



General Services Administration
Federal Supply Services 874

Authorized Schedule Price list for:

Personnel Decisions Research Institutes, LLC

Professional Services Schedule (OOCORP) GS-10F-0059K

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

Contract Period: 15 December 1999 through 14 December 2019

Business Size: Large (Other than small)

Corporate Office

111 Washington Avenue South
Suite 600
Minneapolis, MN 55401
Phone: 612-331-3680
Fax: 612-623-7614
www.PDRI.com

Contact Information

Macie Paynter
Chief of Staff
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Business Offices

1777 North Kent Street
Suite 401
Arlington, VA 22209
Phone: 703-276-4680
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100 South Ashley Drive
Suite 1120
Tampa, FL 33602
Phone: 813-229-6646
Fax: 813-229-6456

Customer Information

- 1a. Awarded Special Item Numbers:
SIN 874-1 INTEGRATED CONSULTING SERVICES
SIN 874-4 INSTRUCTOR LED TRAINING, WEB BASED TRAINING
AND EDUCATION COURSE DEVELOPMENT AND TEST
ADMINISTRATION, LEARNING MANAGEMENT, INTERNSHIPS
SIN 874-1RC DISASTER AND RECOVERY
SIN 874-4RC DISASTER AND RECOVERY
- 1b. Please see **Appendix A** for Price List
- 1c. Please see **Appendix B** for list of Labor Category Descriptions
2. Maximum Order Threshold: \$1,000,000
3. Minimum Order: \$100
- 4a. Geographic Coverage (delivery area): Worldwide
- 4b. Travel: Contractor travel will be IAW the Federal Travel Regulation 31.205-46 as applicable.
5. Point(s) of production (city, county, and State or foreign country):
Minneapolis, MN; Arlington and Chantilly, VA; Tampa, FL; USA.
6. Discount from list prices or statement of net price: No discounts.
7. Quantity discounts: No discounts.
8. Prompt payment terms: Net 30 days.
- 9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold:
PDRI accepts purchases of all amounts with Government purchase card.
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:
PDRI accepts purchases of all amounts with Government purchase card.
- 9c. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):
PDRI accepts purchases with Government purchase card.
10. Foreign items (list items by country of origin): Not applicable.
- 11a. Time of delivery: Specified on the Task/Delivery Order
- 11b. Expedited Delivery: Contact Contractor

- 11c. Overnight and 2-day delivery. Contact Contractor
- 11d. Urgent Requirements: Contact Contractor
- 12. F.O.B. point(s): Destination.
- 13a. Ordering address(es): Same as Contractor
- 13b. Ordering procedures:
For supplies and services, PDRI will comply with the ordering procedures, information on Blanket Purchase Agreements (BPA's) as found in Federal Acquisition Regulation (FAR) 8.405-3.
- 14. Payment address(es).
33349 Collection Center Drive, Chicago, IL 60693-0333
- 15. Warranty provision: None
- 16. Export packing charges: Not applicable.
- 17a. Terms and conditions of rental, maintenance, and repair: Not applicable.
- 17b. Terms and conditions of installation: Not applicable.
- 17c. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices: Not applicable.
- 17d. Terms and conditions for any other services: Not applicable.
- 18. List of service and distribution points: Not applicable.
- 19. List of participating dealers: Not applicable.
- 20. Preventive maintenance: Not applicable.
- 21. Environmental attributes: Not applicable.
- 22. Uncompensated Overtime: Not applicable.
- 23. Section 508: If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/. Not applicable.
- 24. Date Universal Numbering System (DUNS) number: 037335296
- 25. System for Award Management (www.SAM.gov): Registered

