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-driven database system. The INTERNET address for GSA Advantage!® is: [http://www.gsaadvantage.gov](http://www.gsaadvantage.gov).

**Human Resources and EEO Services**
Federal Supply Schedule 738X

**Contract Number:** GS-15F-0087K  
**Contract Period:** YEAR 16 YEAR 17 YEAR 18 YEAR 19 YEAR 20  

**With One 5-Year Option Period**

For more information on ordering from Federal Supply Schedules, go to the GSA Schedules home page at: [http://www.gsa.gov/schedules](http://www.gsa.gov/schedules).

**For more information, please contact:**  
Leslie Raimondo (Program Manager): 703/984-0126  
Noelle Alvarez-Prado (Contracts Administrator): 703/377-0933  
Business Office: 888/224-7041

**Booz Allen Hamilton Inc.**  
8283 Greensboro Drive  
McLean, VA 22102-3838

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<tr>
<th></th>
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<th>Phone</th>
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<tr>
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**Business Size:** Large
# Table of Contents

<table>
<thead>
<tr>
<th>SECTION</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Customer Information</td>
<td>3</td>
</tr>
<tr>
<td>Booz Allen Advantage</td>
<td>5</td>
</tr>
<tr>
<td>Booz Allen Human Resources and Equal Employment Opportunities Service Offerings</td>
<td>6</td>
</tr>
<tr>
<td>Terms and Conditions</td>
<td>8</td>
</tr>
<tr>
<td>APPENDICES</td>
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</tr>
<tr>
<td><strong>Appendix A:</strong> Labor Rates</td>
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Customer Information

1a. Awarded Special Item Numbers (SIN):
   595-21 Human Resource Services (Excluding EEO Services)
   Workforce Planning
   Workforce Training

1b. Please see Appendix A for Labor Rates.

1c. Labor Category Descriptions: Not Applicable.

2. Maximum Order: The maximum threshold value per order is $1,000,000

3. Minimum Order: The minimum dollar value per delivery order is $100.00


6. Discount from List Prices: All prices listed are net prices.

7. Quantity Discounts: None.

8. Prompt Payment Terms: No special discount is offered for prompt payment. Payment terms are net 30 days.

9a. Acceptance of Government Credit Cards: Government credit cards will be accepted for orders at or below the micro-purchase threshold.

9b. Acceptance of Government Credit Cards: Government credit cards will be accepted for orders above the micro-purchase threshold.

10. Foreign Items: Not applicable.

11a. Time of Delivery: Specified in each task order.

11b. Expedited Delivery: None.

11c. Overnight and 2-Day Delivery: None.

11d. Urgent Requirements: Not Available.


13a. Order Address:
   Booz Allen Hamilton Inc.
   8283 Greensboro Drive
   McLean, VA 22102-3838
   Attention: Contracts*
   Facsimile: (703) 902-3200
   RFP_services@bah.com

*Please mail to the attention of the Contracts Administrator identified in Booz Allen's Task Order Proposal.
13b. **Ordering Procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample BPA can be found at the GSA Schedule homepage (www.gsa.gov/schedules).

14. **Payment Addresses:**

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<th>Payment via Check/U.S. Mail</th>
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<td>Telegraphic abbreviation: PNB</td>
<td>Philadelphia, PA 19178-2725</td>
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<th>ACH Payments:</th>
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<td>Booz Allen Hamilton Inc.</td>
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<td>Wachovia Bank</td>
<td>CHIPS Participant number: 0509</td>
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<td>SWIFT TID: PNBPUS33</td>
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<tr>
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</table>

15. **Warranty Provisions:** Not applicable.

16. **Export Packing Charges:** Not applicable.

17. **Terms and Conditions of Government Purchase Card Acceptances (Above the Micro-Purchase Threshold):** None.

18. **Terms and Conditions of Rental, Maintenance, and Repair (If Applicable):** Not applicable.

19. **Terms and Conditions of Installation (If Applicable):** Not applicable.

20. **Terms and Conditions of Repair Parts Indicating Dates of Parts Price List and Any Discounts from List Prices (If Applicable):** Not applicable.

20a. **Terms and Conditions of Any Other Services (If Applicable):** Not applicable.

