

GENERAL SERVICES ADMINISTRATION
Federal Supply Service
Authorized Federal Supply Schedule Price List
Multiple Award Schedule

FSC Group: Human Capital & Professional Services
FSC Class: Human Resources, Compensation & Benefits, Social Services, Business
Administrative Services

Contractor: *ADR Vantage, Inc.*
7525 Royal Oak Dr
McLean, VA 22102
Phone: 202-296-2328
Fax: 202-296-2328
Website: www.adrvantage.com

Contract No.: GS-02F-005GA

Contract Period: 11/2/2017 – 11/3/2026

Contract Administrator: Shayne M. Julius
Director of Operations
202-296-2328
sjulius@advantage.com

Business Size: Small Business, Women-owned, WOSB, EDWOSB

Price list current as of Modification #PO-0014 effective September 30, 2021

Prices Shown Herein are Net (discount deducted)

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: GSAAdvantage.gov

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov

CUSTOMER INFORMATION

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

| SIN | Description |
|-----------|--|
| 541612HC | Agency Human Capital Strategy, Policy and Operations |
| 561EEO | EEO Services |
| 624SS | Social Services, Professional Counseling and Veterans' Readjustment & Behavioral Health Services |
| 52492 | Separation and Retirement |
| 54121HR | Compensation and Benefits |
| 541611 | Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services |
| 541611W | Workforce Analytics and Employee Records |
| 541612EPM | Employee Performance Management |
| 541612LR | Labor Relations |
| 611430TD | Talent Development |
| OLM | Order-Level Materials |

- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract.

| SIN | Labor Category | GSA Price |
|-----------|--------------------------------|-----------|
| 541612HC | Subject Matter Expert, Level I | 159.67 |
| 561EEO | | |
| 624SS | | |
| 52492 | | |
| 54121HR | | |
| 541611 | | |
| 541611W | | |
| 541612EPM | | |
| 541612LR | | |
| 611430TD | | |

- 1c. **Labor Category Descriptions:** See labor descriptions on page 7.
2. **Maximum order:**

| SIN | Maximum Order Limit |
|-----------|---------------------|
| 541612HC | \$1,000,000 |
| 561EEO | \$1,000,000 |
| 624SS | \$1,000,000 |
| 52492 | \$1,000,000 |
| 54121HR | \$1,000,000 |
| 541611 | \$1,000,000 |
| 541611W | \$1,000,000 |
| 541612EPM | \$1,000,000 |

| | |
|----------|-------------|
| 541612LR | \$1,000,000 |
| 611430TD | \$1,000,000 |
| OLM | \$250,000 |

3. **Minimum order:** \$100
4. **Geographic coverage:** Worldwide
5. **Points of productions:** Washington, DC
6. **Discount from list prices:** Ranging from 5% to 27%, depending on the nature of the work by labor category.
7. **Quantity discounts:** None
8. **Prompt payment terms:** Net 30 days
9. **Foreign items:** Not applicable
- 10a. **Time of delivery:** ADR Vantage will adhere to the delivery schedule as specified in the agencies' task orders.
- 10b. **Expedited delivery:** Contact Contractor for negotiated expedited delivery.
- 10c. **Overnight and 2-day Delivery:** Contact Contractor for faster delivery or rush requirements.
- 10d. **Urgent requirements:** Contact Contractor for faster delivery and rush requirements.
11. **F.O.B. point:** Destination
- 12a. **Ordering address:** *ADR Vantage, Inc.*
 2200 Pennsylvania Ave NW, 4th Fl E
 Washington, DC 20037
 202-296-2328
- 12b. **Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs) are found in Federal Acquisition Regulation (FAR) 8.405-3.
13. **Payment address:** *ADR Vantage, Inc.*
 2200 Pennsylvania Ave NW, 4th Fl E
 Washington, DC 20037
 202-296-2328
14. **Warranty provision:** Not applicable

