

**GENERAL SERVICES ADMINISTRATION
FEDERAL ACQUISITION 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.gsadvantage.gov>

**The Professional Services Schedule (PSS)
Schedule 00CORP**

**SENSA Solutions, Inc. D/B/A
Korn/Ferry U.S. Government Consulting Services**

2000 Corporate Ridge, Suite 1095

McLean, VA 22102

Phone: 703-547-0500

Fax: 703-547-0499

www.kornferryitcgov.com

Business Size: Other Than Small (LARGE)

Contract Number: GS-23F-8157H

Contract Period: April 29, 1998 through September 30, 2017

General Services Administration
Management Services Center Acquisition Division
Supplement #**PS-0045**, dated **February 11, 2016**

Contact for Contract Administration:

Ryan Hemingway, Director of Finance (T: 703-547-0500 / Email:
Ryan.Hemingway@kornFerry.com)

SINs:

874-1

Integrated Consulting Services

874-4

Instructor Led Training, Web Based Training and
Education Courses, Course Development and Test
Administration, Learning Management, Internships.

For more information on ordering from Federal Supply Schedules click on the FSS Schedules
button at <http://www.fss.gsa.gov>.

I. CUSTOMER INFORMATION

1. a) Special Item Numbers (SINs) Awarded

SIN 874-1 and 874-1RC - Integrated Consulting Services: Contractors shall provide expert advice and assistance in support of an agency's mission-oriented business functions. Services covered by this SIN include:

- Management or strategy consulting, including research, evaluations, studies, analyses, scenarios/simulations, reports, business policy and regulation development assistance, strategy formulation, and expert witness services
- Facilitation and related decision support services
- Survey services, using a variety of methodologies, including survey planning, design, and development; survey administration; data validation and analysis; reporting, and stakeholder briefings
- Advisory and assistance services in accordance with FAR 37.203

SIN 874-4 and 874-4RC - Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration, Learning Management, Internships: Proposed courses shall be commercially-available off-the-shelf training and/or educational courses that are delivered via an Instructor-led (i.e. traditional classroom setting or conference/seminar) and/or web-based (i.e. Internet/Intranet, software packages and computer applications) system. Courses shall have a defined course title, length of time (i.e. hours, days, semesters, etc.), description of material to be taught (i.e. syllabi, table of contents, etc.), and whether materials are included (i.e. books, pamphlets, software, etc.).

b) Identification of the lowest price model number and lowest unit price for that model for each SIN awarded in the contract: Does not apply.

c) Description of commercial job titles, experience, functional responsibility and education. See page 6

2. Maximum order:

SIN 874-1 \$1,000,000.00

SIN 874-4 \$1,000,000.00

3. Minimum order:

SIN 874-1 \$100.00

SIN 874-4 \$100.00

4. **Geographic coverage (delivery area):** 48 Contiguous States, the District of Columbia, Alaska, Hawaii, and US Territories.
5. **Point(s) of Production:** Does not apply.
6. **Prices are net of discounts.**
7. **Quantity discounts:** Not offered
8. **Prompt Payment Terms:** 0%, Net 30 days
9. a) **Government Purchase Card up to the micro-purchase threshold:** Accepted
b) **Government Purchase Card above the micro-purchase threshold:** Accepted.
10. **Foreign Items:** None
11. a) **Time of delivery:** Determined by customer.
b) **Expedited delivery:** Determined by customer.
c) **Overnight and 2-day delivery:** Does not apply.
d) **Urgent requirements:** Determined by customer.
12. **F.O.B. Point:** Destination
- 13.a **Ordering Address:** Korn/Ferry U.S. Government Consulting Services
2000 Corporate Ridge Suite 1095
McLean, VA 22102
Fax: (703) 547-0499
- 13.b **Ordering Procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.
14. **Payment Address:**
EFT Information: Banking Institution: Wells Fargo
- US Postal Service:** Korn/Ferry U.S. Government Consulting Services
2000 Corporate Ridge Suite 1095
McLean, VA 22102
- Commercial Carrier:** Korn/Ferry U.S. Government Consulting Services
2000 Corporate Ridge Suite 1095
McLean, VA 22102

