

**GENERAL SERVICES ADMINISTRATION  
Federal Acquisition Service**

**AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST**

**Schedule Title: HUMAN RESOURCES AND EQUAL EMPLOYMENT  
OPPORTUNITY (EEO) SERVICES**

**Schedule No.: 738 PART X**

**Product/Service Codes: R499 and R799**

**(CONTRACTORS SHOULD ONLY INCLUDE THE PRODUCT/SERVICE CODE(S)  
THAT APPLY TO THE SERVICES AWARDED ON THE CONTRACT)**

**Contract Number: GS-02F-0211P**

**Business Size: Small Disadvantaged Business**

**Contract Period: August 1, 2009 – August 1, 2014**

**Contractor: PRM Consulting, Inc.  
1814 13th Street, NW  
Washington, DC 20009  
(202) 745-3700 (Phone)  
(202) 745-3701 (Fax)  
Contact: Gregory Davis  
Email: gdavis@prmconsulting.com  
www.prmconsulting.com**

## **CUSTOMER INFORMATION FOR ORDERING ACTIVITIES**

- 1a. **Special Item Numbers:** See page 5 for description.  
  
SIN: 595-21 General Support Services  
  
    Compensation Services  
    Employee Benefits Services  
    Retirement Benefits Services  
    Training Services  
    Recruiting and Executive Search Services
- 1b. **Pricing:** See page .
- 1c. **Labor Category Descriptions:** See page .
2. **Maximum Order: \$1,000,000.** Orders exceeding the maximum order threshold may be placed in accordance with clause I-FSS-125, Requirements Exceeding the Maximum Order (SEP 1999) .
3. **Minimum Order:** \$100
4. **Geographic Coverage:** Domestic including the 48 contiguous states, Alaska, Hawaii, Puerto Rico and Washington, D.C.
5. **Points of Production:** Contractor s facility in Washington, DC or at customer site as requested.
6. **Statement of Net Price:** Prices shown in pricelist are net.
7. **Quantity Discounts:** 5% discount for contracts valued at \$500,000 and above.
8. **Prompt Payment Terms:** Net 30. 1% discount for payment within 10 days.
- 9a. **Acceptance of Government purchase cards below micro-purchase threshold:** PRM accepts Government Purchase Cards below the micro-purchase threshold.
- 9b. **Acceptance of Government purchase cards above micro-purchase threshold:** PRM accepts Government Purchase Cards above the micro-purchase threshold.
10. **Foreign Items:** N/A
- 11a. **Time of Delivery:** Within required timeframes as established by Government regulations and/or within the period specified in the ordering agency s performance-based statement of work as negotiated per each delivery order.
- 11b. **Expedited Delivery:** To be negotiated per each delivery order between ordering agency and contractor.
- 11c. **Urgent Requirements:** Contact PRM for urgent requirements.
12. **F.O.B. Points:** Not Applicable

**13a. Ordering Address:**

PRM Consulting, Inc.  
1814 13<sup>th</sup> Street, NW  
Washington, DC 20009  
Attn: Gregory Davis, Principal  
(202) 745-3700 (phone)  
(202) 745-3701(fax)

**14. Payment Address:**

PRM Consulting, Inc.  
1814 13<sup>th</sup> Street, NW  
Washington, DC 20009  
Attn: Accounts Receivable  
(202) 745-3700 (phone)  
(202) 745-3701(fax)

**15. Warranty Provision:** The contractor warrants and implies that the services rendered under the contract are fit for the particular purpose described in the contract.

**16. Export Packing Charges:** N/A

**17. Terms and Conditions of Government purchase card acceptance:** N/A

**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 lists and any discounts from list prices:** N/A

**20a. Terms and Conditions for any other services:** N/A

**21. List of service and distribution points:** N/A

**22. List of participating dealers:** N/A

**23. Preventive Maintenance:** N/A

**24. Environmental Attributes:** N/A

**25. Data Universal Number System (DUNS):** 11-974-3370

**26. Notification regarding registration in CCR database:** PRM is registered in the Central Contractor Registration (CCR) database.

