



**Multiple Award Schedule Price List
for
Equal Employment Opportunity Services
561EEO**

(MAS Mod A826 Effective November 18, 2020)

*Prices for investigations include all court reporting fees
Prices do not include travel costs

Prices shown herein are net (discount deducted)

Resolution Services, LLC
900 Massachusetts Street, Suite 380, Lawrence, KS 66044

General Services Administration
Contract Number: 47QREA20D0005

I. General Services Administration

Multiple Award Schedule (MAS Mod A826)

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://gsaadvantage.gov>

Schedule Title: MAS, Equal Employment Opportunity Services, PSC R499, 561EEO, Human Capital

Contract Number: 47QREA20D0005

Contract Period: November 4, 2019 Through November 3, 2024

Contractor: Resolution Services, LLC
900 Massachusetts Street
Suite 380
Lawrence, Kansas 66044
Phone: (785) 843-1638
FAX: (785) 843-2689
www.resolution serv.com
Tax I.D. No. 48-1218281

Contract Administration Source: Amy Whalen Risley

Business Size: Small business, woman owned

Resolution Services, LLC
900 Massachusetts Street, Suite 380, Lawrence, KS 66044

II. Customer Information:

1a. Table of awarded Equal Employment Opportunity (EEO) Services

SIN

561EEO EEO Investigations, EEO Counseling, Alternative Dispute Resolution, Training, EEO Final Agency Decisions & Administrative Investigations

- 1b. Lowest Priced Item:** Prices listed on pages 7 and 8 are net, all discounts deducted except where noted for multiple training sessions, and are valid for all geographic areas.
2. Maximum order: \$1,000,000
 3. Minimum order: \$100
 4. Geographic coverage (delivery area): Worldwide
 5. Point of production: Lawrence, Kansas
 6. Discounts from list prices or statement of net price: See price list on pages 7-8.
 7. Quantity discounts: 2 - 5% discount on orders over \$50,000
 8. Prompt payment terms: Net 30 days
 - 9a. Government purchase cards are accepted below the micro-purchase threshold.
 - 9b. Government purchase cards are accepted above the micro-purchase threshold.
 10. Foreign items: None
 - 11a. Time of delivery: Will adhere to the delivery schedule as specified by the agency's purchase order.
 - 11b. Expedited delivery: All items noted in this price list are available for expedited delivery at an additional fee.
 - 11c. Overnight and 2-day delivery: 2-day delivery is standard. Overnight delivery available without additional charge.
 - 11d. Urgent Requirements: Contact contractor for faster delivery or rush requirements.

12. F.O.B. point: Destination
13. Ordering address: Resolution Services, LLC
900 Massachusetts Street
Suite 380
Lawrence, Kansas 66044
14. Payment address: Resolution Services, LLC
900 Massachusetts Street
Suite 380
Lawrence, Kansas 66044
15. Warranty provision: The contractor warrants and implies that the items delivered hereunder are merchantable and fit for the particular purpose described in this 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
21. List of service and distribution points: Lawrence, Kansas
22. List of participating dealers: n/a
23. Preventive maintenance: n/a
24. Special environmental attributes: Recycled products used as available.
- 24b. Section 508 compliance information: n/a
25. Data Universal Number System (DUNS) number: 087385865
26. Resolution Services is registered in the Central Contractor Registration database.

Resolution Services, LLC
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	Year 1 (11/4/19-11/3/20)	Year 2 (11/4/20-11/3/21)	Year 3 (11/4/21-11/3/22)	Year 4 (11/4/22-11/3/23)	Year 5 (11/4/23-11/3/24)
Single Claim Investigation	\$3873	\$3873	\$3873	\$3952	\$3952
Additional Issue Investigation	\$247	\$247	\$252	\$252	\$257
Continuing Violation Investigation	\$4626	\$4626	\$4626	\$4720	\$4720
Consolidated Case Investigation	\$4626	\$4626	\$4626	\$4720	\$4720
Consolidated Case Continuing Violation Investigation	\$4847	\$4847	\$4847	\$4945	\$4945
Final Agency Decision	\$1561	\$1561	\$1561	\$1592	\$1592
Consolidated Case Final Agency Decision	\$1823	\$1823	\$1823	\$1860	\$1860
EEO Counseling	\$1650	\$1650	\$1650	\$1683	\$1683
Alternative Dispute Resolution	\$195/hour or \$1560/day	\$195/hour or \$1560/day	\$198/hour or \$1584/day	\$198/hour or \$1584/day	\$202/hour or \$1616/day

