



## **GSA Federal Supply Service**

### **738 X – HUMAN CAPITAL MANAGEMENT AND ADMINISTRATIVE SUPPORT SERVICES Category 595-25 595-21**

**Authorized Federal Supply List Schedule Price List for the Following Services:**

- **EEO Investigations**
- **On-Line Harassment Reporting System**
- **LinkLinePlus Final Agency Decisions (FADS)**
- **EEO Counseling**
- **Alternative Dispute Resolution (Mediations)**
- **Off-the-Shelf and Customized Training**
- **Misconduct Investigations**

Point of Contact:  
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[www.bashencorp.com](http://www.bashencorp.com)  
[www.bashen.training](http://www.bashen.training)

Effective 4/10/2018

# GSA Authorized Price List for Human Capital Management and Administrative Support Services

## I. General Services Administration

Federal Supply Service - Authorized Federal Supply Schedule Price List for Human Resource & EEO Services  
Online 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: [www.gsaadvantage.gov](http://www.gsaadvantage.gov)

For more information on ordering from Federal Supply Schedules go to [www.fss.gsa.gov](http://www.fss.gsa.gov)

**Schedule Title:** 738X Human Capital Management and Administrative Support Services

**Contract Number:** GS-02F-0087N

**Contract Period:** 4/10/18 through 4/09/23

**Contractor:**

**Corporate Headquarters, Houston, TX**

Bashen Corporation  
2603 Augusta Drive., Suite 200  
Houston, Texas 77057  
Toll Free: 800-994-1554  
Fax: 713-780-8206

**Washington, D.C. Office**

Bashen Corporation  
1120 Connecticut Avenue, NW  
Suite 1000  
Washington, D.C. 20036  
Toll Free: 800-994-1554

**Web Page:** [www.bashencorp.com](http://www.bashencorp.com)

**Contract Administration:** Janet Bashen, President & CEO – [jbashen@bashencorp.com](mailto:jbashen@bashencorp.com)  
Steve Bashen, Executive Vice President – [sbashen@bashencorp.com](mailto:sbashen@bashencorp.com)

**Business Size:** Small Business, Self-Certified Disadvantaged Business, Woman Owned,  
Minority Owned

## II. Customer Information:

### 1a. Table of Awarded SINS (See attached price list)

#### **595-25 Equal Employment Opportunity Services**

- Investigation of Discrimination Complaints and Preparation of Reports of Investigation
  - (Individual Case and Consolidated Case, One or Additional Issues, Continuing Violations)
  - Amended cases
- Additional Copies of Investigative Report
- Preparation of an Analysis and Recommended Final Agency Decision (FAD) in Discrimination complaints - (Individual and Consolidated)
- Counseling - (Individual and Class Complaint)
- EEO Training and Consulting
- Reference Materials Relating to EEO Programs

#### **595-21 Human Resource Services**

- Misconduct Investigations

### 1b. Lowest Priced Item

Prices are net; all discounts deducted, and valid for all areas. Prices are listed in Section III, below.

### 2. Maximum Order: \$1,000,000

The Contractor may, but is not obligated to, accept orders over \$1,000,000. Contact Bashen Corporation for orders over \$1,000,000.