15. **Warranty Provision:** None
16. **Export Packing Charges:** Actual costs as required.
17. **Terms and Conditions of Government Purchase Card Acceptance:** No Limit
18. **Terms and Conditions of Rental, Maintenance, and Repair (if applicable):** N/A
19. **Terms and Conditions of Installation (if applicable):** N/A
20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 20a. **Terms and conditions for any other services (if applicable):** N/A
21. **List of service and distribution points (if applicable):** N/A
22. **List of participating dealers (if applicable):** N/A
23. **Preventive maintenance (if applicable):** N/A
- 24a. **Special attributes such as environmental attributes, (e.g., recycled content, energy efficiency, and/or reduced pollutants):** N/A
- 24b. **If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found at www.sensasolutions.com. The EIT standards can be found at: www.Section508.gov/.**
25. **Data Universal Numbering System (DUNS) number:** 837359421
26. **Contractor is registered in the System for Award Management (SAM) database:** 071A2
27. **Uncompensated Overtime is not utilized.**

PRICELISTS AND POSITION DESCRIPTIONS

SIN 874-1: Integrated Consulting Services

Integrated Consulting Services Contractors shall provide expert advice and assistance in support of an agency's mission-oriented business functions. Services covered by this SIN include Management or strategy consulting, including research, evaluations, studies, analyses, scenarios/simulations, reports, business policy and regulation development assistance, strategy formulation, and expert witness services, Facilitation and related decision support services, Survey services, using a variety of methodologies, including survey planning, design, and development; survey administration; data validation and analysis; reporting, and stakeholder briefings, and Advisory and assistance services in accordance with FAR 37.203.

<u>Labor Category</u>	<u>Hourly Rate</u>
Subject Matter Expert IV	\$360.50
Subject Matter Expert III	\$319.62
Subject Matter Expert II	\$287.38
Principal	\$278.10
Subject Matter Expert I	\$255.62
Director I	\$245.66
Senior Consultant	\$226.89
Senior Instructor/Designer	\$213.21
Senior Facilitator	\$196.99
Program Director	\$189.94
Program Manager IV	\$180.77
Consultant	\$169.88
Program Manager III	\$164.32
Associate Consultant	\$143.69
Program Manager II	\$129.78
Program Manager I	\$110.76
Junior Consultant	\$98.74
Project Manager	\$87.42
Executive Assistant	\$82.55
Administrative Support	\$73.84

NOTE: Future price increases for all labor categories will be in accordance with Clause 552.216-70. None of the Labor Categories are subject to the SCA.

LABOR CATEGORY DESCRIPTIONS

Educational Equivalency: In lieu of a Bachelors Degree, an additional 4 years of industry experience would substitute. In lieu of a Masters Degree, a Bachelors Degree and an additional 4 years of industry experience would substitute.

Subject Matter Expert I, II, III and IV

Description:

Provide executive coaching to agency heads, directors, and senior managers on quality improvement engagements requiring extensive senior-level experience because they have extreme public visibility, are operationally critical, or will have potential significant regulatory or financial impact on the mission of the agency. Design, organize, lead, and conduct executive level workshops, seminars, training sessions and pilot projects which require senior level application of methods tools or theories, or require senior-level experience in the program management of enterprise-wide change efforts. Develops requirements for a project's inception to conclusion in a subject matter area, for simple to complex programs. Provides analysis, evaluation and recommendations for improvements, optimization, development, and/or maintenance efforts for client-specific or mission critical proficiencies, Consults with client to define need or problem, conducts studies and surveys to obtain data, and analyzes data to advise on or recommend solution.

Experience:

SME I -- 8 yrs

SME II – 12 years

SME III – 15 years

SME IV – 18 years

Minimum Education: Masters Degree or equivalent

Principal:

Description:

Demonstrated ability to provide guidance and direction for multiple projects and in designing, implementing and managing MOBIS. Capability to manage multitask projects of high complexity. Provides primary interface with client management personnel regarding strategic issues. Directs the completion of projects within estimated time frames and budget constraints. Coordinates all parties to tasks, reviews work products for completeness and adherence to customer requirements. Delivers presentations and leads strategic level client meetings

Experience: 10 years experience in leading and providing technical direction of MOBIS projects.

Minimum Education: Masters Degree or equivalent

Director I

Description:

Provide consulting to agency heads, directors, and senior managers on implementation of agency-wide quality and process improvement initiatives. Design, organize, lead, and conduct executive level workshops, seminars, training sessions, and facilitation. Tailor quality improvement courses and workshops for an agency and its specific needs. Design, organize, lead and conduct benchmarking and surveys for an organization. Facilitate process improvement efforts requiring a mastery of technical expertise in required disciplines or areas. Manage a team of senior consultants and analysts supporting an agency's process improvement and quality training efforts. Give lectures and speeches or write original articles or documents relating to quality implementation or technical enhancements to process improvement and customer service.

