
**GENERAL SERVICES ADMINISTRATION
Federal Acquisition Service**

AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST –

Updated April 25, 2015

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.

Schedule Title: HUMAN RESOURCES & EQUAL EMPLOYMENT
OPPORTUNITY (EEO) SERVICES

Schedule No.: 738 PART X

**Product/Service
Codes:** R499 and R799

**Contract
Number:** GS-22F-8097H

***For more information on ordering from Federal Supply Schedules go to the internet address: www.gsa.gov. Find link to GSA Schedules. Then find link to For Customers Ordering from Schedules. Next, find links to Ordering Procedures for Services Requiring a Statement of Work and Ordering Procedures for Services not Requiring a Statement of Work. ***

**Contract
Period:** January 16, 2013 through January 21, 2018

Contractor: DRAUGHN & ASSOCIATES

815 Thayer Avenue, Suite 1616

Silver Spring, MD 20910

Telephone: (301) 589-1209
Fax: (301) 495-0990
E-Mail: draughn1@msn.com, draughn7@aol.com
Point of Contact: Jonathan Draughn
Web Site: www.draughnandassociates.com
Business Size: Small Business, Women, Minority Owned

**CUSTOMER INFORMATION FOR ORDERING
ACTIVITIES**

1a. Table of Awarded Special Item Numbers

SIN 595-21 Recruitment And Internal Placement, Employee Assistance, Workforce Planning, Outplacement, Social Services, etc.

- **Planning:** D & A provides analyses that help government predict future demand for and supply of employees. Our capabilities include: computer modeling, human resource audits, and trend analysis.
- **Recruitment and Internal Placement**
- **Position Classification:** D & A provides services to government in a range of classification functions for a variety of occupations and grades in the General Schedule, the Federal Wage System, and other Federal classification systems. Our services include: analyzing and preparing position descriptions, developing and implementing classification standards, preparing evaluation statements, conducting audits, counseling employees regarding classification appeals, and advising on position management, organization structure, supervisor/worker ratio and impact of mission/workload changes.
- **Personnel Actions**
- **Off-the-Shelf Training:** D & A's Human Resources experts train federal government supervisors and employees in general and subject-matter specific topics. We also provide executive coaching. Our services include: identifying training needs and requirements, recommending cost-effective ways of meeting needs, developing

accountability for employee learning, and developing and delivering training programs tailored to agency requirements.

- **Employee Relations:** D & A provides comprehensive Employee Relations Services which include: advice on disciplinary actions, interface with legal staff, union representatives and external agencies, leave administration, performance management and appraisal, benefits management, case management, and advice on regulatory compliance.
- **Outplacement**
- **Function Review:** D & A provides reviews of human resources departments and other offices' implementations of outsourced functions for the purpose of establishing project management systems and effective change management.
- **Integrator:** D & A uses proven project management principles to manage and integrate functions provided by multiple contractors.

SIN 595-21 – Legal Services

Draughn & Associates has a full range of claims and legal support services beginning with claim avoidance advice. In the event that a claim is necessary, we will assist in preparing the claim and negotiate with the parties involved to avoid litigation. In the event litigation proves unavoidable, we have attorneys with proven backgrounds in litigating complex matters before the EEOC.

Our legal staff can provide professional assistance on many subjects including:

- Claim Counseling and Formal Investigation
- Claim Report Preparation and Analysis
- Claims Negotiations
- Document Discovery
- Case Risk Analysis
- Deposition and Interrogatory Support

▶ Alternative Dispute Resolution (ADR)

SIN 595-25 - Alternative Dispute Resolution

SIN 595-25- INVESTIGATION OF DISCRIMINATION COMPLAINTS AND PREPARATION OF REPORTS OF INVESTIGATION

INDIVIDUAL CASE - WITH ONE ISSUE

INDIVIDUAL CASE - PER ADDITIONAL ISSUE

INDIVIDUAL CASE - CONTINUING VIOLATION

RECOMMENDED FINAL AGENCY DECISION

CONSOLIDATED CASE - ONE ISSUE

CONSOLIDATED CASE - PER ADDITIONAL ISSUE

CONSOLIDATED CASE - CONTINUING VIOLATION

CONSOLIDATED CASE - RECOMMENDED FINAL AGENCY DECISION

ADDITIONAL COPIES OF INVESTIGATION REPORT

ALTERNATIVE DISPUTE

REFERENCE MATERIAL

SIN 595-25 EEO SERVICES

- **Investigation of discrimination complaints and preparation of reports of investigation:** Draughn and Associates (D&A) will prepare reports of investigation (drafts and final) in conformance with the standards established by the EEOC. Investigations shall be performed to identify and obtain evidence from all relevant sources and gather sufficient information relevant to the issues in the complaint to ascertain the validity of the allegation. If the ordering agency determines a violation occurred, the report of investigation will provide the agency with a sufficient factual basis from which to fashion an appropriate remedy.
 - Includes individual case with one issue, individual case per additional issue, individual case with continuing violation, consolidated case with one issue, consolidated case per

additional issues, consolidated case with continuing violation, additional copies of investigation report.