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Administrative Inquiry – Low complexity (10 or less witnesses)	\$4750	\$4750	\$4750	\$4845	\$4845
Administrative Inquiry – Medium complexity (11-20 witnesses)	\$6175	\$6175	\$6175	\$6298	\$6298
Administrative Inquiry – High complexity (21-30 witnesses)	\$8550	\$8550	\$8550	\$8721	\$8721
Expedited Additional Fee	\$500	\$500	\$500	\$510	\$510
EEO Training	Variable – see below listing				
Additional copies of ROI	No charge	No charge	No charge	No charge	No charge

EEO Training

Included here are course descriptions for the courses we are currently offering. If you do not see a particular course offered, we are available to develop customized courses as well.

EEO Counseling – Basic (4 days). This course will teach the new counselor the duties and requirements of providing a federal sector EEO counseling session and report. Participants will learn basic EEO law, the federal sector EEO administrative process, and the requirements of the EEOC's Management Directive 110. Participants are given practical exercises where they engage in mock counseling sessions and write a counselor's report. Each participant will receive a training manual, a copy of the MD110, the federal sector EEO administrative regulations, and all of the forms they will need to conduct an effective counseling session and to write a counseling report. \$5700.

EEO Counseling – Advanced (1 day). This course will serve as a refresher course for the already trained EEO Counselor. Participants will receive an update on EEO law and the new federal sector EEO administrative regulations. Participants will also engage in practical exercises and will conduct a counseling session and write a counselor's report. Course materials will be provided. \$1520.

EEO Investigator Training (4 days). This course will give the new EEO investigator all of the tools necessary to conduct an effective EEO investigation. They will learn EEO law, the types of evidence relevant in EEO cases, interviewing techniques, and the administrative process for the federal sector. Participants will be given a full course outline, the management directive, the EEO regulations, and helpful checklists for conducting an investigation. Each participant will be given a complaint for which they will prepare an investigative plan, and will engage in mock interviews. Course materials will be provided. \$5700.

EEO Specialist Training: How to Review a Report of Investigation for Legal Sufficiency. (1 day). This course is designed for the EEO professional who is responsible for reviewing the Reports of Investigation for completeness. Participants will learn when to remand an investigation for further investigation. Also, helpful tips on how to ensure your agency meets its regulatory timeframes. The participants will receive helpful checklists to use on the job. \$1520.

Preventing Employee Disputes for Managers (1 day). In times where employee complaints are increasing and agency budgets are decreasing, federal agency managers must do all they can to prevent employee disputes. Although it is impossible to prevent all disputes, this course will teach managers effective coaching skills and will learn how to create harmony and productivity in the workplace. Course materials will be provided. \$1520.

Harassment Prevention for Managers (1 day). This course will include an update on harassment law, especially as it relates to the duties of supervisors and managers. Each course will be customized to discuss your particular agency's harassment policy and how supervisors are expected to respond to allegations of harassment brought directly to them. There will be group exercises such as where participants must decide how a manager should respond to different situations. Course materials will be provided. \$1520.

Harassment Prevention for Employees (1 day). This course will include an update on harassment law with an emphasis on getting employees to understand what types of behaviors can be considered harassment. This course will also be customized to discuss your agency's harassment policy and will provide employees with contact names and numbers. There will be group exercises for participants to understand acceptable and unacceptable behaviors in the workplace. Course materials will be provided. \$1520.

Disabilities & the Duty to Accommodate in the Workplace (1 day). This course will explain the definition of a disability and the employer's duty to provide a reasonable accommodation. This course may be customized to discuss your agency's applicable policies. Participants will engage in group discussion and will be given hypothetical situations to apply learned principles. Course materials will be provided. \$1520.

Federal Sector EEO Law (1 day). This course will provide a survey of all statutes, regulations, and directives that are covered under the EEO process. Participants will learn about Title VII, ADEA, Rehabilitation Act and the duty to accommodate, and the Equal Pay Act. Participants will engage in group discussion and will be given hypothetical situations to apply learned principles. Course materials will be provided. \$1520.