21. **List of Service and Distribution Points (If Applicable):** Not applicable.

22. **List of Participating Dealers (If Applicable):** Not applicable.

23. **Preventive Maintenance (if applicable):** Not applicable.

24a. **Special Attributes:** Not applicable.

24b. **Section 508:** If applicable, Section 508 compliance information on Electronic and Information Technology (EIT) supplies and services will be addressed on a task order basis. The EIT standards can be found at [www.Section508.gov](http://www.Section508.gov).

25. **Data Universal Numbering System (DUNS) Number:** 00-692-8857

26. **Central Contractor Registration (SAM) Database:** Booz Allen is registered in the Central
Contractor Registration (SAM) Database.
The Booz Allen Advantage

Why choose Booz Allen for human resources and equal employment opportunity services? Booz Allen brings unparalleled resources to its clients.

Quality—Booz Allen is globally recognized as a quality provider of consulting services. We have won numerous awards across the Government for our innovative solutions. A majority of our clients engage us for follow-on work, offering further testament to our strong reputation and the value we provide to our customers.

Experience—With its breadth and depth of experience, Booz Allen offers a rich consulting skill base and management commitment to apply its world-recognized capability to innovatively reach program objectives. Our insights and understanding of requirements regularly translate into cost savings and performance efficiencies measurable in terms of reduced learning curves, quality of service, and effective use of leading-edge information technologies. Booz Allen is a premier provider of quality services to our customers. We have served civilian, military, and intelligence agencies, state and local governments, and commercial concerns in projects covering a wide range of services. These services are described in more detail in the following sections.

Well-Defined Management Practices—Booz Allen has spent years refining our management practices with the goal of developing a quality product that meets or exceeds client expectations, delivered on time and in budget. Our efforts have not gone without reward: a majority of our business is follow-on tasks for existing clients, proving that Booz Allen delivers what we promise and achieves superior customer satisfaction, the same satisfaction that our clients have come to expect. Our management approach is to provide a single point of responsibility, the task manager, with the charter of delivering the final product. That is not to say that the manager works alone, but rather that the task manager has the full complement of Booz Allen resources available to assemble the right team to deliver the right results. Attention is paid to quality at Booz Allen, with defined standards and processes used throughout the firm.
**Booz Allen Human Resources and Equal Employment Opportunities Service Offerings**

**Workforce Planning**

Government organizations are striving to address a variety of business and workforce factors as they make strategic decisions about the future. Some of these factors may include: pressure to improve the quality of service and simultaneously cut costs, addressing e-government initiatives and GPRA requirements. These factors drive an organization’s need to implement a strategy that addresses these issues and provides the organization with the information and tools it needs to plan and prepare for the future. Workforce planning provides an organization with a roadmap to address specific workload/workforce related issues. Booz Allen’s customers typically ask several questions when seeking workforce planning and strategic HR planning services:

- How can we simultaneously satisfy our current mission, and proactively plan and prepare for the future?
- How can strategies, processes, technology and management systems be integrated to respond to changing requirements?
- What new knowledge, skills and abilities do people need to perform in a changing environment and how do we capture that information?

To answer these questions Booz Allen recommends that organizations take a comprehensive and integrated approach to identify the human resources required to actualize their future vision. Workforce Planning is a systematic way for organizations to determine their future workforce requirements and to identify and implement strategies to transition their current workforce into a desired future workforce. Booz Allen’s experience and best practice Workforce Planning approaches are **strategic**—all workforce planning activities align with, support, and reinforce the organization’s overarching and business strategy; **comprehensive**—all people management activities are integrated into a single workforce planning process; and **tailored** to the organization—proactive for inclusion in the resource planning, programming and budgeting process. Booz Allen’s approach to workforce planning is designed with each of these characteristics in mind.
Workforce Training

Training must be designed with care if it is to improve performance. Organizations must examine their needs closely and choose their methods and media wisely to ensure that their training programs meet the goal of helping employees do their jobs more effectively. Booz Allen’s training services provide a vital link between your organization’s performance and the people involved in the human resources process. We help clients get the data they need to make informed workforce training decisions. Our proven analytical techniques yield valid, reliable data for focusing all facets of training—approach, content, and media—to the right audience. Typical analyses include:

- **Job/Task Analysis**—To identify all of the factors required for successful performance of a job.
- **Training Needs/Analysis**—To help our clients identify problems or skill gaps that require training.
- **Audience Analysis**—To create profiles of intended learners.
- **Media Analysis**—To enable decision-makers to select the appropriate media.
- **Cost/Benefit Analysis**—To aid in evaluating various media to determine the most cost-effective approach for accomplishing training goals.