### 3. Minimum Order: \$100.00

### 4. Geographic Coverage: United States

### 5. Points of Production: Houston, Harris County Texas

### 6. Discount from List Prices: Volume discount/negotiable

### 7. Quantity Discount: Volume discount/negotiable

### 8. Prompt Payment Terms: Accelerating payments to small businesses for goods and services

### 9a. Annotate if Government Credit Card Accepted: Yes

### 9b. Discount for Payment by Government Credit Card: N/A

### 10. Foreign Items: N/A

### 11a. Time of Delivery: Will adhere to the delivery schedule specified by the Agency's purchase order

### 11b. Expedited Delivery: Negotiable

### 11c. Urgent Requirements: Contact Contractor for overnight and 2 day delivery

### 12. FOB Points: Destination

- 13. Ordering Address:**  
Bashen Corporation  
2603 Augusta Drive., Suite 200  
Houston, Texas 77057  
Tel: 713-780-8056  
Fax: 713-780-8206
- 14. Payment Address:**  
Bashen Corporation  
2603 Augusta Drive., Suite 200  
Houston, Texas 77057  
Tel: 713-780-8056  
Fax: 713-780-8206
- 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
- 20a. Terms and Conditions of Repair Parts Indicating Date of Parts Price Lists and Any Discounts from List Prices:** N/A
- 20b. Terms and Conditions for any Other Services:** N/A
- 21. List of Service and Distribution Points:**
- |  |  |
|--|--|
| Bashen Corporation<br>2603 Augusta Drive., Suite 200<br>Houston, Texas 77057<br>Tel: 713-780-8056<br>Fax: 713-780-8206 | Bashen Corporation<br>1120 Connecticut Avenue, NW<br>Suite 1000<br>Washington, D.C. 20036<br>Toll Free: 800-994-1554 |
|--|--|
- 22. List of Participating Dealers:** N/A
- 23. Preventive Maintenance:** N/A
- 24a. Environmental Attributes:** N/A
- 24b. Section 508 Compliance:** Yes
- 25. Data Universal Number System (DUNS) Number:** 877933408
- 26. Notification Regarding Registration in Central Contractor Registration:** Active
- 27. (SAM) Database:** Bashen Corporation is SAM registered

### III. Price List

#### SIN 595-25

**EEO Services:** EEO Services may include but are not limited to providing Investigation of Discrimination Complaints and Preparation of Reports of Investigation (includes Individual Case/Consolidated Case-One or Additional Issues, Continuing Violation, On-Line Reporting System, Additional Copies of Investigation Reports), Preparation of an Analysis and Recommended Final Agency Decision (FAD) in Discrimination Complaints, Inquiry, Resolution Attempt, and Preparation of an Analysis and Recommended Final Agency Decision (FAD) on Allegations of Noncompliance With Settlement Agreements or Final Decisions, Resolution Attempt and Report of Inquiry Regarding Notices of Intent to Sue under Age Discrimination in Employment Act of 1967, as Amended, Alternative Dispute Resolution, Reference Materials relating to Equal Opportunity Programs, EEO Training and Consulting, EEO Counseling (Individual and Class Complaint)

#### Investigation of Discrimination Complaints and Preparation of Reports of Investigation

Investigations	4/10/18-4/9/19	4/10/19-4/9/20	4/10/20-4/9/21	4/10/21-4/9/22	4/10/22-4/9/23
Individual Case - With One Issue <sup>1</sup>	\$4,311	\$4,311	\$4,311	\$4,311	\$4,311
Individual Case - Per Additional Issue <sup>1</sup>	\$274	\$274	\$274	\$274	\$274
Individual Case - Continuing Violation <sup>1</sup>	\$5,612	\$5,612	\$5,612	\$5,612	\$5,612
Consolidated Case - With One Issue <sup>1</sup>	\$5,612	\$5,612	\$5,612	\$5,612	\$5,612
Consolidated Case - Per Additional Issue <sup>1</sup>	\$274	\$274	\$274	\$274	\$274
Consolidated Case - Continuing Violation <sup>1</sup>	\$5,885	\$5,885	\$5,885	\$5,885	\$5,885
Executive Summary	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
Additional Copies of Investigation Report (pp)	\$158	\$158	\$158	\$158	\$158

*Volume discounts may apply.*

*Prices exclusive of travel. Travel to be negotiated with customer agency.*

<sup>1</sup> If an Agency adds an amended issue or consolidated complaint to the investigation accepted by the Contractor after the investigator has commenced interviews with the management officials, the Agency shall compensate the Contractor at the rate of 60% above the original contract price for the amended or consolidated complaint and the contractor will be granted an additional thirty (30) days to complete the investigation in accordance with GSA pricing for EEO services SIN 595-25.

**On-Line Reporting System** – Bashen’s on-line reporting system offers several modules including but not limited to:

- Complaint Reporting
- Forms such as NO FEAR and Form 462
- MD715 Reports



## *LinkLine® Online Reporting System Features at a Glance*

LinkLine® connects employers to their workforce by providing a confidential method of submitting and receiving EEO claims. LinkLine® may also be integrated with an employee hotline or a dedicated fax server. LinkLine® includes numerous online reporting tools that enable employers to identify workplace trends. Customizable data filtration, as well as integrated charts and graphs, provide users with accurate, relevant EEO data instantly. Employers may quickly correct EEO compliance concerns.