Appendix A – Price List

	Contract Year	16	17	18	19	20
SIN	12 months ending 14 Dec	2015	2016	2017	2018	2019
874-1	Executive	\$259.85	\$262.97	\$268.49	\$274.13	\$279.89
874-1	Principle Research Scientist	\$184.71	\$186.93	\$190.85	\$194.86	\$198.95
874-1	Senior Research Scientist	\$153.83	\$155.68	\$158.95	\$162.28	\$165.69
874-1	Research Scientist	\$116.90	\$118.30	\$120.79	\$123.32	\$125.91
874-1	Senior Research Associate	\$ 84.11	\$ 85.12	\$ 86.91	\$ 88.73	\$ 90.60
874-1	Research Associate	\$ 54.71	\$ 55.37	\$ 56.53	\$ 57.72	\$ 58.93
874-1	Administration	\$ 75.00	\$ 75.90	\$ 77.49	\$ 79.12	\$ 80.78
874-1, 874-4	Program Manager	\$153.79	\$155.64	\$158.90	\$162.24	\$165.65
874-1, 874-4	Business Analyst	\$120.84	\$122.29	\$124.86	\$127.48	\$130.16
874-4	Systems Engineer, Manager	\$ 197.74	\$200.11	\$204.32	\$208.61	\$212.99
874-4	Systems Engineer, Senior	\$ 164.78	\$166.76	\$170.26	\$173.83	\$177.49
874-4	Systems Engineer	\$ 142.81	\$144.52	\$147.56	\$150.66	\$153.82
874-4	Senior Training/Workforce Development Consultant	\$ 175.76	\$177.87	\$181.60	\$185.42	\$189.31

Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. Not applicable.

If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item.

The Service Contract Act (SCA) is applicable to this contract and as it applies to the entire 00CORP The Professional Services Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29CRF 5413.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and/or when the Contractor adds SCA labor categories / employees to the contract through the modification process, the Contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and applicable wage determination (WD) number. Failure to do so may result in cancellation of the contract.

Appendix B – Labor Category Descriptions

SIN 874-1 Labor Categories:

Executive/Program Director

- *Job Description:* Oversees, manages, advises, or serves as integrator on large business improvement design and implementation projects, which include human capital, information technology, policy, staffing, performance management, compensation, employee development, and training components. Manages large programs and operations. May participate in negotiating with unions and serving as an expert witness in litigation.
- *Education/Certification Requirements:* Minimum of a Bachelor's degree plus 20 years, or Master's degree plus 15 years, of experience as described below.
- *Work Experience Requirements:* Consulting experience designing and implementing large-scale projects in the private and public sector, advising executives and senior managers on strategy and implementation related to human capital system improvements.

Principal Research Scientist

- *Job Description:* Manages mid- to large business improvement design and system implementation projects, which include human capital, information technology, policy, staffing, performance management, compensation, employee development, and training components. Directs, supervises, and mentors junior staff.
- *Education/Certification Requirements:* Minimum of a Bachelor's degree plus 15 years, or Master's degree plus 10 years, of experience in demonstrated skill in planning and conducting consulting/research projects.
- *Work Experience Requirements:* Consulting experience designing and implementing mid- to large-scale projects in the private or public sector, with responsibility for technical quality, timeliness, and budget.

Senior Research Scientist

- *Job Description:* Contributes to or manages small to mid-sized business improvement design and system implementation projects, which include human capital, information technology, policy, staffing, performance management, compensation, employee development, and training components. Manages and oversees the project work of junior staff.
- *Education/Certification Requirements:* Minimum of a Bachelor's degree plus 10 years, or Master's degree plus 5 years, of experience in demonstrated skill in planning and conducting consulting/research projects.
- *Work Experience Requirements:* Consulting experience contributing to and occasionally leading small to mid-sized projects in the private or public sector. Experience successfully implementing integrated business improvement systems for public and private sector customers of all sizes, with individual contributor responsibility for technical quality, timeliness, and budget.

Research Scientist

- *Job Description:* Contributes to or manages small business improvement design and system implementation projects, which include human capital, information technology, policy, staffing, performance management, compensation, employee development, and training components. Conducts project activities with moderate autonomy, showing judgment when calling on senior staff as appropriate.
- *Education/Certification Requirements:* Minimum of a Master's degree, or a Bachelor's degree plus five years of experience in demonstrated skill in planning and conducting consulting/research projects.
- *Work Experience Requirements:* Consulting experience contributing to and occasionally leading small projects in the private or public sector, with individual contributor responsibility for delivering technical quality, timeliness, and budget.

Senior Research Associate

- *Job Description:* Contributes to business improvement design and system implementation projects, which include human capital, information technology, policy, staffing, performance management, compensation, employee development, and training components. Conducts project activities under supervision of senior staff.
- *Education/Certification Requirements:* Minimum of a Bachelor's degree, plus either at least one year of experience contributing to social science research projects or at least one year of graduate education in a business, psychology, or social science discipline.
- *Work Experience Requirements:* Consulting experience contributing to projects in the private or public sector, with individual contributor responsibility for delivering quality, timely products.