Supplied with data for decision-making, our clients are able to:

- Understand the skills required to do the job
- Target training to meet the needs of specific groups of employees
- Compare the skills of their staff against current and future requirements
- Determine the appropriate scope and content of training
- Evaluate which media options would be most effective for training staff
- Develop strategic training plans.

Booz Allen uses the Instructional Systems Design methodology, combined with the latest advances in information technology, to help clients find and implement optimal training solutions for their organizations.
Terms and Conditions

The terms and conditions of Booz Allen Hamilton’s Human Resources and EEO Services contract are current through Refresh 21 to Solicitation Number 2FYA-AR-060004-B.
## Appendix A Labor Rates

### Contractor & Government Site Rates

<table>
<thead>
<tr>
<th>#</th>
<th>Labor Category</th>
<th>Current HR Year 15 Labor Categories and Rates</th>
<th>HR Years 15-20 DB Rates at 2.40% Annual Escalation</th>
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<td>GSA Contract Number</td>
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<tr>
<td></td>
<td></td>
<td>GSA-15F-0007K</td>
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<tr>
<td></td>
<td></td>
<td>LABOR CATEGORY</td>
<td>YEAR 15</td>
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<tr>
<td>1</td>
<td>Officer</td>
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<td>$248.55</td>
</tr>
<tr>
<td>2</td>
<td>Principal</td>
<td>$302.48</td>
<td>$308.63</td>
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<tr>
<td>3</td>
<td>Sr. Associate</td>
<td>$248.47</td>
<td>$253.69</td>
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<tr>
<td>4</td>
<td>Associate</td>
<td>$194.46</td>
<td>$196.48</td>
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<td>5</td>
<td>Sr. Consultant</td>
<td>$133.67</td>
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<td>$92.37</td>
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<td>Researcher Analyst</td>
<td>$79.67</td>
<td>$81.34</td>
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<td>8</td>
<td>Support Staff</td>
<td>$65.47</td>
<td>$66.64</td>
</tr>
</tbody>
</table>
Skill Level / Title

Position Responsibilities:

- Conducts research tasks assigned by more senior members of the consulting staff.
- Searches literature, conducts surveys and experimental tasks, collects, analyzes, and summarizes data.
- Contributes to client reports as including documentation preparation, writing, editing, production coordination, and graphics.

Consultant

- Serves as a consulting team member within a management, scientific, or engineering specialty.
- Collects data in accordance with plans developed by others.
- Verifies and analyzes data to identify trends and relationships as current and potential technical and management problem.
- Drafts reports of findings along with related documentation.

Associate

- Serves as a senior member of consulting teams as a task manager or as a project leader on projects of limited scope and complexity.
- Collects, analyzes, and interprets data in one or more management, scientific, and engineering specialties.
- Develops or participates in the development of assignment methodology.
- Recommends staffing levels and schedules.
- Corresponds with and coordinates the progress of other team members.

Senior Associate

- Develops, plans, organizes, and leads major segments of and/or entire consulting projects.
- Determines technical objectives, defines data requirements and methodology for executing tasks within the assignment.
- Recommends staffing levels and schedules.
- Receives and coordinates the progress of other team members.

Principal

- Develops, plans, organizes, and leads major consulting assignments as well as those requiring a high degree of creativity.
- Determines objectives and methodology for executing tasks within the assignment.

Officer

- Functions as business practice leader.
- Functions as business practice leader.

Potential Impact:

- Works under general supervision of other consultants. Work is reviewed for overall accuracy, completeness, and soundness of judgment.
- Client relationship, the performance of others, and expense control enhanced by good performance.

