

JDG Associates, Inc.
GSA Federal Supply Service



Authorized Federal Supply Schedule Price List – EEO & Human Resource Services

On-line access to contract ordering information, terms conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!TM, a menu-driven database system. The INTERNET address for GSA Advantage!TM is <http://www.GSAAdvantage.gov>

1. General Services Administration

Schedule Title: Human Resource Services & EEO Services
Schedule No.: Group 738, Part X
Contract Number: GS-22F-9735H
For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://www.fss.gsa.gov>

Contract Period: November 1, 2007 – October 31, 2012 (5-year extension available)

Contractor: **JDG Associates, Inc.**
27 Scenic Loop
Boerne, TX 78006
(830) 981-8980 (phone)
(830) 755-4743 (fax)
www.jdgassociates.com

Contact: Donna S. Gonzalez, Senior Vice President
Donna@jdgassociates.com

Andrea M. Garza, Vice President, Business Development
andrea@jdgassociates.com

Business Size: Small, Disadvantaged Business

Customer Information

1a. Table of Awarded Special Item Number(s):

SIN 595-25 – EEO Services

EEO Counseling and Preparation of Counselor's Report
Investigation of Discrimination Complaints and Preparation Of Reports Of Investigation
Analysis and Preparation of Recommended FAD in Discrimination Complaints
EEO Training & Consulting
Alternative Dispute Resolution

SIN 595-21 – HR Services

Misconduct Investigations

- 1b. Lowest Priced Item: Lowest flat rate: \$130.00
Lowest hourly rate: \$48.85. (Prices pp. 3-4)
2. Maximum Order: \$100,000.00
3. Minimum Order \$100.00

4. Geographic Coverage (Delivery Area): The 48 contiguous states, Alaska, Hawaii, Puerto Rico and Washington, DC.
5. Point(s) of Production: Boerne, Kendall County, Texas
6. Discount From List Prices or Statement of Net Price: 10.57% - 26.39%
7. Quantity Discounts for Orders, including Blanket Purchase Agreements:
 - i. Annual orders equal to or greater than \$250,000: 2% discount
 - ii. Annual orders equal to or greater than \$500,000: 3% discount
8. Prompt Payment Terms: 1% 10 Days; Net 30 Days
- 9a. Government Purchase Cards Are Accepted Below the Micropurchase Threshold: Yes
- 9b. Government Purchase Cards Are Accepted Above the Micropurchase Threshold. Yes
10. Foreign Items: None
- 11a. Time of Delivery: Will adhere to the delivery schedule as specified by the agencies' purchase order.
- 11b. Expedited Delivery: All items noted in this price list are available for negotiated expedited delivery.
- 11c. Urgent Requirements: Contact Contractor for fast delivery or rush requirements.
12. F.O.B. Point(s): Destination
13. Ordering Address: JDG Associates, Inc.
27 Scenic Loop
Boerne, TX 78006
14. Payment Address: JDG Associates, Inc.
27 Scenic Loop
Boerne, TX 78006
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. List of Service and Distribution Points:
JDG Associates, Inc.
27 Scenic Loop
Boerne, TX 78006
17. Data Universal Number System (Duns) Number: 62-440-8167
18. Active in Central Contract Registration (CCR) Database: 1SWG4

PRICES FOR EEO SERVICES CONDUCTED AT THE CONTRACTOR/GOVERNMENT FACILITY

JDG Associates, Inc. specializes in civil rights, equal employment opportunity, and human resources. Since 1988, we have provided an array of services to more than fifty federal agencies to supplement and/or support their civil rights and EEO functions. These services include counseling, ADR, accept/dismiss letters, investigations, final agency decisions, training, misconduct investigations, compliance reviews, and general consulting.

We value quality and timeliness and have built strict quality assurance measures into our entire process from assignment to completion, to ensure our products meet, and preferably exceed, all requirements and expectations. Due to our quality control and streamlined management approach, JDG Associates has the capacity and resources to manage volume work from multiple customers without compromising the quality, timeliness, or individualized customer support we are known for.

JDG Associates is "leading EEO through technology". Our online case management system, combined with innovative electronic delivery of work products, has enabled us to incorporate the benefits of paperless review and delivery, instant status reporting, and records management to our customers.

Our nationwide presence also contributes to our ability to respond quickly and cost-effectively. Our main office is located in San Antonio, Texas; satellite offices in El Paso, Texas; Salt Lake City, Utah; and Denver, Colorado. In addition to support staff, we have five EEO Professionals on staff and more than 150 experienced EEO contractors located across the country.

JDG Associates is committed to bringing a wealth of integrity, professionalism, and exceptional service to each of our customers. To find out how we can assist you in meeting your EEO & HR needs, please contact us as 830-981-8980 or visit our website at www.jdgassociates.com.

Please refer to the following charts for pricing information.

Investigation of Discrimination Complaints and Preparation of Reports Of Investigation (ROI)

JDG Associates, Inc. investigates complaints of discrimination in full compliance with EEOC regulations and adheres to each customer's Statement of Work requirements. We are committed to investigating complaints in a professional and timely manner, as well as to writing thorough ROI's that clearly and concisely detail all facts pertaining to the investigation.

Service: Investigation	Nov. 1, 2007 – Oct. 31, 2008	Nov. 1, 2008 – Oct. 31, 2009	Nov. 1, 2009 Oct. 31, 2010	Nov. 1, 2010 Oct. 31, 2011	Nov. 1, 2011 Oct. 31, 2012
Individual, One Issue Case	\$2975.00	\$3087.00	\$3202.00	\$3322.00	\$3447.00
Individual, Continuing Violation	\$4005.00	\$4155.00	\$4311.00	\$4473.00	\$4640.00
Consolidated, One Issue Case	\$3890.00	\$4036.00	\$4187.00	\$4344.00	\$4507.00
Consolidated, Continuing Violation	\$4215.00	\$4373.00	\$4537.00	\$4707.00	\$4884.00
Per Additional Issue	\$220.00	\$228.00	\$237.00	\$246.00	\$255.00
Additional Report Copies	\$130.00	\$130.00	\$130.00	\$135.00	\$135.00

Prices exclusive of travel; travel to be negotiated on a case-by-case basis.

