

**MARTIN-MISER ASSOCIATES, INC.**  
**10544 Progress Way, Suite E**  
**Cypress, CA 90630**  
**(888) 730-9333**  
**(Voice and Fax)**

**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-database system. The INTERNET address GSA Advantage! is [www.GSAAdvantage.gov](http://www.GSAAdvantage.gov).

**SCHEDULE TITLE: HUMAN RESOURCES AND EEO SERVICES**

**FSC Classification:** Industrial Group 738 Part X  
**CONTRACT NUMBER:** GS-22F-9733H

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

**CONTRACT PERIOD 11/1/97 TO 10/31/17**  
**CONTRACTOR:**

**MARTIN-MISER ASSOCIATES, INC.**  
**10544 PROGRESS WAY, SUITE E**  
**CYPRESS, CA 90630**  
**888-730-9333**  
**(VOICE AND FAX)**  
**E-mail: [jford@martinmiser.com](mailto:jford@martinmiser.com)**

**BUSINESS SIZE: SMALL BUSINESS**

MMA has provided EEO services to Federal agencies since 1980 and is experienced in handling multiple contracts with diverse contractual requirements. The firm has over 40 associates located throughout the country. A list of prior contracts and references will be provided upon request.

The EEO investigative services provided result in reports of investigation in conformance with the standards established by the Equal Employment Opportunity Commission

(EEOC) in accordance with 29 C. F. R. Part 1614 and EEOC Management Directive MD - 110.

**CUSTOMER INFORMATION**

**1a. Table of Awarded SINs:**

**SIN- 595-25 EEO SERVICES**

**INVESTIGATION OF DISCRIMINATION COMPLAINTS AND PREPARATIONS OF REPORTS OF INVESTIGATIONS**

**INVESTIGATIONS**

Individual Case – With One Issue  
Individual Case – Per Additional Issue  
Individual Case – Continuing Violation  
Consolidated Case – With One Issue  
Consolidated Case – Per Additional Issue  
Consolidated Case – Continuing Violation  
Additional Copies of Investigation Reports

**PREPARATION OF AN ANALYSIS AND RECOMMENDED FINAL AGENCY DECISION (FAD) IN DISCRIMINATION COMPLAINTS**

Individual Case  
Consolidated Case

**EEO COUNSELING**

**REFERENCE MATERIAL**

**EEO TRAINING AND CONSULTING**

**1b. Lowest Price Item:**

The prices in 1a constitute our lowest unit price for each service. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. The unit prices apply to all geographic locations.

**1c. Hourly Rates:**

Hourly rates are only applicable for reference materials and training. In these instances only experienced personnel will be used for any resultant projects.

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

3. **Minimum order:** \$ 100
4. **Geographic coverage:** World-wide
5. **Point of production:** Cypress, CA
6. **Discount from list prices:** Negotiable
7. **Quantity discounts:** Negotiable
8. **Prompt payment terms:** Net 30 days
- 9a. **Annotate if Government Credit Card Accepted:**  
Credit cards accepted
- 9b. **Discount for Payment for Government Credit Cards:** None
10. **Foreign items:** N/A
- 11a. **Time of delivery:**  
Contractor will adhere to the delivery schedule as specified in the agency's purchase orders and in accordance with applicable EEO regulations
- 11b. **Special items available for expedited delivery:**  
All items noted in this price list are available for negotiated expedited delivery
- 11c. **Overnight & 2 day delivery:**  
Contact MMA for rates for overnight & 2-day delivery
- 11d. **Urgent requirements:** Contact MMA for faster delivery or rush requirements
12. **F.O.B. points:** Destination
- 13a. **Ordering address:** Martin-Miser Associates, Inc.  
10544 Progress Way, Suite E  
Cypress, CA 90630
- 13b. **Ordering Procedures:**  
For supplies and services, the order procedure, information on Blanket Purchase Agreements (BPAs) and a sample BPA can be found at the GSA/FSS schedule homepage ([www.fss.gsa.gov/schedules](http://www.fss.gsa.gov/schedules)).
14. **Payment address:** Martin-Miser Associates, Inc.  
10544 Progress Way, Suite E  
Cypress, CA 90630

