GENERAL SERVICES ADMINISTRATION
Federal Supply Service
Authorized Federal Supply Schedule Price List

WORLDWIDE FEDERAL SUPPLY SCHEDULE CONTRACT FOR
STANDARD INDUSTRY GROUP: 738 X
SERVICE: Human Resources General Support Services & EEO Services

SERVICE CODE(S): R499 & R799

Business Size: Large

Contract number GS-02F-086AA

Contract period. 22 January 2013 – 21 January 2018

PERSONNEL DECISIONS RESEARCH INSTITUTES, INC
650 3RD AVE S STE 1800
MINNEAPOLIS MN 55402 – 1949

Offeror's FAX Number:703.276.7567

Website Address: www.pdri.com

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov. 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 GSA is: GSAAdvantage.gov.

1a. Table of awarded special item number: 595 21 --- HUMAN RESOURCE SERVICES (Excluding EEO Services)

1b. Lowest priced model number and lowest unit price : See Pricing Tables

1c. Labor Category Descriptions

The labor category definitions in our schedule 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.

Degree	Experience Equivalence*	Other Equivalence
Associate's	1 year relevant experience	Vocational or technical training in work-related field
Bachelor's	Associate's degree + 2 years relevant experience, or 4 years relevant experience	Professional certification
Master's	Bachelor's + 2 years relevant experience, or Associate's + 4 years relevant experience	Professional license
Doctorate	Master's + 2 years relevant experience, or Bachelor's + 4 years relevant experience	

* 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.

Senior Manager

Functional Role. Defines, oversees, and supports strategic client engagements, assisting customers in realizing productivity gains and other bottom line organizational results through strategic implementation, application, and use of PDRI's assessment products and services. Works with customers to define higher-level enterprise or organizational assessment requirements and design assessment strategies, systems, and processes that will meet customer needs and yield the maximum return on investment.

Minimum Education. BS or BA in business, psychology, human resources or other field related to delivering assessment services; PhD, Master's, or other advanced degree is a plus.

Minimum Experience. At least seven years of experience designing assessment or assessment-related strategies and working with organizations to implement assessment services. At least three years of managing projects and client engagements.

Assessment Expert

Functional Role. Offers seasoned expertise to customers in how to design, customize, deploy, implement, and optimize assessment processes and services. Assists customers in properly interpreting, using, and understanding the implications of assessment results at the enterprise, work group, or individual level. Provides expert-level advice and support, consistent with professional, regulatory, and federal guidelines, about the proper use of assessments within the federal government context (e.g., how to apply veteran's preference when using assessments).

Minimum Education. PhD, Master's, or other advanced degree in psychology, or other field related to delivering assessment services.

Minimum Experience. Five years of relevant experience designing assessment or assessment-related strategies and working with organizations to implement assessment services.

Program Director

Functional Role. Works customers to define their assessment requirements and identify assessment products and services that will best meet their needs, consistent with professional, regulatory, and federal guidelines. Manages all aspects of the delivery of PDRI's assessment products and services to customers to include design, customization, deployment, implementation, and on-going support of assessment products, systems, and processes. Ensures quality assurance and timely, efficient delivery of engagements.

Minimum Education. BS or BA in business, psychology, human resources, or other field related to delivering assessment services

Minimum Experience. Three years of experience delivering assessment or assessment-related products and services. One year of project or program management experience.

Senior Assessment Consultant

Functional Role. Works independently on more complex projects and guides junior team members in designing and/or customizing assessment systems/processes, deploying and implementing assessment products and services, and/or providing on-going assessment support services. Applies knowledge of assessment implementation and use consistent with professional, regulatory, and federal guidelines.

Minimum Education. BS or BA in business, psychology, human resources, or other field related to delivering assessment services

Minimum Experience. Three years of relevant experience

Assessment Consultant

Functional Role. Works independently on smaller-scale, more straightforward projects that involve designing and/or customizing assessment systems/processes, deploying and implementing assessment products and services, and/or providing on-going assessment support services. Applies knowledge of assessment implementation and use consistent with professional, regulatory, and federal guidelines.

Minimum Education. AS or AA in business, human resources, or other field related to delivering assessment services.

Minimum Experience. Six months of relevant experience

1.d. Assessment Product Descriptions

PerformanceFIT™ Assessment Solution

PDRI's PerformanceFIT™ is our automated assessment service that delivers over 600 knowledge, skill, ability, and personal characteristics assessments to federal customers using a robust automated platform that incorporates the latest advances in technology. Through using PerformanceFIT™, our customers are able to:

- Access our extensive library of assessment content on-line,

- Identify and configure the most appropriate assessments to use based the job or role requirements, and

- Receive immediate assessment results, selecting from various user-friendly reporting options, such as rank-ordered scores, comparison of each individual's scores to job standards, or comparison of individuals to selected norm groups.