Experience: 8 years experience

Minimum Education: Masters Degree or equivalent

Senior Consultant

Description:

Demonstrated ability to provide guidance and direction for specific sub-tasks of a project. Specific expertise in one or more of the key areas and knowledgeable in the others. Increasing responsibility in implementing MOBIS. Interfaces with the client on a day-to-day basis. Supports the completion of project specific tasks within estimated time frames and budget constraints. Supports presentations and client meetings.

Experience: Four years of progressive experience in participating in MOBIS projects.

Minimum Education: Masters Degree or equivalent

Senior Instructor/Designer

Description:

Defines training requirements and analyzes curriculum changes. Coordinates with subject matter experts to design training strategy. Designs courseware including structuring training classes. Creates lesson text. Tests training programs and edits for effectiveness, creates final versions. Presents training programs to users and has a thorough understanding of adult learning methodologies. Validates and evaluates training effectiveness. Conducts research into new training, educational technologies. May serve as a team or task lead. Must have ability to present training programs and evaluate effectiveness of training.

Experience: 4 years instructional development design and delivery experience

Minimum Education: Bachelors Degree or equivalent with specialized training in the key areas

Senior Facilitator

Description:

Advanced experience and training in facilitation and team building, business process improvement projects, facilitating project teams, and developing team objectives. Services include but are not limited to: problem solving techniques, resolving disputes and divergent views, defining and re-defining agendas, recording discussion content, focusing decision-making, overall meeting planning and debriefing along with convening and leading large and small group briefings and discussions. Preparing follow-up reports.

Experience: 4 years facilitation/training experience

Minimum Education: Bachelors Degree or equivalent with specialized training in key areas

Program Director

Description:

Provide consulting to directors and senior managers on implementation of agency-wide quality and process improvement initiatives. Develop, lead, and conduct quality workshops seminars, training sessions, and facilitation. Tailor quality improvement workshops and courses for an organization and its specific needs. Lead and conduct benchmarking and surveys for an organization. Facilitate process improvement efforts requiring a mastery of technical subject matter and experience in specific programs or processes. Manage a team of consultants and analysts supporting an agency's process improvement and quality training efforts. Generate papers and documents.

Experience: 10 years

Minimum Education: Bachelors Degree or equivalent or equivalent, Advanced degree preferred

Consultant

Description:

Specific expertise in one or more of the key areas. Interfaces with the client on a day-to-day basis. Supports the completion of project specific tasks within estimated time frames and budget constraints. Supports presentations and client meetings.

Experience: 3-4 four years of progressive experience in participating in MOBIS projects

Minimum Education: Bachelors Degree or equivalent or equivalent, Advanced Degree Preferred

Program Manager I, II, III and IV:

Description:

Responsible for managing and overseeing work performance on one or more projects. Holds primary responsibility for planning, managing and overseeing work efforts of project team personnel, determining and monitoring project personnel, determining and monitoring project schedules and budgets, and/or ensuring compliance with all contract and project requirements and quality standards. Serves as the primary interface with the customer. Demonstrates skills in the scope of work encompassed by the project, provides technical guidance to the project team in performance of the work, and provides quality review of all work products.

Experience:

PM I –4 years in managing projects

PM II –8 years in managing projects

PM III – 12 years in managing projects

PM IV – 16 years in managing projects

Minimum Education: Bachelors Degree or equivalent

Associate Consultant

Description:

Assist in consulting to managers, supervisors, and the workforce on implementation of an organization's quality and process improvement initiatives. Assist in the presentation of quality workshops, seminars, and training sessions. Assist with benchmarking and surveys for an organization. Assist in the facilitation of process improvement efforts. Specific expertise in one or more of the key areas. Interfaces with the client on a day-to-day basis. Supports the completion of project specific tasks within estimated time frames and budget constraints. Supports presentations and client meetings.

Experience: 1-2 years of progressive experience in participating in MOBIS projects

Minimum Education: Bachelors Degree or equivalent

Junior Consultant

Description:

Interfaces with the client on a day-to-day basis. Supports the completion of project specific tasks within estimated time frames and budget constraints. Supports presentations and client meetings. Assists in consulting to managers, supervisors, and the workforce on implementation of an organization's quality and process improvement initiatives

Experience: 1+ years of experience in participating in MOBIS projects

Minimum Education: Bachelors Degree or equivalent

Project Manager

Description:

Demonstrated ability to manage a project and to provide guidance and direction for specific projects or sub-tasks. Proven expertise in several of the four key areas. Increasing responsibility in design, implementation and management of MOBIS . Interfaces with the client on a day-to-day basis. Directs the completion of project specific tasks within estimated time frames and budget constraints. Manages the day-to-day activities and reviews work products for completeness and adherence to customer requirements. Delivers presentations and leads client meetings

Experience: 4 years experience in being the project manager for a MOBIS task.

