General Services Administration

Federal Acquisition Service

Authorized Federal Supply Schedule Price List

Federal Supply Class: V301
Contract Number: GS-33F-0024S

Contract Period: September 7, 2021 through September 6, 2026

Runzheimer International Ltd.
1433 N Water St Suite 400
Milwaukee, WI 53202
800-548-6998
www.runzheimer.com

Contractor’s Representative
Cris Robinson
262-771-1368
government@runzheimer.com

Business Size: Large
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Customer Information

1a. Special Item Numbers (SINs):
   SIN 541511T Employee Relocation Management Software

1b. Model Number - Not Applicable

1c. Labor Categories:

**EXECUTIVE MANAGER**
This is a member of the executive management team at Runzheimer, typically in the capacity of vice-president. The Executive Manager has direct responsibility over a division or business unit. He/she sets strategic direction, manages project staffing, has fiscal accountability, and is ultimately responsible for contract fulfillment and client relations. The Executive Manager ensures from a high-level that our products and services meet the client's project/program goals.

Minimum training, experience, education, and certifications:
- Ph.D. and/or Master's Degree (or equivalent experience) from an accredited college or university
- Over 15 years of experience in business disciplines (sales, budgeting, strategic planning, public speaking, etc.)
- Excellent oral and written communication skills. Proficient use of MS Office suite

**SENIOR MANAGEMENT CONSULTANT**
These personnel maintain leading-edge knowledge within their field of expertise. The Senior Management Consultant has worked in the industry for 10+ years. He/she typically has given presentations to industry peers and published in their respective area. The Senior Management Consultant is the true subject matter expert and may assume the role of Project Director for projects that demand this level of experience and expertise.

Minimum training, experience, education, and certifications:
- Master's Degree and/or Bachelor's degree (or equivalent experience) from an accredited college or university
- Over 10 years of experience in consulting and business (sales, budgeting, client support, etc.)
- Certified Relocation Professional (CRP), as designated by the Employee Relocation Council
- Excellent oral and written communication skills. Proficient use of MS Office suite

**MANAGEMENT CONSULTANT**
Having accumulated 5+ years' of subject matter experience, he/she provides industry knowledge and expertise. He/she works directly with the client throughout the project/program to assess and fulfill their needs. In a consultative role, he/she makes recommendations based on the day-to-day activities, tapping the expertise of the Senior Management Consultant as appropriate.

Minimum training, experience, education, and certifications:
- Bachelor's degree from an accredited college or university
- Over 5 years of experience in consulting arena (sales, budgeting, client support, etc)
- Excellent oral and written communication skills
- Proficient use of MS Office suite
CONSULTANT
A staff person who has developed a working knowledge in the subject area yet has not acquired a wide range of experience (typically minimum of 1 year). The Consultant may take on activities that do not require extensive industry-specific expertise. The Consultant provides both daily and peak demand project support and consultation.

Minimum training, experience, education, and certifications:
- Bachelor’s degree from an accredited college or university
- Minimum 1 year of experience in consulting or related areas of business (sales, budgeting, client support, etc.)
- Excellent oral and written communication skills
- Proficient use of MS Office suite

PROJECT DIRECTOR
This person oversees all project activities and has ultimate responsibility for the success of the project. He/she ensures projects meet both client and internal expectations in terms of time, budget and quality. He/she provides direction to the Project Manager and reports project status internally. The Project Director constantly assesses status and guides the project to ensure complete client satisfaction.

Minimum training, experience, education, and certifications:
- Bachelor’s degree from an accredited college or university
- 5 + years of experience in managing large-scale projects
- Excellent communication, organizational, and planning skills
- Proficient use of MS Office suite and project management software (e.g., MS Project)

RESEARCH CONSULTANT
This person typically possesses skills in a specified area of expertise, typically in the technical and/or information systems area. The Research Consultant is likely teamed with senior consultants and may take on specific high-level technological activities such as system design, process development, and product-specific consultation.