## **Description of Services Offered**

### **PRM Consulting Service Offered Compensation**

Our compensation and recognition practice represents a key component of our personnel consulting services, and the legacy upon which our reputation has been built. We provide personnel compensation consulting services for a broad range of employees in a variety of industries.

Our services include:

- Reward strategy and compensation philosophy
- Role analysis and evaluation
- Base pay plan design
- Annual incentive and sales compensation plan design
- Stock plan design and other forms of capital accumulation
- Executive and Board compensation
- International compensation and personnel actions

Unlike any other area of human resources, the compensation discipline requires an in-depth knowledge about markets, how they pay and the pressures within them. We match our consultants market expertise with an extensive library of best practices, plan design, personnel elements, compensation elements and compensation level information.

Our resources are a combination of published, custom and tailored best practices that describe such areas as:

- Industry/market sector
- Ownership (not-for-profit, public sector, publicly-held, privately-held)
- Base pay, annual incentives and total cash
- Long-term incentive and total direct compensation
- Broad-based benefits
- Executive benefits and perquisites

### **PRM Consulting Service Offered Employee Benefits**

PRM Consulting provides a comprehensive array of health and welfare benefit consulting services in the general areas of design, finance, communications, administration, monitoring and control, and vendor management. Major service areas include:

- Strategic planning, cost management and collective bargaining
- Aligning benefit plans and policies with human resource and business objectives
- Health and welfare consulting, including flexible benefit plan development, integrated disability management, paid time off, retiree benefit consulting and FAS

106 actuarial valuations, renewal rate analysis for self-funded plans, compliance, nondiscrimination testing, and reporting and disclosure  
Claims payment auditing and analysis  
Human resource vendor selection  
Network access analysis including specialty networks  
Health plan report cards  
Human resource vendor implementation and renewal, including renewal negotiations  
Ongoing plan management, including contract administration, periodic reporting, on-site reviews, and performance standards and guarantees.  
Experience monitoring  
Reserving, accruals, and rate and contribution setting  
Alternative financial arrangements, including measures to improve cash flow and lower costs with or without significant liability transfer.  
Actuarial measurement and forecasting, including retiree health and welfare benefit obligations, financial modeling, FAS 106 valuations, and other knowledgeable PRM consultants are available to help our clients with today's timely benefit issues

#### PRM Consulting Service Offered Retirement Benefits

Our retirement practice delivers solutions to a broad range of issues related to the overall management, design and funding of retirement, postretirement and capital accumulation plans. We understand the importance of retirement plans and the impact under-funded plans have on an organization's financial position.

We retain a staff of actuaries and retirement consultants with expertise in both qualified and nonqualified plans including supplemental executive retirement plans to provide employee assistance. Our services range from single purpose studies to long-term solutions and include:

- Actuarial Valuations
- Qualified and Non-qualified Plan Design
- Asset/Liability Modeling
- Plan Administrator Selection and Evaluation
- Alternative Funding Arrangement Analysis
- Compliance Testing and Filings
- Financial Accounting/Reporting
- Replacement ratio Analysis
- Retirement benefit statements
- Benefit calculations for defined benefit plans

#### PRM Consulting Service Offered Training Services

Our training services help organizations change and develop teaching employees about strategy, culture, leadership, career development, executive leadership, and professional job skills. We provide a comprehensive group of services that allow clients to coordinate and integrate their employee training initiatives with other human resource endeavors. Our services include:

- Identifying training needs and requirements
- Human resource development strategy
- Developmental career programs
- Recommend, design and conduct programs relating to human resources
- Content and materials tailoring and publication

Our training programs provide knowledge and skill development in all areas of human resource development. Each client training engagement is structured to help participants develop into leaders within their organizations upon successful completion. We also offer pre-packaged modular courseware that enables participants to build upon current competency models and executive leadership concepts.

