



**Delany, Siegel, Zorn  
& Associates, Inc  
1501 Lee Highway  
Suite 170  
Arlington, VA 22209**

**[www.dsz.com](http://www.dsz.com)**

**738 Part X  
Human Resources &  
EEO Services**

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

**EEO Counseling**

**EEO Investigations**

**Final Agency Decisions**

**Alternative Dispute Resolution**

**EEO Consulting, including Training and  
Reference Materials**

**EEO Training  
(Off the Shelf Training Packages)**

**Effective Date: November 1, 2017**

## **GSA Authorized Price List for Human Resource and EEO Services**

### **I. General Services Administration Federal Supply Service- Authorized Federal Supply Schedule Price List**

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://www.GSAAdvantage.gov>.

Schedule Title: 738X Human Resources and EEO Services  
Contract Number: GS-02F-002HA

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://www.fss.gsa.gov>.

Contract Period: 11/01/2017 to 10-31-2018 (year one)  
11/01/2018 to 10-31-2019 (year two)  
11/01/2019 to 10-31-2020 (year three)  
11/01/2020 to 10-31-2021 (year four)  
11/01/2021 to 10-31-2022 (year five)

Contractor: Delany, Siegel, Zorn, & Associates, Inc.  
1501 Lee Highway  
Suite 170  
Arlington, VA 22209  
Phone: (703) 529-4921  
Fax: (703) 243-5250  
Web Page: [www.dsz.com](http://www.dsz.com)  
Email: [shatten@dsz.com](mailto:shatten@dsz.com)

Contract Administration: Sonya K. Williams, President  
Megan Zorn, Executive Vice President

Business Size: Small Business, Minority Owned, Women Owned

## II. Customer Information

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

595-25 EEO Services

1b. Lowest Priced Item

Prices are net, all discounts deducted, and valid for all geographic 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 DSZ for orders over \$100,000.

3. Minimum Order: \$100.00

4. Geographic Coverage: Worldwide

5. Point of Production: Delany, Siegel, Zorn, & Associates, Inc. (DSZ)  
1501 Lee Highway, Suite 170  
Arlington, VA 22209

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

7. Quantity Discounts: Discounts available for quantity orders. Contact Sonya Williams at [swilliams@dsz.com](mailto:swilliams@dsz.com) or Sonya Hatten at [shatten@dsz.com](mailto:shatten@dsz.com) for further information.

8. Prompt Payment Terms: Net 30

9. Government Credit Cards: Government credit cards will be accepted. Government commercial Credit 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 negotiated expedited delivery.

- 11c. Overnight and 2-Day Delivery: Overnight and 2-day delivery are available. Contact Contractor for rates for overnight and 2- day delivery.
- 11d. Urgent Requirements: Contact contractor for faster delivery or rush requirements.
12. F.O.B. Points: Destination
13. Ordering Address: Delany, Siegel, Zorn, & Associates, Inc. (DSZ)  
6 Beacon Street, Suite 1100  
Boston, MA, 02108  
  
Email Address: [shatten@dsz.com](mailto:shatten@dsz.com)
14. Payment address: Delany, Siegel, Zorn, & Associates, Inc. (DSZ)  
6 Beacon Street, Suite 1100  
Boston, MA, 02108
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 Commercial Credit Card Acceptance: N/A
18. Terms and Conditions of Rental, maintenance and Report: N/A
19. Terms and Conditions of Installation: N/A
20. Terms and Conditions of Repair Parts Indicating date of parts price list and any discounts: N/A
21. List of Service and Distribution Points: Arlington, VA, Boston, MA
22. List of Participating Dealers: N/A
23. Preventative Maintenance: N/A
24. N/A
25. Environmental Attributes: N/A
26. Data Universal Numbering system (DUNS) number: 10-117-6097
27. DSZ is registered in the Central Contractor Registration (CCR) database.