Our industry-leading assessment innovations have yielded important bottom-line results for our customers, such as increased efficiency, higher proportions of effectively performing employees,

reduced training costs, and lower attrition, among others. PDRI possesses a vast repository of data on our assessments, which enables us to provide data-driven insights that help government agencies understand the effectiveness of their hiring and internal placement programs and benchmark their talent, answering questions such as:

- What caliber of people is my agency attracting compared to others?

- How effective are my different recruitment channels at delivering the talent I need?

- Does our current leadership pipeline have the capacity to deliver transformational change?

- Are our people able to realize opportunities without undue risk?

PerformanceFIT™ Technology

Our robust, scalable, and reliable technology platform enables us to easily deliver high-quality assessment services to address any customer need. Our services range from providing small quantities of assessments to individual customers for making a specific hiring or placement decision to hosting the most complex and high stakes assessment programs. PerformanceFIT™offers several unique features that optimize the use of assessments:

- **Job Role Customization** — PerformanceFIT™ enables seamless creation of a battery of assessments that cover the full range of skills relating to a job's requirements.

- **Advanced Reporting and Scoring** — Enterprise reporting and objective scoring of individual assessments put vital data at customers' fingertips. Several types of reports are available - basic, comprehensive (with rich, detailed feedback), and fully-customized.

- **Flexible Deployment Options** — PerformanceFIT™can be readily accessed via the internet or deployed into your organization's environment. PerformanceFIT™ can also be integrated with an organization's ATS and backend staffing systems, thus providing a seamless recruiting and assessment experience.

- **Meets Government Security and 508 Requirements** — PerformanceFIT™ was designed specifically for use in the federal government – it has successfully passed C&A and 508 reviews in multiple agencies and has been granted ATOs.

Related Assessment Services

PDRI takes a research-based approach to developing our assessments and offers expert assessment advisory services. Our assessment experts assist customers in tailoring and configuring assessments to match their specific job or organizational requirements, brand an assessment process for your organization, or advise on proper implementation and use of assessments consistent with federal guidelines, professional practice, and merit principles. We assist our customers in gaining the most value from their assessment results and demonstrating the value of the assessments to the organization's bottom-line. We also develop and validate custom assessments for our clients and

deliver these through our PerformanceFIT™ assessment service offering. A complete list of our assessment services appears below.

- Conducting job analyses or competency studies to identify the work requirements and assisting customers in selecting appropriate assessments based on these requirements
- Configuring or tailoring assessment content, processes and workflow to meet unique customer needs and situations for administration
- Branding an assessment process for an agency or organization
- Deploying and integrating PerformanceFIT™ based on customer requirements
- Advising customers how to optimize PerformanceFIT™ assessments in their organizations
- Developing customized assessments to reflect unique or more specific job or work requirements; hosting, maintaining, and/or refreshing custom assessment content
- Designing and delivering customized assessment reports
- Verifying the validity of the assessments using content, criterion, or synthetic validation procedures in a customer's own environment
- Conducting ROI studies to show the value and cost-savings resulting from use of the assessments (e.g., reduced time-to-hire, reduced training time, faster time to promotion, improved safety, increases in satisfaction with leadership, and improved engagement and productivity, among others)
- Advising on the proper use of assessments within the federal government environment and in accordance with federal and professional guidelines (e.g., application of veteran's preference, disability accommodation, etc.)
- Advising on the use of assessment information and how it can be best integrated into the talent management lifecycle
- Explaining or coaching others (e.g., individual contributors, managers, executives) on assessment results and their implications
- Providing post-deployment assessment advisory and support services

Description of Assessment Products

Career Exploration Assessment

- The Career Exploration assessment is an innovative assessment that considers competencies, interests, and past experience to yield a "total person" view of one's work qualifications, beyond the much narrower set of competencies and experiences that are associated with their current or past job. Career Matching Reports are produced that provide invaluable insights about potential jobs for which the individual is qualified, and the assessment results are matched to actual job vacancies from job boards. Individuals are almost always matched to a wider variety and larger number of jobs than they would

typically consider, increasing the probability of a successful job match. Originally developed to help veterans look beyond their military experience as they transition to civilian jobs, this tool is useful for recruitment because it allow both applicants and the agency to consider all potential job matches for an individual. The assessment tool is also useful for purposes such as job reassignment, job transitioning, realignment, rotational training, special recruiting programs, and upward mobility.

Work-Relevant Abilities Assessment

- Work-relevant ability assessments identify candidates with the greatest potential to perform effectively on the job by measuring critical work-relevant abilities such as verbal ability, numerical ability, mechanical ability, writing, and reasoning, among others. PDRI has performed extensive research to ensure valid and reliable ability assessment across the full range of ability levels. Depending upon the specific requirements of a job, a subset of relevant abilities is assessed.