Minimum training, experience, education, and certifications:
- Bachelor’s degree from an accredited college or university, preferably with a focus on Management of Information Systems (MIS)
- 3 to 5 years of experience in technical/systems consulting and programming
- Proven track record in managing and programming client/server applications and/or web development projects
- Possess a working knowledge of RDBMS (e.g., SQL Server) and have developed in current business languages (e.g., JAVA, HTML, ACTIVE X, .NET)

PROJECT MANAGER
He/she provides day-to-day leadership of a specific project, program, or set of tasks. In concert with the client, he/she establishes project milestones, defines all subtasks, allocates and assigns resources, and removes any foreseen barriers to project completion. The Project Manager is the “hands-on” leader, immersed in the project, who maintains daily contact with Contracting Officer’s Technical Representative.

Minimum training, experience, education, and certifications:
- Bachelor’s degree from an accredited college or university
- 3 to 5 years of experience in managing complex projects
- Excellent communication, organizational, and planning skills
- Proficient use of MS Office suite and project management software (e.g., MS Project)
**SENIOR ANALYST**
This position provides high-level oversight and management of data analysis techniques and methods. They are responsible for development and maintenance of all econometric models, database systems and analytical tools used to analyze data. Other tasks include survey design and administration.

Minimum training, experience, education, and certifications:
- Bachelor’s degree from an accredited college or university
- 5+ years of experience in technical analysis fields (statistics, mathematics, econometrics, etc.)
- Ability to design and apply advanced analytical methods to resolve business problems
- Proficient use of MS Office suite and advanced analytical software (e.g., SPSS, SAS, etc.)

**JUNIOR ANALYST**
An entry-level position, the Junior Analyst assists the advanced Analysts with data review and analysis. Tasks include preparing, reviewing, and editing data. This staff person assists with the flow of information throughout Runzheimer’s extensive databases. The Junior Analyst begins the process of turning data into information.

Minimum training, experience, education, and certifications:
- Associate’s degree or equivalent business experience
- 1 to 3 years of experience in technical analysis fields (statistics, mathematics, econometrics, etc.)
- Ability to apply advanced analytical methods to resolve business problems
- Proficient use of MS Office suite, especially MS Excel

**CLERICAL / DATA ENTRY**
Although more and more data is available electronically from our many data sources, some information must still be entered manually. This staff person enters data from physical sources into Runzheimer databases.

Minimum training, experience, education, and certifications:
- Previously related business experience, preferably with data entry
- 1 to 3 years of experience in a business role or with business techniques
- Attention to detail and ability to work independently
- Past experience using computer hardware and software

**ADMINISTRATIVE ASSISTANT**
He/she provides administrative support to the client and to internal project team members. Typical tasks include report production, preparation of marketing materials, logistics support, and general clerical activities.

Minimum training, experience, education, and certifications:
- Associate’s degree or equivalent business experience
- 1 to 3 years of experience in administrative and/or business role
- Attention to detail and excellent organizational skills
- Proficient use of MS Office suite, especially MS PowerPoint

**DATA GATHERER**
This person is responsible for the collection of primary research data. Collection methods mostly include telephone and/or Internet surveys, but may include other methods such as extracting data feeds from publicly available sources.

Minimum training, experience, education, and certifications:
- Previously related business experience, preferably with telephone interviewing
- 1 to 3 years of experience in a business role or with business techniques
• Attention to detail and ability to work independently
• Past experience using computer hardware and software, and telephone systems