- **Preparation of an analysis and recommended final agency decision (fad) in discrimination complaints:** D&A will prepare an analysis and recommended final agency decision (FAD) that is legally sufficient for complainants who believe they have been discriminated against.
 - Includes consolidated case recommended final agency decision.
- **Alternative dispute resolution:** D&A will provide the services of trained Alternative Dispute Resolution (ADR) professionals to attempt resolution of allegations of discrimination and other human resource matters. The ADR process will not replace already existing formal procedures, e.g. the administrative grievance procedure and the EEO administrative complaint procedure, but will supplement them in an effort to resolve problems before and after formal procedures are invoked.
- **Reference Materials:** D&A will provide a variety of reference materials relating to equal opportunity programs to ensure employees, supervisors, and managers are aware of the policy of the Government to provide equal opportunity in employment for all persons and promote the full realization of equal employment opportunity. Agencies may order reference materials in any media. Reference materials include but are not limited to desk guides, pamphlets, booklets, leaflets, posters, and other reference material as determined by the agency.
- **EEO Training and Consulting:** D&A will provide EEO consulting services and customized or off-the-shelf training for the instruction and development of Equal Employment Opportunity (EEO) training courses for employees, supervisors, managers, team leaders, and others on the policy of the Government to provide equal opportunity in employment for all persons, prohibit discrimination in employment, and promote the full realization of equal employment opportunity.
- **EEO Counseling-Individual and Class Complaint:** D&A will provide EEO counseling services for aggrieved employees or applicants for employment who believe they have been discriminated against. The goal of counseling is to informally resolve the pre-complaint and to advise aggrieved persons, in writing, of their rights and responsibilities.
- **Supplemental Investigation:** D&A will provide thorough and timely supplemental investigation, no later than 14 days after receipt of request.
- **Agency Customization**

SIN 595-28 SOCIAL SERVICES, PROFESSIONAL COUNSELING AND VETERANS' READJUSTMENT & BEHAVIORAL HEALTH

- **Employee Assistance:** D & A's Employee Assistance Services are attuned to employees' sensitivities and employers' needs. Services include on-site and off-site assessment, group, and individual and family sessions. D & A specializes in crisis intervention, and offers critical incident stress debriefings to help employees adjust to traumatic events. Issues addressed include: substance abuse, marital/family conflict, depression, anxiety, domestic violence, workplace violence, parenting, financial and legal difficulties, bereavement, and consulting with managers about problem employees.

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- 1b. See Below for Pricing
 - 1c. See Below for Labor Categories
 2. Maximum Order

\$1,000,000 for SIN 595-21, \$1,000,000 for SIN 595-25, \$1,000,000 for SIN 595-28
 3. Minimum Order Limitation

\$100.00
 4. Geographic Coverage

The 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC and U.S. Territories
 5. Point of Production

Silver Spring, MD or the ordering agency's facility
 6. Discount from Price List

4 percent
 7. Quantity Discounts

1% for Individual Task Order in the Amount of \$500.00 or more.

8. Prompt Payment Terms

Net 30 days

9a. Government purchase cards are accepted up to the micro-purchase threshold.

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

10. Foreign Items: N/A

11a. Time of Delivery

Within required timeframes as established by Government regulations and/or within the period specified in the ordering agency's statement of work and the order.

11b. Expedited Delivery

All items noted in this price list are available for negotiated expedited delivery.

11c. Urgent Requirements

Contact the contractor for the purpose of obtaining accelerated delivery pursuant to Contract Clause No. I-FSS-140-B, Urgent Requirements.

12. F.O.B. Points

F.O.B. Destination

13a. Ordering Address

Draughn & Associates
815 Thayer Avenue, Suite 1616
Silver Spring, Maryland 20910

13b. Ordering procedures: For supplies and services, the ordering procedures, information Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3

14. Payment Address

Draughn & Associates
815 Thayer Avenue, Suite 1616
Silver Spring, Maryland 20910

15. Warranty Provision

Draughn & Associates warrants and implies that the services rendered under the contract are merchantable and fit for the particular purpose described in this contract.

16. Terms & conditions of Government purchase card acceptance: contact contractor

17. Data Universal Number System (DUNS) Number: 788137073

18. Notification Regarding Registration in Central Contractor Registration (CCR) Database

CAGE Code #3D2A0 - active in CCR

1b. PRICE LIST

All prices are for services conducted at the government facility or contractor facility for all geographic areas.

SIN#	(1/16/13-1/16/18)
595-21: General Support Services	\$247.00 (Per Hour)
595-21: Review & Integration Services	\$247.00 (Per Hour)
595-25: Individual Case - One Issue	\$2,609.00
595-25: Individual Case - Per Additional Issue	\$238.00 (Per Issue)

595-25: Individual Case - Continuing Violation	\$4,096.00
595-25: Recommended Final Agency Decision	\$1,931.00
595-25: Consolidated Case - One Issue	\$3,791.00
595-25: Consolidated Case - Per Additional Issue	\$238.00 (Per Issue)
595-25: Consolidated Case - Continuing Violation	\$4,276.00
595-25: Consolidated Case - Recommended Final Agency Decision	\$2,557.00
595-25: Additional Copies of Investigation Report	\$0.09 (Per Page)
595-25: Alternative Dispute	\$214.00 (Per Hour)
595-25: Reference Material	\$247.00 (Per Hour)
595-25: EEO Training & Consulting	\$247.00 (Per Hour)
595-25: EEO Counseling	\$247.00 (Per Hour/Individual Case)
595-25: EEO Counseling - Class Complaint	\$247.00 (Per Hour/Class Complaint)
595-25: Supplemental Investigation	\$1,748.00

595-25: Supplemental Investigation
of Pending Case \$247.00 (Per Hour)

595-25: Agency Customization Negotiable

595-28: Social Services \$247.00 (Per Hour)