- Work is generally performed in accordance with specific schedules and procedures.
- Work is generally performed in accordance with specific schedules and procedures.

Interpersonal Interactions:

- Interactions typically involve collecting data, exchanging information on factual matters, or other activities requiring courtesy and social sensitivity.
- Interactions typically involve collecting data, exchanging information on factual matters, or other activities requiring courtesy and social sensitivity.

- Occasional interactions with clients in the course of assignments.
- Occasional interactions with clients in the course of assignments.

- Frequent interaction with clients in the course of assigned projects, reviewing and reporting progress, and providing advice in areas of expertise.
- Frequent interaction with clients in the course of assigned projects, reviewing and reporting progress, and providing advice in areas of expertise.

- Responsible for maintaining positive relationships with clients, and identifying opportunities for expanding the scope of assignments.
- Responsible for maintaining positive relationships with clients, and identifying opportunities for expanding the scope of assignments.

Business Development:

- Responsible for maintaining positive relationships with clients, and identifying opportunities for expanding the scope of assignments.

- Assists in market research and in the preparation of proposals and presentations.

- Responsible for establishing and maintaining positive relationships with clients, expanding the scope of projects when appropriate, and identifying new business opportunities.

- Responsible for establishing and maintaining positive relationships with clients, expanding the scope of projects when appropriate, and identifying new business opportunities.

- Responsible for assisting practice leaders in senior management in the identification of business development opportunities and for preparing proposals in response to RFPs and other expressions of interest.

- Responsible for assisting practice leaders in senior management in the development of business leads major presentations to clients.

- Responsible for developing an interpersonal business development plan.

- Responsible for developing and expanding client revenue base for one or more practice areas.

- Develops overall business and marketing plans.

- Responsible for developing client revenue base for one or more practice areas.

- Develops overall business and marketing plans.

Functions as business practice leader or financial management.

Establishes practice goals, plans, and policies consistent with those of the firm.

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<th>Criteria For Skill Level</th>
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<tbody>
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<td>Human Resources Management:</td>
<td>May work alone or assign work to support staff and other researchers.</td>
</tr>
<tr>
<td>Professional Development:</td>
<td>A junior professional actively engaged in acquiring a state-of-the-art level of technical knowledge as well as time management and client relations skills.</td>
</tr>
<tr>
<td>Typical Education And Experience:</td>
<td>Undergraduate degree and 0-2 years' experience aligned by title.</td>
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<td>Professional Development:</td>
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<tr>
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<tr>
<td>Professional Development:</td>
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</table>
**Appendix C: Degree / Experience Equivalency**

The labor category definitions in our Pricelist describe the functional responsibilities and education and experience requirements for each labor category. These requirements are a guide to the types of experience and educational background of typical personnel in each labor category.

Education and experience may be substituted for each other. Each year of relevant experience may be substituted for 1 year of education, and vice versa. In addition, certifications, professional licenses, and vocational technical training may be substituted for experience or education with the written approval of the ordering activity.

<table>
<thead>
<tr>
<th>Degree</th>
<th>Experience Equivalence*</th>
<th>Other Equivalence</th>
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<tbody>
<tr>
<td>Associate’s</td>
<td>1 year relevant experience</td>
<td>Vocational or technical training in work-related</td>
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<tr>
<td>Bachelor’s</td>
<td>Associate’s degree + 2 years relevant experience, or 4 years relevant</td>
<td>Professional certification</td>
</tr>
<tr>
<td>Master’s</td>
<td>Bachelor’s + 2 years relevant experience, or Associate’s + 4 years relevant experience</td>
<td>Professional license</td>
</tr>
<tr>
<td>Doctorate</td>
<td>Master’s + 2 years relevant experience, or Bachelor’s + 4 years relevant experience</td>
<td></td>
</tr>
</tbody>
</table>

* Successful completion of each year of higher education that has not yet resulted in a degree may be counted 1-for-1 for a year of experience.

Further, both parties recognize that, on occasion, there may be a need to waive the requirements in order to use the best individual for the task. Therefore, waivers to the education/experience requirements may be granted by either the task order contracting officer or contracting officer technical representative. If such a waiver is included in our proposal, award of said proposal shall be deemed a grant of the waiver.