Minimum Education: Bachelors Degree or equivalent

Executive Assistant

Description:

Provide administrative support to the senior project personnel. Examples of tasks are: manage correspondence, coordinated all aspects of on-site and off-site meetings, create or design presentation formats using advanced graphics, analyze data and prepare complex reports.

Experience: Minimum of 6 years of administrative experience

Minimum Education: High School Diploma

Administrative Support:

Description:

Progressive experience in office automation tools and participating on projects. Knowledgeable in computer based documentation and presentation techniques, technical typing and word processing. Integrates inputs from various sources to create a cohesive product. Prepares both graphical and narrative presentation material.

Experience: 1-5 years administrative experience

Minimum Education: High School diploma or GED

SIN 874-4: TRAINING COURSE OFFERINGS

Course Title	Minimum Participants	Maximum Participants	Price Offered to GSA
PROFILOR® (for existing clients only) - The PROFILOR is a 360 feedback tool used for development purposes. It collects feedback from a variety of sources (self, managers, peers, direct reports, internal customers and others) regarding an individual's performance. Feedback reports provide practical, well-rounded insights into job performance, strengths, and development needs, as well as paint a comprehensive picture of the specific skills that an individual needs to develop to enhance performance. It also provides a basis for creating an individualized, actionable development plan.	1	24	\$ 241.64
	25	49	\$ 203.74
	50	99	\$ 184.79
	100	199	\$ 156.36
	200	499	\$ 132.67
	500	999	\$ 113.72
	1,000	1001 +	\$ 93.81
PROFILOR® Administration Fee	Any Size		\$ 24.94
PROFILOR® Group Reports - Group reports show an aggregate trend at the model level, and are available for a minimum of four participants who complete the same model (two hours of consulting recommended to interpret group results).	Not Applicable		\$ 331.67
Time2Change® (for existing clients only)	1	24	\$ 137.41
Time2Change® (for existing clients only)	25	49	\$ 118.45
Time2Change® (for existing clients only)	50	99	\$ 108.98
Time2Change® (for existing clients only)	100	199	\$ 90.52
Time2Change® (for existing clients only)	200	499	\$ 90.02
Time2Change® (for existing clients only)	500	999	\$ 80.55
Time2Change® (for existing clients only)	1,000	1001 +	\$ 70.12
Time2Change® Group Reports - Group reports show an aggregate trend at the model level, and are available for a minimum of four participants who complete the same model (two hours of consulting recommended to interpret group results).	Not Applicable		\$ 331.67

Course Title	Minimum Participants	Maximum Participants	Price Offered to GSA
Appreciating Differences©- This 60-minute eLearning program is designed to deliver key messages and lessons in support of embracing diversity principles, enabling learners to discover how diversity impacts business, and affords users a private examination of their reactions towards human differences.	1	99	\$ 95.72
	100	249	\$ 90.93
	250	499	\$ 86.15
	500	999	\$ 76.57
	1000	1999	\$ 67.00
	2000	4999	\$ 52.64
	5000	9999	\$ 28.72
Managing Inclusion- This 90-minute eLearning course demonstrates the connections between recognizing diversity, practicing inclusion, and enhancing business performance. The course is designed to help learners to understand the business case for inclusion and how they can do more with more of the team members to drive higher levels of engagement and performance.	1	99	\$ 95.72
	100	249	\$ 90.93
	250	499	\$ 86.15
	500	999	\$ 76.57
	1000	1999	\$ 67.00
	2000	4999	\$ 52.64
	5000	9999	\$ 28.72

Future price increases for all training courses will be in accordance with Clause 552.216-70. Note: All costs incurred for transportation and per diem will be billed in accordance with the regulatory implementation of Public Law 99-234, FAR 31.205-46 the regulatory implementation of Public Law 99-234, FAR 31.205-46 Travel Costs. These costs are directly reimbursable by the ordering agency.

"The Service Contract Act (SCA) is applicable to this contract as it applies to the entire Professional Services Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and Protections for SCA eligible labor categories. If and / or when the contractor adds SCA labor categories / employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable wage determination number. Failure to do so may result in cancellation of the contract."