Research Associate

- *Job Description:* Contributes under strict supervision to business improvement design and system implementation projects, which include human capital, information technology, policy, staffing, performance management, compensation, employee development, and training components. Conducts entry-level research and project activities under supervision of senior staff.
- *Education/Certification Requirements:* Minimum of a Bachelor's degree.
- *Work Experience Requirements:* Intern or academic experience contributing to social science research projects. Familiarity with basic psychology and social science research principles and practice.

Administrative

- *Job Description:* Performs administrative support, word processing, document production, and other administrative duties as assigned to support internal and external customers in the organization.
- *Education/Certification Requirements:* Minimum of a high school graduate, or G.E.D., plus one year of experience providing administrative support as described below.

- *Work Experience Requirements:* Experience meeting deadlines, organizing work assignments, and delivering timely work. Experience working with technical and specialized work products (e.g., technical reports, journal articles, large data tables, charts, and graphs). Requires advanced knowledge of Microsoft Office applications, e-mail, and internet search engines.

SINs 874-1 and 874-4 Labor Categories:

Program Manager

- *Job Description:* Maintains the project schedule and ensures that deliverables are completed in timely manner. Oversees project cost control and cost projections. Supports the customer and/or team in use of the project management tools used for activity assignment, resource planning, and cost control. Ensures the invoicing process provides the proper information and distribution on the invoices. Ensures smooth coordination consistent with the contract and task order procedures for the key personnel approval, consent to subcontract as well as consent to purchase travel, tools and other direct costs. Ensures problem resolution and customer satisfaction for individual task orders.
- *Education/Certification Requirements:* Bachelor's degree.
- *Work Experience Requirements:* Seven years of progressive project management experience including at least four projects in a variety of areas. At least one project must have occurred within the past three years.

Business Analyst

- *Job Description:* Serves as a subject matter technical expert in areas relevant to the project. Provide guidance to the technical staff on the functional procedures/processes/policies reflecting detailed knowledge of functional areas. Interfaces with Government management personnel and functional proponents. Reports in writing and orally to Contractor management and Government representatives, including the Government CO and COR.
- *Education/Certification Requirements:* Bachelor's degree.
- *Work Experience Requirements:* Five years of progressive functional experience related to analyzing customer training requirements in order to support planning, creating, and/or executing testing and test administration, learning management, internship, or development of new courses. Most recent functional project experience must have occurred within the past three years and must have included working on large projects related to the individual's subject matter expertise.

SIN 874-4 Labor Categories:

Systems Engineer Manager

- *Job Description:* Ensures problem resolution and customer satisfaction for contracts and individual delivery orders; provides supervisory, technical, and administrative direction for project team.
- *Education/Certification Requirements:* Bachelor's degree.

- *Work Experience Requirements:* Eight years of progressive experience designing, developing, and delivering Web-based training and education courses, course development, and test administration. Five years of this experience must have been in a supervisory role managing team members with various job requirements and skillsets.

Systems Engineer Senior

- *Job Description:* Provides technical and administrative direction for tasks, including review of work products for correctness, and compliance with industry-accepted standards and contract-specified user standards in specific.
- *Education/Certification Requirements:* Bachelor's degree.
- *Work Experience Requirements:* Six years of progressive experience designing, developing, and delivering Web-based training and education courses, course development, and test administration, including at least five projects in technical areas during those six years. Two years of this experience must have been in a supervisory role managing team members with various job requirements and skillsets.

Systems Engineer

- *Job Description:* Supports senior systems engineer with both technical and administrative tasks related to the project, with direct responsibility for assuring the correctness of a product.
- *Education/Certification Requirements:* Bachelor's degree.
- *Work Experience Requirements:* Three years of progressive experience designing, developing, and delivering Web-based training and education courses, course development, and test administration, including at least three projects in technical areas during those three years.

Senior Training/Workforce Development Consultant

- *Job Description:* Provide professional consulting assistance to support training/workforce development program design, development, implementation, and evaluation. With project supervisor, design, develop, implement and evaluate training/workforce development systems, processes, and services required to meet contract requirements; suggest and lead additional research studies to strengthen assigned workforce development projects; write technical reports; interact with customers; conduct workshops and coordinate with project management and project teams.
- *Education/Certification Requirements:* Master's degree.
- *Work Experience Requirements:* Ten years of experience in training/workforce development consulting in a business setting; organizational skills directly related to management of large-scale workforce development programs, including management of assessment tools and processes related to workforce development; excellent written and oral communication skills including proposal writing/costing; working knowledge of training needs assessment, training development, and training/workforce development program evaluation methodologies.