Features include:

- No Fear Reports
- Form 462 Reports
- MD715 Reports
- Tracking & Trending Reports
- Customized Reporting
- Scanning+Document Management Toolkit
- Dynamic Toolkits
- Real-Time Analytics
- Online Complaint Submission
- Automated Alerts
- Integrated Charts & Graphs
- Aggregated Data
- Benchmark Studies

### **On-Line Harassment Reporting System Pricing**

<b>LinkLinePlus Reporting</b>	
Up to 5 Users	\$ 55,000
6 to 10 Users	\$100,000
11 to 25 Users	\$150,000
26 to 50 Users	\$225,000
51 to 75 Users	\$310,000

76 to 100 Users	\$375,000
Over 100 Users	Contact Vendor
Maintenance 20% of Year 1 Service Fee	

*Volume discounts may apply.  
Prices exclusive of travel. Travel to be negotiated with customer agency.*

## No Fear Reports & Form 462 Reports

Online Reporting	4/10/18-4/9/19	4/10/19-4/9/20	4/10/20-4/9/21	4/10/21-4/9/22	4/10/22-4/9/23
No Fear Reports & Form 462 Reports (Up to 5 Users)	\$ 11,255	\$ 11,255	\$ 11,255	\$ 11,255	\$ 11,255

*Volume discounts may apply.  
Prices exclusive of travel. Travel to be negotiated with customer agency.*

## MD715 Reporting

MD715 AND Reporting	Reporting Service Subscription	Reporting Usage Fee (/ Employee, / Year)
1 to 6,000 Employees	\$ 8,000	included
6,001 to 50,000 Employees	\$ 12,000	\$ 0.90
50,001 to 100,000 Employees	\$ 22,500	\$ 0.80
100,001 to 130,000 Employees	\$ 34,500	\$ 0.80
130,001 to 160,000 Employees	\$ 49,500	\$ 0.70
160,001 to 180,000 Employees	\$ 66,500	\$ 0.60
180,001 to 200,000 Employees	\$ 88,500	\$ 0.50
200,001 to 250,000 Employees	\$ 122,500	\$ 0.40
250,001 to 300,000 Employees	\$ 141,500	\$ 0.30

*Volume discounts may apply.  
Prices exclusive of travel. Travel to be negotiated with customer agency.*

## Final Agency Decisions

FADs	4/10/18-4/9/19	4/10/19-4/9/20	4/10/20-4/9/21	4/10/21-4/9/22	4/10/22-4/9/23
FAD - Individual Case	\$1,594	\$1,594	\$1,594	\$1,594	\$1,594
FAD - Consolidated Case	\$1,609	\$1,609	\$1,609	\$1,609	\$1,609

*Volume discounts may apply.  
Prices exclusive of travel. Travel to be negotiated with customer agency.*

# Conflict Bridge Mediations™ (Conflict Bridge)

*Opening Dialogue for the  
Mediation Process*

Bashen Corporation's Alternative Dispute Resolution (ADR) service is delivered by Conflict Bridge™.

Conflict Bridge includes Bashen's philosophy of building EEO initiatives through proactive measures to resolve disputes at the earliest level. For 24 years, Bashen has worked with organizations experiencing workplace conflicts. Often, conflicts may be resolved with open communication that empowers individuals to discuss their issues. The Conflict Bridge consultant helps the parties focus on the advantages of a compromised resolution, as well as the potential risks and costs associated with complaint escalation, instead of complaint resolution.

Our mediators are also certified EEO investigators. This knowledge is unique in the mediation field and is invaluable when mediating EEO complaints and disputes. All parties need to be heard, and earnest negotiations pursued, to achieve resolutions whenever possible. It is imperative that all parties understand the typical life cycle of a discrimination claim. This education is integral to garnering a resolution, The consultation process is confidential and begins with a proven model that details the roles and responsibilities of the parties and consultant/mediator.

\* Consultant and Mediator are terms that may be used interchangeably.

## The Seven Steps of Conflict Bridge:

- Introductory Remarks
- Presented Issues
- Information Gathering
- Identifying the Problems
- Suggesting Resolution Options
- Exploring Compromises
- Reaching an Agreement



## Alternative Dispute Resolution Pricing

ADR	4/10/18-4/9/19	4/10/19-4/9/20	4/10/20-4/9/21	4/10/21-4/9/22	4/10/22-4/9/23
*Alternative Dispute Resolution Mediation (hourly)	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200

*Volume discounts may apply.*

*\*Prices exclusive of travel. Travel to be negotiated with customer agency.*

## Counseling

Counseling - Individual/Class Complaint	4/10/18-4/9/19	4/10/19-4/9/20	4/10/20-4/9/21	4/10/21-4/9/22	4/10/22-4/9/23
Counseling – Individual Complaint	\$1,826	\$1,826	\$1,826	\$1,826	\$1,826
Counseling – Consolidated Complaint	\$1,900	\$1,900	\$1,900	\$1,900	\$1,900
EEO Counselor (Half Day)	\$171	\$171	\$171	\$171	\$171