EEO Counseling And Preparation Of Counselor's Report

JDG Associates, Inc. understands the importance of the informal complaint process and will counsel aggrieved employees in accordance with EEOC and agency regulations. We make every effort to timely settle the dispute during this stage of the EEO complaint process.

Service: Counseling	Nov. 1, 2007 – Oct. 31, 2008	Nov. 1, 2008 – Oct. 31, 2009	Nov. 1, 2009 Oct. 31, 2010	Nov. 1, 2010 Oct. 31, 2011	Nov. 1, 2011 Oct. 31, 2012
Counseling, Individual Complaint	\$1393.00	\$1442.00	\$1485.00	\$1530.00	\$1576.00
Counseling, Consolidated Complaint	\$1393.00	\$1442.00	\$1485.00	\$1530.00	\$1576.00

Prices exclusive of travel; travel to be negotiated on a case-by-case basis.

Analysis and Preparation of Recommended Final Agency Decision

JDG Associates, Inc. conducts a thorough analysis and review of investigative reports in order to draft recommended FADs. All FADs are written in accordance with the agency's Statement of Work and are based on the information contained within the ROI and Administrative File.

Service: FAD	Nov. 1, 2007 – Oct. 31, 2008	Nov. 1, 2008 – Oct. 31, 2009	Nov. 1, 2009 Oct. 31, 2010	Nov. 1, 2010 Oct. 31, 2011	Nov. 1, 2011 Oct. 31, 2012
FAD, Individual Complaint	\$1090.00	\$1131.00	\$1173.00	\$1217.00	\$1263.00
FAD, Consolidated Complaint	\$1090.00	\$1131.00	\$1173.00	\$1217.00	\$1263.00

Alternative Dispute Resolution (ADR)

JDG Associates, Inc. provides ADR services, including mediation and arbitration during the informal and formal stages of the EEO Complaint process. We make every effort to settle in an expeditious manner.

Service: ADR	Nov. 1, 2007 – Oct. 31, 2008	Nov. 1, 2008 – Oct. 31, 2009	Nov. 1, 2009 Oct. 31, 2010	Nov. 1, 2010 Oct. 31, 2011	Nov. 1, 2011 Oct. 31, 2012
Alternative Dispute Resolution (hourly)	\$148.70	\$154.65	\$160.75	\$167.10	\$173.50
Alternative Dispute Resolution (daily)	\$1102.45	\$1146.50	\$1191.50	\$1238.00	\$1287.45

Prices exclusive of travel; travel to be negotiated on a case-by-case basis.

EEO Training & Consulting

JDG Associates, Inc. values the importance of continuing education within the workplace, especially as it pertains to EEO. Our curriculum developers and trainers provide customized or off-the-shelf courses to meet your training needs. All classes are limited in size to promote full participation and interaction. Please contact us for a catalog of available courses.

Service: Training	Nov. 1, 2007 – Oct. 31, 2008	Nov. 1, 2008 – Oct. 31, 2009	Nov. 1, 2009 Oct. 31, 2010	Nov. 1, 2010 Oct. 31, 2011	Nov. 1, 2011 Oct. 31, 2012
Off-the-Shelf Training	\$4150.00	\$4250.00	\$4350.00	\$4450.00	\$4570.00

Service: Training (Custom)	Nov. 1, 2007 – Oct. 31, 2008	Nov. 1, 2008 – Oct. 31, 2009	Nov. 1, 2009 Oct. 31, 2010	Nov. 1, 2010 Oct. 31, 2011	Nov. 1, 2011 Oct. 31, 2012
Project Director (hourly)	\$161.20	\$167.50	\$174.00	\$180.50	\$187.50
Instructional Designer (hourly)	\$135.20	\$140.50	\$145.75	\$151.20	\$157.00
Trainer (hourly)	\$101.90	\$105.90	\$110.00	\$114.15	\$118.50
Administrative Support (hourly)	\$48.85	\$50.75	\$52.75	\$54.75	\$56.80

Prices exclusive of travel; travel to be negotiated on a case-by-case basis.

PRICES FOR HR SERVICES CONDUCTED AT THE GOVERNMENT or CONTRACTOR FACILITY

General Support Services

JDG Associates, Inc. conducts employee misconduct investigations and administrative reviews in accordance with customer-specific guidelines, policies, and directives. The report of investigation will include all facts gathered during the investigation in a clear concise manner.

Service	Nov. 1, 2007 – Oct. 31, 2008	Nov. 1, 2008 – Oct. 31, 2009	Nov. 1, 2009 Oct. 31, 2010	Nov. 1, 2010 Oct. 31, 2011	Nov. 1, 2011 Oct. 31, 2012
Simple Misconduct Investigations (hourly)	\$88.00	\$91.00	\$94.50	\$98.00	\$101.75
Simple Misconduct Investigations (flat)	\$2600.00	\$2700.00	\$2800.00	\$2905.00	\$3014.00
Complex Misconduct Investigations (hourly)	\$88.00	\$91.00	\$94.50	\$98.00	\$101.75
Complex Misconduct Investigations (flat)	\$3500.00	\$3630.00	\$3765.00	\$3906.00	\$4052.00

Prices exclusive of travel; travel to be negotiated on a case-by-case basis.