The true measure of success for any human resource development program and initiative is measured change in organizational attitudes and employee work behavior. We understand that adults learn differently, and that true behavior change occurs over time. Adults who are motivated to learn do so primarily because they have a use for the knowledge or skill being sought. Learning is a means to an end, not an end in itself.

For these reasons, we focus on several principals which guide each human resource development engagement.

- Build upon existing participant knowledge when conducting human resource specific training programs Adults need to be able to integrate new ideas with what they already know if they are going to keep - and use - the new information.

- Design human resource training programs to reach different value sets People are different and learn differently so programs need to be designed to accept viewpoints from people in different life stages and with different value "sets."
- Provide advice, guidance and assistance to management and employees in managing training resources Adults have expectations, and it is critical to take time early on to clarify and articulate all expectations before getting into content.

- Utilize real-world or work-specific illustrations Adults bring a great deal of life experience into the classroom, an invaluable asset to be acknowledged, tapped and used.

- Invite active participation Adults learn most effectively when they can test their knowledge with respected peers in a controlled group setting.

## PRM Consulting Service Offered Recruiting and Executive Search Services

Our recruiting and executive search practice integrates the elements of client requirements, our job content and market knowledge and our placement expertise, to achieve a search synergy . This synergy enables us to assure maximum exposure of the position vacancy to the most appropriate candidate population in a short period of time.

We often use our expertise to assist clients in the design of new positions or the redesign of existing positions to further facilitate the search process. Our services include:

- Job vacancy content design or refinement
- Search teams
- Multiple sourcing solutions (web, networking, diversity sourcing, print)
- Targeted selection approach
- Multi-level candidate screening
- Reference and background verification
- Consulting and facilitation for internal selection boards and committees
- Offer package development

Our experience spans a variety of industries in our market sectors. Few business decisions are as strategic and difficult as an organization's decision to hire a key executive or individual contributor. Few business decisions are as potentially damaging and costly to an organization as is making the wrong hiring decision.

We provide complete information and advice both to our clients and the candidates during the search so that all expectations are well managed. In this way, the best match of job to person is achieved. We can do this because of our extensive experience in organization analysis and development, job analysis and design, and candidate assessment. Our placements include top executives, as well as senior executives in marketing, sales and human resources.

## **Prices & Labor Categories**

### **Labor Rates**

Professional labor rates and labor category descriptions for the following SIN are shown below:

### **SIN 595-21 General Support Services**

LABOR CATEGORY	COMMERCIAL Market Rates 01/01/2009-12/31/2009	Period of Performance		Proposed GSA prices (.75% IFF included)			
		HOURLY RATE (.75% IFF not included) POP = 8/1/09-8/1/10	8/1/2009-8/1/2010 DISCOUNT OFFERED	8/1/10 - 8/1/11	8/1/11 - 8/1/12	8/1/12- 8/1/13	8/1/13 - 8/1/14
Managing Director II	\$400.00	\$332.38	16.90%	\$347.00	\$362.27	\$378.21	\$394.85
Managing Director I	\$350.00	\$282.13	15.00%	\$294.54	\$307.50	\$321.03	\$335.16
Principal Consultant II	\$300.00	\$248.27	15.00%	\$259.19	\$270.60	\$282.50	\$294.93
Principal Consultant I	\$275.00	\$225.70	15.00%	\$235.63	\$246.00	\$256.82	\$268.12
Senior Consultant III	\$250.00	\$211.52	15.40%	\$220.83	\$230.54	\$240.69	\$251.28
Senior Consultant II	\$225.00	\$181.31	19.40%	\$189.29	\$197.62	\$206.31	\$215.39
Senior Consultant I	\$200.00	\$151.08	24.50%	\$157.73	\$164.67	\$171.91	\$179.48
Consultant III	\$175.00	\$145.05	17.10%	\$151.43	\$158.10	\$165.05	\$172.31
Consultant II	\$150.00	\$125.07	15.00%	\$130.57	\$136.32	\$142.32	\$148.58
Consultant I	\$125.00	\$112.85	15.00%	\$117.82	\$123.00	\$128.41	\$134.06
Associate Consultant II	\$110.00	\$101.56	15.00%	\$106.03	\$110.69	\$115.56	\$120.65
Associate Consultant I	\$90.00	\$85.27	15.00%	\$89.02	\$92.94	\$97.03	\$101.30
Project Assistant	\$60.00	\$56.43	15.00%	\$58.91	\$61.51	\$64.21	\$67.04