- During the on-line assessment session for all but the writing assessment, unique items are automatically selected for each candidate from a large database. Because each candidate sees relatively few items that are different than others receive, the security of the assessments is protected, enabling their use in a non-proctored or proctored setting. The writing assessment provides automated scoring of free text written responses, thus providing a much higher fidelity assessment of writing ability than typical multiple-choice writing ability assessments. Ability score reports are available that rank candidates by ability and/or compare candidates with a relevant norm group or standard.

Work Skills Assessment

- Work skills assessment refers to measuring specific job relevant skills at the basic, intermediate, and expert levels, such as business writing, administrative duties, typing, safety, and foreign language proficiency in English, Spanish, and French, among others. Depending upon the requirements of a job, a subset of skills are identified and assessed.

- During the on-line assessment process, candidates are presented with unique items that are automatically selected from a large database, thus protecting security and enabling their use in a non-proctored as well as proctored setting. An overall score of the candidate's skill level is generated that can be rank-ordered for hiring decisions. The assessment report for each individual includes strength and development areas, percentile score showing the individual's score compared to others, proficiency level, and results by subtopic.

Computer Skills Assessment

- Computer skills assessment measures an individual's proficiency in navigating and using common business applications, such as Windows, Microsoft Office, Mac Fundamentals, and Adobe Photoshop. Depending upon which programs are commonly used in a given workplace, a subset of skills is identified for assessment.

- Each instrument has been validated to accurately assess skills specific to the target computer application. The assessment pulls from a large database of questions, making them suitable for a proctored or non-proctored setting. An overall score of the candidate's skill level is generated that can be rank-ordered for hiring decisions. The assessment report for each individual includes strength and development areas, percentile score showing the individual's score compared to others, proficiency level, and results by subtopic.

IT Professional Skills Assessment

- IT professional skills assessment measures an individual's proficiency to work in a professional IT role, involving database design and administration, network and systems administration, programming languages, application development, or web design. Depending upon which skills are relevant for an individual's work, a subset is identified for assessment.
- Each instrument has been validated and pulls from a large database of questions, making them suitable for non-proctored or proctored settings. Like our other skill assessments, an overall score of the candidate's skill level is generated that can be rank-ordered for hiring decisions. The assessment report for each individual includes strength and development areas, percentile score showing the individual's score compared to others, proficiency level, and results by subtopic.

PerformanceFIT™ Subscription Seat Account

- All of the PerformanceFIT™ skill assessments – which include over 450 work skills, computer skills, and IT technical skills – can be accessed via individual seat accounts. A setup fee and annual subscription fee is paid, which entitles each seat holder to access any and all skill assessments for their individual use as often as they wish during the year. This purchasing option is especially useful for mobility programs. Individuals can obtain feedback on their skill proficiency levels from the assessments, practice and further develop their skills, and then reassess their proficiency over the term of the license.

Personal Characteristics Assessment

- Personal characteristics assessment is used to predict effectiveness in performing the non-technical or behavioral aspects of a job. The personal characteristics assessed by PDRI are based on occupational models of personality and motivation and are thus designed solely for use in work settings. The specific characteristics assessed are selected based on the requirements of the target job(s) and level (individual contributor, manager, or leader), and have been extensively validated for predicting job success. Personal characteristics assessments are also useful for providing feedback and readiness for mobility into higher-level positions.

- PDRI's innovative personal characteristics assessment technology uses specialized item types and scoring protocols to increase the accuracy of the assessment results. Following completion of an assessment, profile charts are generated showing an

individual's results compared to a selected norm group. Reports that rank order candidates by characteristic are also available.

Work Simulation Assessment

- Next generation, rich multimedia work simulations aim to both engage participants and gather relevant information about their job-relevant competencies and performance. Suitable for a non-proctored or proctored setting, the work simulation assessment can be configured for two different role levels and a range of competencies, depending upon job requirements.

- At the individual contributor level, competencies can be measured such as one's ability to effectively respond to customer requests, collaborate on work, quickly and accurately enter data, and resolve problems. At the leadership level, competencies can be evaluated such as the ability to plan projects, coach and develop others, set performance goals, and prioritize multiple tasks. Rank order and individual feedback reports are available.

Integrated Assessment Reporting

- Integrated assessment reports re-cut and combine results from previously administered assessments to provide more comprehensive information than the standard reports from the individual assessments. They provide additional, value-added information on issues such as leadership style, emotional intelligence, and team impact, providing greater depth of understanding in these areas and enabling more focused mobility guidance for employees and managers.

360-degree Assessment

- 360 Assessment enables participants to gain insight on competencies that are important for success in their roles. PDRI's approach allows for self-assessment of competency level and effectiveness, as well as the means to gather feedback from a variety of feedback providers (e.g. manager, direct reports, colleagues, and external parties) who are invited to evaluate the main participant across a range of competencies. The feedback is automatically summarized into a report about the individual's strengths and development needs. Activities and tips are recommended based upon the individual's competency profile.