- 15. Warranty provision:**  
The contractor warrants and implies that the items delivered hereunder are merchantable and fit for the particular purpose described in this contract.
- 16. Export packing charges:** N/A
- 17. Terms and conditions of government purchase card acceptance:**  
Purchase card accepted
- 18. Terms and conditions of rental, maintenance and repair:** N/A
- 19. Terms and conditions of installation:** N/A
- 20. Terms and conditions of repair parts indicating date of parts price list and any discounts:** N/A
- 21. List of service distribution points:** Martin-Miser Associates, Inc.  
10544 Progress Way, Suite E  
Cypress, CA 90630
- 22. List of participating dealers:** N/A
- 23. Preventative maintenance:** N/A
- 24a. Special attributes such as environmental attributes:** N/A
- 24b. Section 508 compliance information:** N/A
- 25. DUNS number:** 145462768
- 26. DUNS Number regarding Registration in Central Contractor Registration (CCR) Database:**  
Contractor is registered in Central Contractor Registration (CCR) database.

**MARTIN-MISER ASSOCIATES, INC.****PRICING**

SIN(s)	SERVICE(s)	EDUCATION/ CERTIFICATION LEVEL	YEARS OF EXPERIENCE	PRICE OFFERED TO GSA (including IFF)10/30/2011 to 10/29/2012	PRICE OFFERED TO GSA (including IFF)10/30/2012 to 10/29/2013	PRICE OFFERED TO GSA (including IFF)10/30/2013 to 10/29/2014	PRICE OFFERED TO GSA (including IFF)10/30/2014 to 10/29/2015	PRICE OFFERED TO GSA (including IFF)10/30/2015 to 10/29/2016	PRICE OFFERED TO GSA (including IFF)10/30/2016 to 10/29/2017
595 25	Individual Case – One Issue	Certification plus Annual Re-Fresher	2 years	\$3,373.00	\$3,474.19	\$3,578.42	\$3,685.77	\$3,796.34	\$3,910.23
595 25	Individual Case – each additional Issue	Certification plus Annual Re-Fresher	2 years	\$229.00	\$235.87	\$242.95	\$250.23	\$257.74	\$265.47
595 25	Individual Case - Continuing Violation	Certification plus Annual Re-Fresher	5 years	\$4,264.00	\$4,391.92	\$4,523.68	\$4,659.39	\$4,799.17	\$4,943.14
595 25	Individual Case - Recommended FAD	Certification plus Annual Re-Fresher	5 years	\$1,236.00	\$1,273.08	\$1,311.27	\$1,350.61	\$1,391.13	\$1,432.86
595 25	Consolidated Case – One Issue	Certification plus Annual Re-Fresher	2 years	\$4,264.00	\$4,391.92	\$4,523.68	\$4,659.39	\$4,799.17	\$4,943.14
595 25	Consolidated Case – Each Additional Issue	Certification plus Annual Re-Fresher	2 years	\$252.00	\$259.56	\$267.35	\$275.37	\$283.63	\$292.14
595 25	Consolidated Case – Continuing Violation	Certification plus Annual Re-Fresher	5 years	\$4,936.00	\$5,084.08	\$5,236.60	\$5,393.70	\$5,555.51	\$5,722.18
595 25	Consolidated Case – Recommended FAD	Certification plus Annual Re-Fresher	5 years	\$1,624.00	\$1,672.72	\$1,722.90	\$1,774.59	\$1,827.83	\$1,882.66

