



General Services Administration  
Federal Supply Services

Authorized Schedule Price list for:  
**Personnel Decisions Research Institutes, LLC**

**Professional Services Schedule (00CORP)**

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

Contract Number: **47QRAA19D000C**

*Contract Period: October 17, 2018 through October 16, 2023*

**Corporate Office**

111 Washington Avenue South  
Suite 600  
Minneapolis, MN 55401  
Phone: 612-331-3680  
Fax: 612-623-7614  
[www.PDRI.com](http://www.PDRI.com)

**Contact Information**

Macie Paynter  
Chief Administrative Officer  
Phone: 612-465-7312  
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Business Size: Large (Other than small)

## Customer Information

- 1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

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. 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.

Please see **Appendix A** for Price List

- 1c. 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.

Please see **Appendix B** for list of Labor Category Descriptions

2. Maximum Order Threshold: \$1,000,000
3. Minimum Order: \$100
4. Geographic Coverage (delivery area): United States (Domestic)
5. Point(s) of production (city, county, and State or foreign country):  
Minneapolis, MN; Arlington, VA, and Tampa, FL; USA.

Place of Performance:

### **Business Offices**

4501 N. Fairfax Drive  
8<sup>th</sup> Floor  
Arlington, VA 22209  
Phone: 703-276-4680  
Fax: 703-276-7567

100 South Ashley Drive  
Suite 600  
Tampa, FL 33602  
Phone: 813-229-6646  
Fax: 813-229-6456

6. Discount from list prices or statement of net price: No discounts.
7. Quantity discounts: No discounts.
8. Prompt payment terms: Net 30 days.  
Please note: "Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions."
- 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.
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.
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level). PDRI accepts the purchase card on all amounts.
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.
- 20.a. Terms and conditions for any other services: Not applicable.
21. List of service and distribution points: Not applicable.
22. List of participating dealers: Not applicable.
23. Preventive maintenance: Not applicable.
- 24.a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).
- 24.b. 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/](http://www.Section508.gov/). Not applicable.
25. Date Universal Numbering System (DUNS) number: 037335296
26. System for Award Management ([www.SAM.gov](http://www.SAM.gov)): Registered and current within SAM.gov.

## Appendix A – Price List

SIN	Labor Category	Year 1 10/17/18- 10/16/19	Year 2 10/17/19- 10/16/2020	Year 3 10/17/20- 10/16/21	Year 4 10/17/21- 10/16/22	Year 5 10/17/22- 10/16/23
874-1	Executive/Program Director	\$279.64	\$286.07	\$292.65	\$299.38	\$306.27
874-1	Principle Research Scientist	\$186.95	\$191.25	\$195.65	\$200.15	\$204.75
874-1	Senior Research Scientist	\$150.21	\$153.66	\$157.20	\$160.81	\$164.51
874-1	Research Scientist	\$118.43	\$121.15	\$123.94	\$126.79	\$129.71
874-1	Senior Research Associate	\$88.73	\$90.77	\$92.86	\$94.99	\$97.18
874-1	Research Associate	\$57.72	\$59.05	\$60.41	\$61.80	\$63.22
874-1	Administration	\$78.01	\$79.80	\$81.63	\$83.51	\$85.43
874-1, 874-4	Program Manager	\$165.97	\$169.79	\$173.70	\$177.69	\$181.78
874-1, 874-4	Business Analyst	\$141.30	\$144.55	\$147.87	\$151.28	\$154.75
874-4	Systems Engineer, Manager	\$206.11	\$210.85	\$215.70	\$220.66	\$225.73
874-4	Systems Engineer, Senior	\$177.83	\$181.92	\$186.10	\$190.38	\$194.76
874-4	Systems Engineer	\$146.75	\$150.13	\$153.58	\$157.11	\$160.72
874-4	Senior Training/Workforce Development Consultant	\$180.76	\$184.91	\$189.17	\$193.52	\$197.97

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.

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 29CFR 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.

Degree	Experience / Education Equivalence
Associate's Degree	High School + 2 years of relevant experience
Bachelor's Degree	High School + 6 years of relevant experience; or Associates Degree + 4 years of relevant experience
Master's Degree	Bachelor's Degree + 2 years of relevant experience; or Bachelor's Degree + Professional License
Doctorate	Master's Degree + 4 years of relevant experience; or Bachelor's + 8 years of relevant experience

**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 twenty (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 twenty (20) years, or Master's Degree, plus ten (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 twelve (12) years, or Master's Degree, plus five (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 Bachelor's Degree, plus five (5) years of experience; or Master's Degree 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 two (2) years of experience contributing to social science research projects or at least two (2) years 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 plus either at least one (1) year of experience contributing to social science research projects or at least one (1) years of graduate education in a business, psychology, or social science discipline.
- *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 plus seven (7) years 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, plus seven (7) years of relevant experience.
- *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, plus five (5) years of relevant experience.
- *Work Experience Requirements:* Five (5) 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, plus fifteen (15) years of relevant experience.
- *Work Experience Requirements:* Fifteen 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, plus ten (10) years of relevant experience.
- *Work Experience Requirements:* Ten (10) 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, plus three (3) years of relevant experience.
- *Work Experience Requirements:* Three (3) 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, plus ten (10) years of relevant experience.
- *Work Experience Requirements:* Ten (10) 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.