2. Maximum order: $1,000,000.00
3. Minimum order: $100.00
4. Geographic coverage: Worldwide
5. Points of production: Milwaukee, WI (Milwaukee County) U.S.A.
6. Discount from list: Prices shown herein are net (discount deducted)
7. Quantity discounts: None
8. Prompt payment terms: Net 30 calendar days
9a. Government purchase card is accepted at or below the micro-purchase level
9b. Government purchase card is accepted above the micro-purchase level
10. Foreign items: U.S. only
11a. Time of delivery: As negotiated on task order
11b. Expedited delivery: Items available for expedited delivery are noted in this price list
11c. Overnight delivery: Overnight and 2-day delivery is available based on task order
11d. Urgent requirements: Complies with “Urgent Requirements” clause
12. F.O.B. point: Destination
13a. Ordering Address: Runzheimer International
    1433 N Water St Ste 400
    Milwaukee, WI 53202
    800-548-6998
    www.runzheimer.com
13b. Ordering procedures: The ordering procedures, information on Blanket Purchase Agreements (BPA’s), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).
14. Payment Address: Runzheimer International
    1433 N Water St Ste 400
    Milwaukee, WI 53202
    800-548-6998
    www.runzheimer.com
15. Warranty Provision: Runzheimer International warrants that the products and services we provide will satisfy the requirements of the task orders obtained through this schedule
16. Export packing charge: Not applicable
17. Purchasing card: As negotiated on task order
18. Maintenance & repair: Not applicable
19. Installation: Not applicable
20. Repair parts: Not applicable
20a. Other services: Not applicable
21. Distribution points: Not applicable
22. Participating dealers: Not applicable
23. Maintenance: Not applicable
24a. Special attributes: None
24b. 508 Compliance: Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services. The EIT standards can be found at www.Section508.gov/.
25. DUNS Number: 06-350-6760
26. SAM Registration: Runzheimer is registered in the SAM database
An Introduction to Runzheimer International

Founded in 1933, Runzheimer International is a management consulting firm specializing in domestic and international transportation, travel, and relocation management. Runzheimer International serves upwards of 2,000 businesses and government organizations worldwide, including more than 60 percent of Fortune 500 companies. Runzheimer’s data and standard cost reimbursement systems are the basis for over $19 billion in direct allowances or reimbursements, annually, to more than 1 million employees of clients.

For more than 85 years, we have been dedicated to research, analysis, and reporting of car, travel, and living costs, which provide a fact-based foundation for our consulting services. All Runzheimer research and information rests upon a foundation of standardized data-gathering processes, proven methodology, tested survey procedures, and sound statistical practices.

The majority of our information services and products consist of data supported and surrounded by computerized systems. These services include but are not limited to data collection, data entry (including development of computerized data entry screens featuring real-time data validation), methodology creation (developing, programming, and applying sophisticated data manipulation methods), and applications designed to resolve practical business issues.

We undertake specialized projects, surveys, and studies to meet specific requirements of individual organizations and government agencies. Our information products incorporate client-provided parameters, and our report data is geographically sensitive. A fundamental strength that Runzheimer brings to its projects is a base of knowledge, expertise and data on both corporate and government policies, procedures, and costs that allow us to provide our clients with benchmarks and best practices.
**Specific Capabilities**

SIN 541511T Employee Relocation Management Software

Under this SIN, Runzheimer has included:

**Labor Rates** Hourly charges for consulting, research, or custom programming that may be needed for complex projects.

**Living Cost Standards Report** A comprehensive report which thoroughly analyzes the cost-of-living differences among any number of locations in the United States and Canada.

Our relocation services provide agencies with a comprehensive report which thoroughly analyzes the cost-of-living differences among any number of agency-specific locations in the United States and Canada.

Runzheimer’s Living Cost Standards (LCS) report is designed to address differences in employee purchasing power across multiple work locations. This report is specific to salary, family size and housing type (owner or renter) and includes costs for:

- Housing (Homeowner/Renter)
- Transportation
- Income Taxes
- Goods and Services

The LCS report data enhances your cost-of-labor data by providing cost-of-living comparisons to develop defensible geographic salary differentials. Data includes a complete living cost analysis for any location in the U.S. and Canada. Locations are ranked by index and living cost component and are compared to a common location, such as your headquarters.

LCS reports may also be customized to consider the subset of cost components useful in determining housing allowances. Reports are generated using Runzheimer’s powerful Relocation platform and may be delivered via the online portal, secure email, or electronic media.
# Pricing Schedule

SIN 541511T Employee Relocation Management Software

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Assistant**</td>
<td>[9/7/2021] $68.93</td>
<td>[9/7/2022] $70.31</td>
<td>[9/7/2023] $71.72</td>
<td>[9/7/2024] $73.15</td>
<td>[9/7/2025] $74.61</td>
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</table>

# LCS – Living Costs Standards Report

<table>
<thead>
<tr>
<th>Service</th>
<th>Option Period 3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Year 1</td>
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</tbody>
</table>