*Volume discounts may apply.*

*Prices exclusive of travel. Travel to be negotiated with customer agency.*

## Training

Training (Min. 15 Max. 20 Participants)	4/10/18-4/9/19	4/10/19-4/9/20	4/10/20-4/9/21	4/10/21-4/9/22	4/10/22-4/9/23
Off-The Shelf Training (4 Days)	\$ 13,400	\$ 13,400	\$ 13,400	\$ 13,400	\$ 13,400
Off-The Shelf Training (2 Days)	\$ 7,300	\$ 7,300	\$ 7,300	\$ 7,300	\$ 7,300
Off-The Shelf Training (Full Days)	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000
Off-The Shelf Training (Half Day)	\$ 2,300	\$ 2,300	\$ 2,300	\$ 2,300	\$ 2,300

*Volume discounts may apply.*

*Prices exclusive of travel. Travel to be negotiated with customer agency.*

Customized Training	4/10/18-4/9/19	4/10/19-4/9/20	4/10/20-4/9/21	4/10/21-4/9/22	4/10/22-4/9/23
Project Officer (Hourly Rate)	\$ 210	\$ 210	\$ 210	\$ 210	\$ 210
Sr. Consultant/Trainer (Hourly Rate)	\$ 180	\$ 180	\$ 180	\$ 180	\$ 180
Technical Writer	\$ 170	\$ 170	\$ 170	\$ 170	\$ 170
Project Editor/Designer (Hourly Rate)	\$ 160	\$ 160	\$ 160	\$ 160	\$ 160
Project Analyst/Consultant	\$ 135	\$ 135	\$ 135	\$ 135	\$ 135
Administrative Support (Hourly Rate)	\$ 105	\$ 105	\$ 105	\$ 105	\$ 105

The following courses have been designed for new or recently assigned personnel. The training modules incorporate the latest laws and prepare participants to successfully complete their new assignments. All Bashen courses fulfill the requirements as outlined in MD110.

### **Three-Day Courses**

EEO Investigator Training  
EEO Counselor Training

### **Two-Day Courses**

Final Agency Decisions ("FAD") Writing  
Managers/Supervisors EEO Training

### **One-Day Courses**

Advanced EEO Investigations  
Advanced Counselor Training  
EEO Investigator 8-hour Refresher  
EEO Counselor 8-hour Refresher

The training modules incorporate the latest employment law cases, which help create a consensus among management and employees regarding appropriate workplace conduct. Our trainers are also EEO compliance and diversity professionals, which greatly enhances their ability to impart pertinent knowledge about tolerance, inclusion, and fair employment practices. Bashen recognizes that all learning styles must be addressed to ensure the success of all participants; therefore, we have created a novel training experience that blends several techniques to deliver key information.

### **Sample Training (Does not include all courses available)**

#### EEO

- EEO Investigator Refresher Training
- EEO Counselor Refresher Training
- Advanced EEO for Supervisors and Managers
- Advanced Mediation Training
- Conflict Resolution
- FAD Writing
- The ABCs of EEO for Supervisors and Managers

#### Diversity and Inclusion

- Developing Diversity and Inclusion in the Millennium
- "Generations Apart" A look at generational issues affecting the workplace
- Diversity and Inclusion Certification Program
- Crossroads: Understanding how to Communicate across Cultures
- Sensitivity Training for Employees and Managers
- Civility Training
- Celebrating Diversity in the Workplace
- Diversity Bootcamp
- Accommodation: Understanding the Employer's Role in the Interactive Process

#### Harassment

- The "H Word" Harassment in the Millennium
- Reporting & Stopping Harassment
- Bystander Intervention Training for Employees
- Harassment training for Managers
- Confronting Harassment in the workplace
- Conducting Harassment Investigations

## Misconduct Investigations SIN 595-21

Bashen investigates all types of workplace matters, including, but not limited to:

- Allegations of workplace misconduct
- Harassment
- Direct and indirect Bullying
- Retaliation
- Hostile Environment

Misconduct Investigations	4/10/18-4/9/19	4/10/19-4/9/20	4/10/20-4/9/21	4/10/21-4/9/22	4/10/22-4/9/23
Simple Misconduct Investigation (flat)	\$ 3,700	\$ 3,700	\$ 3,700	\$ 3,700	\$ 3,700
Complex Misconduct Investigation (flat)	\$ 4,700	\$ 4,700	\$ 4,700	\$ 4,700	\$ 4,700