### III. Price List

Delany, Siegel, Zorn & Associates, Inc. (DSZ)

Contract No: GS-02F-002HA

Contract Period: 11/1/17 - 10/31/2022

MAS 738X SIN 595-25

### INVESTIGATION OF DISCRIMINATION COMPLAINTS AND PREPARATION OF REPORTS OF INVESTIGATION

Investigations	Year One 11/1/17- 10/31/18	Year Two 11/1/18- 10/31/2019	Year Three 11/1/2019- 10/31/2020	Year Four 11/1/2020- 10/31/2021	Year Five 11/1/2021- 10/31/2022
595-25 Individual Case- With One Issue	\$3,920	\$3,920	\$3,920	\$3,920	\$3,920
595-25 Individual Case - per additional issue	\$260	\$260	\$260	\$260	\$260
595-25 Individual Case - Continuing Violation	\$4,900	\$4,900	\$4,900	\$4,900	\$4,900
595-25 Consolidated Case - With One issue*	\$4,900	\$4,900	\$4,900	\$4,900	\$4,900
595-25 Consolidated Case - Per Additional Issue	\$260	\$260	\$260	\$260	\$260
595-25 Consolidated Case - Continuing Violation	\$5,390	\$5,390	\$5,390	\$5,390	\$5,390
595-25 Additional Copies of Investigation Report	.14/page	.14/page	.14/page	.14/page	.14/page

Consolidated Complaints with different complainants are priced as individual cases or negotiated based on approved labor rates.

Price includes all costs of investigation and delivery of original plus 5 copies of investigative report. Additional copies and/or electronic reports are subject to additional costs.

**PREPARATION OF AN ANALYSIS AND RECOMMENDED FINAL AGENCY DECISION  
(FAD) IN DISCRIMINATION COMPLAINTS**

<b>Preparation of an Analysis and Recommended Final Agency Decision (FAD)</b>	<b>Year One 11/1/17- 10/31/18</b>	<b>Year Two 11/1/18- 10/31/2019</b>	<b>Year Three 11/1/2019- 10/31/2020</b>	<b>Year Four 11/1/2020- 10/31/2021</b>	<b>Year Five 11/1/2021- 10/31/2022</b>
595-25 Individual Case*	\$1,470	\$1,470	\$1,470	\$1,470	\$1,470
595-25 Consolidated Case*	\$1,862	\$1,862	\$1,862	\$1,862	\$1,862

\*\*Prices for FADs where the case files are in excess of two volumes are subject to negotiation.

**ALTERNATIVE DISPUTE RESOLUTION**

<b>Labor Rate</b>	<b>Year One 11/1/17- 10/31/18</b>	<b>Year Two 11/1/18- 10/31/2019</b>	<b>Year Three 11/1/2019- 10/31/2020</b>	<b>Year Four 11/1/2020- 10/31/2021</b>	<b>Year Five 11/1/2021- 10/31/2022</b>
Mediator (per hour)	\$200	\$200	\$200	\$200	\$200

**COUNSELING—INDIVIDUAL AND CLASS COMPLAINT**

<b>EEO Counseling</b>	<b>Year One 11/1/17- 10/31/18</b>	<b>Year Two 11/1/18- 10/31/2019</b>	<b>Year Three 11/1/2019- 10/31/2020</b>	<b>Year Four 11/1/2020- 10/31/2021</b>	<b>Year Five 11/1/2021- 10/31/2022</b>
Per case - individual case	\$1,862	\$1,862	\$1,862	\$1,862	\$1,862
EEO Counselor (Per Hour)	\$129	\$129	\$129	\$129	\$129

**EEO CONSULTING, INCLUDING TRAINING AND REFERENCE MATERIALS**

<b>Labor Rate</b>	<b>Year One 11/1/17- 10/31/18</b>	<b>Year Two 11/1/18- 10/31/2019</b>	<b>Year Three 11/1/2019- 10/31/2020</b>	<b>Year Four 11/1/2020- 10/31/2021</b>	<b>Year Five 11/1/2021- 10/31/2022</b>
Officer in Charge	\$186	\$186	\$186	\$186	\$186
Project Manager	\$167	\$167	\$167	\$167	\$167
Team Leader	\$157	\$157	\$157	\$157	\$157
Senior Trainer	\$157	\$157	\$157	\$157	\$157
Senior Analyst/Trainer	\$167	\$167	\$167	\$167	\$167
Analyst	\$118	\$118	\$118	\$118	\$118
Editor/Technical Support	\$135	\$135	\$135	\$135	\$135
Administrative Support	\$69	\$69	\$69	\$69	\$69