SIN(s)	SERVICE(s)	EDUCATION/ CERTIFICATION LEVEL	YEARS OF EXPERIENCE	PRICE OFFERED TO GSA (including IFF)10/30/2011 to 10/29/2012	PRICE OFFERED TO GSA (including IFF)10/30/2012 to 10/29/2013	PRICE OFFERED TO GSA (including IFF)10/30/2013 to 10/29/2014	PRICE OFFERED TO GSA (including IFF)10/30/2014 to 10/29/2015	PRICE OFFERED TO GSA (including IFF)10/30/2015 to 10/29/2016	PRICE OFFERED TO GSA (including IFF)10/30/2016 to 10/29/2017
595 25	EEO Counseling	Certification plus Annual Re-Fresher	2 years	\$1,911.00	\$1,968.33	\$2,027.38	\$2,088.20	\$2,150.85	\$2,215.37
595 25	Senior Editor	2 years experience in HR/EEO	2 years	\$159.00	\$163.77	\$168.68	\$173.74	\$178.96	\$184.32
595 25	Copywriter	4 year College Degree	3 years	\$196.00	\$201.88	\$207.94	\$214.17	\$220.60	\$227.22
595 25	Consultant - Training and Consulting - Customized Training	5 years experience in HR/EEO	5 years	\$196.00	\$201.88	\$207.94	\$214.17	\$220.60	\$227.22
595 25	Course Writer -Training and Consulting - Customized Training	4 year College Degree	2 years	\$196.00	\$201.88	\$207.94	\$214.17	\$220.60	\$227.22
595 25	Trainer - Training and Consulting - Customized Training	4 year College Degree	2 years	\$224.00	\$230.72	\$237.64	\$244.77	\$252.11	\$259.68

Price is based on multiple complaints filed by the SAME complainant. If case involves different complainants, a 15% surcharge will be added to cover additional costs of time and materials for the additional copies of the files and additional postage costs.

SIN(s) PROPOSED	Course(s)	Course Length	Minimum Participants	PRICE OFFERED TO GSA (including IFF)10/30/2011 to 10/29/2012	PRICE OFFERED TO GSA (including IFF)10/30/2012 to 10/29/2013	PRICE OFFERED TO GSA (including IFF)10/30/2013 to 10/29/2014	PRICE OFFERED TO GSA (including IFF)10/30/2014 to 10/29/2015	PRICE OFFERED TO GSA (including IFF)10/30/2015 to 10/29/2016	PRICE OFFERED TO GSA (including IFF)10/30/2016 to 10/29/2017
595 25	Advanced EEO Counseling	2 days	10	\$240.00	247.20	254.62	\$262.25	\$270.12	\$278.23

SIN(s)	SERVICE(s)	EDUCATION/ CERTIFICATION LEVEL	YEARS OF EXPERIENCE	PRICE OFFERED TO GSA (including IFF)10/30/2011 to 10/29/2012	PRICE OFFERED TO GSA (including IFF)10/30/2012 to 10/29/2013	PRICE OFFERED TO GSA (including IFF)10/30/2013 to 10/29/2014	PRICE OFFERED TO GSA (including IFF)10/30/2014 to 10/29/2015	PRICE OFFERED TO GSA (including IFF)10/30/2015 to 10/29/2016	PRICE OFFERED TO GSA (including IFF)10/30/2016 to 10/29/2017
595 25	Advanced EEO Counseling	3 days	10	\$240.00	247.20	254.62	\$262.25	\$270.12	\$278.23
595 25	EEO Complaint Process	1 day	10	\$240.00	247.20	254.62	\$262.25	\$270.12	\$278.23
595 25	EEO for Advisory Committees	2 days	10	\$240.00	247.20	254.62	\$262.25	\$270.12	\$278.23
595 25	EEO Investigator Training	3 days	10	\$240.00	247.20	254.62	\$262.25	\$270.12	\$278.23
595 25	Special Emphasis Program Managers Workshop	3 days	10	\$240.00	247.20	254.62	\$262.25	\$270.12	\$278.23
595 25	Reasonable Accommodation for Handicapped Employees	4 hrs	10	\$240.00	247.20	254.62	\$262.25	\$270.12	\$278.23
595 25	Handling Allegations of Sexual Harrassment - Workshop for Supervisors, Managers, and EEO Staffs	4hrs	10	\$240.00	247.20	254.62	\$262.25	\$270.12	\$278.23
595 25	Complaint Resolution - Workshop for EEO Staffs	1 day	10	\$240.00	247.20	254.62	\$262.25	\$270.12	\$278.23

**ADDITIONAL COPIES OF INVESTIGATIVE REPORTS                      \$        .12     Per page**