**Labor Category Descriptions**

**Managing Director I thru II**

**Functional Responsibility**

Manages contractual relationships with clients and has the authority to dedicate company resources to a client project. Oversees multiple, simultaneous projects at the program level. Has the demonstrated ability to set and maintain overall direction for a program, to control overall scope, budget, and schedule for complex programs, has the ability to communicate with client



executive management to ensure that critical program issues are addressed. Conducts quality assurance of key projects. Capable of negotiating and making binding decisions for the company.

**Position Qualifications**

*Managing Director I*

Bachelor s Degree and 15 years of relevant experience.

*Managing Director II*

Bachelor s Degree and 20 years of relevant experience.

## Principal Consultant I thru II

**Functional Responsibility**

Provides expert advice, assistance, guidance and counseling in support of organizational improvement efforts in such areas as program and project management, project integration, and program oversight for projects relating to compensation programs, benefits, staff and organizational development, employment and recruitment, and reward and recognition programs. Represents the organization at top level policy and planning meetings.

**Position Qualifications**

*Principal Consultant I*

Bachelor s Degree and 10 years of relevant experience.

*Principal Consultant II*

Bachelor s Degree and 15 years of relevant experience.

## Senior Consultant I thru III

**Functional Responsibility**

Senior consultant for projects relating to compensation programs, benefits, staff and organizational development, employment and recruitment, and reward and recognition programs. Maintains specialized knowledge of business issues and processes related to the best practices for implementing complex business change. Experienced in translating strategic plans into action plans, developing resource needs, developing continuous improvement strategies, improving organizational performance and developing improvements to process management.

**Position Qualifications**

*Senior Consultant I*

Bachelor s Degree and 7 years of relevant experience.

*Senior Consultant II*

Bachelor s Degree and 8 years of relevant experience.

*Senior Consultant III*

Bachelor s Degree and 9 years of relevant experience.

## Consultant I thru III

### **Functional Responsibility**

Works on projects relating to compensation programs, benefits, staff and organizational development, employment and recruitment, and reward and recognition programs. Maintains knowledge of business issues and processes related to the best practices for implementing complex business change. Performs consulting activities to assist clients in activities such as building leadership, performing strategic planning, and developing process improvements.

### **Position Qualifications**

#### **Consultant I**

Bachelor s Degree and 4 years relevant experience.

#### **Consultant II**

Bachelor s Degree and 5 years relevant experience.

#### **Consultant III**

Bachelor s Degree and 6 years relevant experience.

## Associate Consultant I thru II

### **Functional Responsibility**

Under general supervision, assists in consulting relating to compensation programs, benefits, staff and organizational development, employment and recruitment, and reward and recognition programs. Assists in developing solutions through research and fact-finding combined with the basic understanding on human resources consulting. Includes analysis of business and client needs, organizational resources, and management processes. Devises or modifies procedures to implement human resources solutions for clients.

### **Position Qualifications**

#### **Associate Consultant I**

Bachelors Degree and 2 years of relevant experience.

#### **Associate Consultant II**

Bachelors Degree and 3 years of relevant experience.

## Project Assistant

### **Functional Responsibility**

Provides administrative support to business and management personnel working closely with the Project Director and other project staff. This includes, but is not limited to project administration, program management support, producing all project related correspondence, maintaining web sites and databases, scheduling meetings and reservations, and maintaining document libraries.

### **Position Qualifications**

#### **Project Assistant**

Associate Degree and 1 year of relevant experience.