial assessments, clinical case management, referrals and short term consultations. Provides educational and training opportunities to enhance individual functioning. May at times provide critical incident management and response.	7 years	Graduate degree and active clinical license
EEO Counselor	Holds counseling session(s) with employees or applicants for employment who are alleging EEO discrimination with the goal of resolving the complaint.	3 years	Meets the requirements outlined in EEOC MD 110 for EEO counselor training and may be trained in ADR
Facilitator	Facilitates group sessions to accomplish a variety of group objectives. Designs group processes and manages group dynamics, including conflict. As needed, may record and summarize results of facilitated sessions.	5 years	Bachelor's degree
International Trainer	Designs and conducts training in countries outside the United States. Serves as consultant on related matters of subject expertise in areas	5 years international training	Graduate degree (or Bachelor's degree and 2 additional years of

<b>Labor Category</b>	<b>Labor Category Description</b>	<b>Minimum Experience</b>	<b>Minimum Education</b>
	outside the United States. Minimum Experience: 5 years international training experience.	experience	experience) and relevant foreign language proficiency
Materials Designer/ Curriculum Specialist	Consults on curriculum development, prepares learning objectives, and designs and edits curricula content, training and program materials for use in meeting educational objectives.	5 years	Graduate degree (or Bachelor's degree and 2 additional years of experience)
Mediator	Mediates workplace disputes and/or EEO complaints. May serve as co-mediator with senior mediator.	5 years	Bachelor's degree and mediation training
Program Director	Directs, coordinates, monitors and reviews program components and activities of program personnel. Takes a lead role in contract management and ensuring timely submission of deliverables.	10 years experience with at least 5 years of program direction experience in relevant subject matter	Graduate degree (or Bachelor's degree and 2 additional years of experience)
Program Evaluator	Evaluates existing programs, develops evaluation schemes, designs systems for and oversees data collection and analysis, and prepares conclusions for recommendations.	7 years	Graduate degree (or Bachelor's degree and 2 additional years of experience)
Program Manager/ Administrator	Manages programs in whole or in part, manages human and project resources, and oversees administration tasks.	5 years	Bachelor's degree
Senior Arbitrator	Arbitrates employment cases and renders a written decision.	10 years	Graduate degree (often JD or LL.M)
Senior Facilitator	Acts as lead facilitator and is proficient in leading facilitations involving highly sensitive issues and/or with senior level personnel. Facilitates group sessions to accomplish a variety of group objectives. Designs group processes and manages group dynamics, including conflict. As needed, records and summarizes results of facilitated sessions.	10 years	Graduate degree (or Bachelor's degree and 2 additional years of experience) and facilitation training
Senior Mediator	Acts as lead mediator and is proficient in handling complex cases with highly sensitive issues and/or with senior level personnel. Mediates workplace disputes and/or EEO complaints using various styles, including evaluative and facilitative.	10 years	Graduate degree (often JD) (or Bachelor's degree and 2 additional years of experience) and mediation training
Senior Trainer/Consultant	Acts as lead trainer/consultant and is proficient in working with senior level personnel and/or in working with controversial or highly sensitive subject matters. Conducts training (including developed, off-the-shelf, or customized off-the-shelf training), leads/assists in planning training	10 years	Graduate degree (or Bachelor's degree and 2 additional years of experience)

<b>Labor Category</b>	<b>Labor Category Description</b>	<b>Minimum Experience</b>	<b>Minimum Education</b>
	events, and consults on areas of subject matter expertise.		
Senior Training Materials Designer	Develops curriculum framework and executes large-scale, multi-faceted training and development programs, eLearning, and blended learning solutions. Consults on curriculum development, prepares learning objectives, and designs and edits curricula content, training and program materials for use in meeting educational objectives.	10 years	Graduate degree (or Bachelor's degree and 2 additional years of experience)
Trainer/Consultant	Conducts training (including developed, off-the-shelf, or customized off-the-shelf training), leads/assists in planning training events, and consults on areas of subject matter expertise.	5 years	Graduate degree (or Bachelor's degree and 2 additional years of experience)

**GSA PRICELIST**  
**SINs 595-25 and 595-28**  
**All Rates are Hourly**

<b>Labor Category</b>	<b>GSA Price w/IFF</b>
ADR Administrator	\$136.50
Clinical Supervisor/Senior Counselor	\$227.63
Coach	\$227.63
Counselor	\$199.75
EEO Counselor	\$170.00
Facilitator	\$175.10
International Trainer	\$245.65
Materials Designer/Curriculum Specialist	\$132.56
Mediator	\$182.00
Program Director	\$187.85
Program Evaluator	\$196.99
Program Manager/Administrator	\$78.52
Senior Arbitrator	\$265.20
Senior Facilitator	\$218.88
Senior Mediator	\$221.00

Senior Trainer/Consultant	\$227.63
Senior Training Materials Designer	\$227.63
Trainer/Consultant	\$182.00

**GSA PRICELIST**  
**SINs 595-21**  
**All Rates are Hourly**

<b>Labor Category</b>	<b>GSA Price w/IFF</b>
ADR Administrator	\$136.50
Coach	\$227.63
Facilitator	\$175.10
International Trainer	\$245.65
Materials Designer/Curriculum Specialist	\$132.56
Program Director	\$187.85
Program Evaluator	\$196.99
Program Manager/Administrator	\$78.52
Senior Facilitator	\$218.88
Senior Trainer/Consultant	\$227.63
Senior Training Materials Designer	\$227.63
Trainer/Consultant	\$182.00