2. Maximum order. $1,000,000

3. Minimum order. $100

4. Geographic coverage (delivery area). Domestic & Overseas

5. Point(s) of production (city, county, and State or foreign country). Not Applicable

6. Discount from list prices or statement of net price. All Prices Net

7. Quantity discounts. None

8. Prompt payment terms. 30 days

9a. Government purchase cards are accepted at or below the micro-purchase threshold.

9b. Government purchase cards are not accepted above the micro-purchase threshold.

10. Foreign items (list items by country of origin). Not Applicable

11a. Time of delivery. (Contractor insert number of days.) As Negotiated

11b. Expedited Delivery. Not Applicable

11c. Overnight and 2-day delivery. Not Applicable

11d. Urgent Requirements. Not Applicable

12. F.O.B. point(s). USA

13a. Ordering address(es).

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13b. 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(es).

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15. Warranty provision. Standard Commercial Warranty

16. Export packing charges: Not Applicable

17. Government purchase cards are not accepted above the micro-purchase threshold.

18. Terms and conditions of rental, maintenance, and repair: Not Applicable

19. Terms and conditions of installation: Not Applicable

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices: Not Applicable

20a. Terms and conditions for any other services (if applicable). Not Applicable

21. List of service and distribution points: Not Applicable

22. List of participating dealers: Not Applicable

23. Preventive maintenance: Not Applicable

24a. Special attributes such as environmental attributes: Not Applicable

24b. The EIT standards can be found at: www.Section508.gov/.

25. DUNS Number: 037335296

26. Notification regarding registration in CCR database.

Schedule of Items:

PDRI ASSESSMENTS GSA PRICELIST		
PRODUCT(S)	**UNIT OF ISSUE**	**PRICE**
Career Exploration Assessment	Per Assessment	$10.00
Work-Relevant Ability Assessment	Per Assessment	$10.00
Work Skills Assessment	Per Assessment	$8.00
Computer Skills Assessment	Per Assessment	$30.00
IT Professional Skills Assessment	Per Assessment	$35.00
PerformanceFIT Subscription Seat Account Set-Up	Per Assessment	$975.00
PerformanceFIT Subscription Seat Account Annual License	Per Assessment	$145.00
Personal Characteristics Assessment	Per Assessment	$24.00
Work Simulation Assessment	Per Assessment	$40.00
Integrated Assessment Reporting	Per Assessment	$70.00
360-degree Assessment	Per Assessment	$175.00

GSA Hourly Labor Rates

Labor Category	Year				
	1	2	3	4	5
Senior Manager	$271.54	$279.68	$288.07	$296.72	$305.62
Assessment Expert	$246.85	$254.26	$261.88	$269.74	$277.83
Project Director	$198.40	$204.35	$210.48	$216.80	$223.30
Senior Assessment Consultant	$172.80	$177.98	$183.32	$188.82	$194.48
Assessment Consultant	$133.30	$137.30	$141.42	$145.66	$150.03

Labor Category	Year				
	6	7	8	9	10
Senior Manager	$314.79	$324.23	$333.96	$343.97	$354.29
Assessment Expert	$286.17	$294.75	$303.60	$312.70	$322.09
Project Director	$230.00	$236.90	$244.01	$251.33	$258.87
Senior Assessment Consultant	$200.32	$206.33	$212.52	$218.89	$225.46
Assessment Consultant	$154.53	$159.17	$163.94	$168.86	$173.93

Labor Category	Year				
	11	12	13	14	15
Senior Manager	$ 364.92	$ 375.87	$ 387.15	$ 398.76	$ 410.72
Assessment Expert	$ 331.75	$ 341.70	$ 351.95	$ 362.51	$ 373.38
Project Director	$ 266.63	$ 274.63	$ 282.87	$ 291.36	$ 300.10
Senior Assessment Consultant	$ 232.22	$ 239.19	$ 246.37	$ 253.76	$ 261.37
Assessment Consultant	$ 179.14	$ 184.52	$ 190.05	$ 195.76	$ 201.63

Labor Category	Year				
	16	17	18	19	20
Senior Manager	$ 423.05	$ 435.74	$ 448.81	$ 462.27	$ 476.14
Assessment Expert	$ 384.59	$ 396.12	$ 408.01	$ 420.25	$ 432.86
Project Director	$ 309.10	$ 318.37	$ 327.92	$ 337.76	$ 347.89
Senior Assessment Consultant	$ 269.21	$ 277.29	$ 285.61	$ 294.17	$ 303.00
Assessment Consultant	$ 207.68	$ 213.91	$ 220.32	$ 226.93	$ 233.74