**EEO TRAINING**  
**Off-the-Shelf Training –**  
**See attached descriptions of Courses in Appendix A**

<b>Course Title/price per Course</b>	<b># of Days</b>	<b>Min. # of Participants</b>	<b>Max # of Participants</b>	<b>Year One 11/1/17-10/31/18</b>	<b>Year Two 11/1/18-10/31/2020</b>	<b>Year Three 11/1/2020-10/31/2021</b>	<b>Year Four 11/1/2021-10/31/2022</b>	<b>Year Five 11/1/2022-10/31/2023</b>
LOA Training or FAD Training	2	15	20	\$11,432	\$11,432	\$11,432	\$11,432	\$11,432
EEO Counselor or Investigator Training (Basic)	4	15	30	\$16,562	\$16,562	\$16,562	\$16,562	\$16,562
EEO Counselor or Investigator Trng.(Advanced)	1	15	30	\$5,842	\$5,842	\$5,842	\$5,842	\$5,842
Compensatory Damages	1	15	30	\$6,628	\$6,628	\$6,628	\$6,628	\$6,628
EEO Training for Managers/ Supervisors	2	15	30	\$5,405	\$5,405	\$5,405	\$5,405	\$5,405
Training for Employees	1	15	30	\$3,851	\$3,851	\$3,851	\$3,851	\$3,851
Reasonable Accommodation	1	15	30	\$5,709	\$5,709	\$5,709	\$5,709	\$5,709
Recognizing/ Preventing Sexual Harassment	1	15	30	\$3,851	\$3,851	\$3,851	\$3,851	\$3,851

**Delany, Siegel, Zorn & Associates, Inc.**  
**Contract No. GS-02F-002HA**

**APPENDIX A**  
**SIN 595-25**  
**OFF THE SHELF TRAINING COURSE DESCRIPTIONS**

- 1. EEO Training for Managers/Supervisors (two days):** In this course, agency managers and supervisors identify and apply proactive strategies to successfully manage a diverse and productive workforce, contribute to a positive EEO work place and minimize EEO complaints. In addition, they review the informal and formal EEO complaint system including their roles, rights and responsibilities and that of their employees. Using case studies, the managers and supervisors analyze and discuss all significant Federal anti-discrimination laws, policies and theories of discrimination, e.g., disparate treatment (including work place harassment), disability accommodation and religious accommodation. Using film, a role play and case study, they identify and apply key management communication skills and strategies for effectively resolving work place issues and conflicts.
- 2. EEO Training for Employees (one day):** This course is designed for non-supervisory employees who will examine the impact of cultural and other work place biases upon their activities and those of their co-workers in a diverse work place. They review the informal and formal EEO complaint system including their roles, rights and responsibilities and that of their co-workers and managers/ supervisors. Using case studies, the employees analyze and discuss all significant Federal anti-discrimination laws, policies and theories of discrimination, e.g., disparate treatment (including work place harassment), disability accommodation and religion accommodation. They also identify and apply key employee communication skills and strategies for effectively resolving work place issues and conflicts.
- 3. Reasonable Accommodation (one day):** Participants in this course review and analyze an agency's responsibilities under the Rehabilitation Act to provide a reasonable accommodation to a qualified disabled individual. Using practical exercises, they identify and examine key issues arising under the Rehabilitation Act: Who is covered? What impairments are covered? What is a "reasonable accommodation" and an "undue hardship"? What is the relationship between the Rehabilitation Act and other Federal laws and policies such as the Americans With Disabilities Act, the Family and Medical Leave Act and Workers Compensation? Using a case study and role play, the participants also identify and apply strategies for responding to and resolving a request for a reasonable accommodation.



4. **Recognizing and Preventing Sexual Harassment (one day):** Participants in this course will review and discuss Federal laws and EEOC standards for defining sexual harassment within a diverse work place, e.g., quid pro quo and hostile work environment. They will review key elements of an effective prevention program, including managers' liability and employees' responsibilities. Through case studies and role-play, the participants will also analyze their obligation to develop and apply proactive strategies to identify, prevent and resolve sexual harassment issues.
5. **Letters of Acceptance/Dismissal (two days):** This course is designed for EEO professionals who prepare and/or review agency letters of acceptance (LOA) or dismissal under 29 C.F.R. s. 1614. Using a variety of case studies and practical exercises, the participants identify the substantive and procedural standards affecting sound and defensible letters of acceptance and early dismissal letters, including Federal statutes and regulations. Through analytic practice, the participants examine and apply techniques for writing precise, accurate, timely and well-reasoned LOAs in cases relating to timeliness, failure to state a claim, mootness, offer of full relief and failure to cooperate. In addition, the participants analyze complex dismissal issues such as continuing violations, pattern and practice allegations, constructive discharge and hostile environment cases. This course is offered using computer and web-based resources, to allow the participants to work on sample LOAs and access relevant reference material in simulation of their on-the-job challenges.
6. **EEO Counselor Training (Basic) (four days):** This course is designed for new or recently appointed full time and collateral duty EEO counselors with a year or less of actual counseling experience and is designed to meet MD-110 counselor training requirements. Using role play, case study and analysis to supplement extensive written material, the course leads participants through the informal and formal Federal sector EEO complainant system and focuses on the counselor's primary role and responsibilities. The participants examine the seven step process for successful EEO counseling and build on each stage through their exercises: e.g., defining the issues, maintaining neutrality, resolving the issues, making an agreement and preparing a report. This course is taught with computer and web-based exercises and simulates each of the tasks expected of a counselor, including the drafting of a counseling report.

**EEO Counselor Training (Advanced) (one day):** The course is designed for EEO counselors with at least one year of full time or 2 or more years of collateral duty counseling experience and meets the MD-110 8-hour annual up-date requirement. Within a review of Federal sector EEO complainant processing and significant recent EEO decisions, participants identify and apply advanced skills for effectively resolving EEO conflicts, including effective planning, setting the stage for successful resolution, defining and processing the issues, and reaching an agreement using interest-based approaches. Report-writing is covered as well and the course can be offered with computer and web-based support or in a traditional classroom setting.

7. **EEO Investigations (Basic) (four days):** This course is designed for EEO professionals who conduct investigations or manage an agency's EEO investigative processes and system, particularly for those who must meet EEOC-MD-110 requirements. Through film, case studies, role play and exercises, the participants identify the analytical framework, practical skills and substantive knowledge which are required for agencies and investigators to conduct timely, complete and impartial EEO investigations. These include planning, listening and interviewing, maintaining neutrality, analysis and writing. They also review and analyze relevant Federal laws, regulations, theories of discrimination and standards of proof for civil rights investigations. In addition, the participants apply the analytic skills critical to evaluating the information received during an investigation.

**EEO Investigations (Advanced) (one day):** The course is designed for experienced EEO investigators and meets the MD-110 8-hour annual up-date requirement. The one day course is offered as an up-date for experienced agency investigators and explores new cases that may affect investigations as well as new methodology for the effective conduct of investigations.

8. **Writing Final Agency Decisions (two days):** This course is designed for EEO professionals tasked with either writing or reviewing FADs. In this course, the participants will examine the analytical considerations that guide the preparation of timely, well-written and legally sound final agency decisions (FAD). They examine a FAD writer's role, discretion and authority in the Federal sector EEO system and key tools: Federal laws, EEOC regulations and policies, theories of discrimination, standards of proof, remedies and damages. Using case studies and exercise, the participants review and apply standards for evaluating an investigative file and writing a FAD: material, reliable and relevant evidence. They review and analyze an investigative record and draft the essential elements of a FAD based on such record. This course is offered in a computer setting with web-based access to resource materials and is designed to simulate the FAD writer's on-the-job task.
9. **Compensatory Damages (one day):** In this course, civil rights professionals identify and apply the procedural and substantive standards established under the 1991 Civil Rights Act so that they can conduct a systematic, complete, objective analysis of a claim for compensatory damages. The participants develop and apply a framework for analyzing a compensatory damages claim and apply it to case studies and practical exercises. They will examine and discuss significant issues: compensable claims; exclusions; procedural requirements; standards for evaluating a claim; types of damages; EEOC and other guidelines and agency offsets.