15. **Export packing charges:** Not applicable
16. **Terms and conditions of rental, maintenance and repair:** Not applicable
17. **Terms and conditions of installation:** Not applicable
- 18a. **Terms and conditions of repair parts indicating date of parts price list and discounts:** Not applicable
- 18b. **Terms and conditions of any other services:** Not applicable
19. **List of service and distribution points:** Not applicable
20. **List of participating dealers:** Not applicable
21. **Preventative maintenance:** Not applicable
- 22a. **Special Attributes:** Not applicable
- 22b. **Section 508 Compliance:** Not applicable; however, the EIT standards can be found at www.section508.gov
23. **Data Universal System (DUNS) number:** 84-884-3488
24. **Central Contractor Registration database:** Registered. Cage Code: 1DSJ1

CONFLICT MANAGEMENT

Employees at all levels and whole teams struggle from time to time. Difficult communications, personal and cultural differences, and other challenges can lead to conflict. Left unchecked, conflict leads to lost time, flawed decisions, and stressful work environments.

ADR Vantage's solutions help your employees resolve immediate conflicts, learn to manage matters as they arise, stay focused and respond more effectively in the future.

Conflict Resolution

Conflict Resolution is the right solution when individuals or groups of employees are in conflict. Mediation, conflict coaching, and conflict facilitation for groups are processes that offer a pathway out of the trap of conflict, toward lasting change and resolution.

Conflict Assessment

Conflict Assessments blend surveys, focus groups, and interviews to pinpoint where and how tensions affect the workplace and offer recommendations for improving communication, collaboration and decision making. Conflict Assessments might also be part of an Organization Effectiveness assessment when conflict seems to be a result of organization-wide change or challenges.

Conflict Skills and Capacity Building

ADR Vantage offers training, coaching, webinars, and resources for all levels of your employees along with practice, feedback, and tools to integrate new skills. We help your employees to:

- Communicate respectfully and honestly
- Structure dialogue, debate and decision-making
- Ease rising tensions
- Resolve issues early

Conflict Management System Design Consulting

Taking a systemic approach to conflict across an entire organization requires an integrated strategy and clear plan. ADR Vantage guides you through a staged approach to address immediate needs while preparing the organization for anticipated pressures. Over time, a conflict management system might include skills training, leadership workshops, the development and adoption of team discussion and decision-making procedures, and other internal conflict management processes and principles that reflect your organization's mission, values, and goals.

ORGANIZATION EFFECTIVENESS

Responding to challenges and opportunities while keeping your organization's work flowing and employees and customers happy, requires your constant and steady attention. ADR Vantage's organization effectiveness solutions leverage the unique dynamics of your team to strengthen their resilience and ability to work well together, even in the midst of change and growth.

Audits, Assessments & Planning

Assessments prepare you and your team for the actions you want or need to take to increase productivity, weather an unexpected crisis, or move your organization to the next level. ADR Vantage works side-by-side with you to bring together perspectives from across your organization into a unified vision for your shared success. Whether you need to address an immediate need or opportunity with a Short-term Plan, or you recognize the value of Long-range Strategic Planning to move your organization in a new or different direction, our team gets you focused, aligned, and ready to execute your plans with precision.

Team Development

Effective organizations are powered by effective teams. They coordinate action, develop expertise, and deliver unique value to the whole of the organization. Wherever the team is in its lifespan, ADR Vantage's organization effectiveness solutions for team development incorporate critical elements of team growth and success.

Group & Inter-group Facilitation

Group and inter-group facilitation are solutions when active and full participation by all team members matters. Our framework and skilled facilitators promote a respectful exchange of diverse opinions and ideas so that team members can hear each other, come together around shared goals, and improve and sustain internal and cross-team effectiveness.

Leadership and Personal Effectiveness Coaching

Coaching complements other organization effectiveness solutions and is increasingly recognized as critical for improving interpersonal skills. Existing or emerging leaders often use coaching to hone leadership attributes, adjust ineffective behaviors, and build skill and confidence in supervising and influencing organizational direction and decisions. Coaching is also a solution for all employees wanting to develop insights and skills, and to support stronger relationships and work performance.

TRAINING SERVICES

In study after study, employers recognize that human skills are as important, if not more important, than technical competencies. Employees who can manage relationships, get along with others, and navigate differences often become your most valued employees and emerge as leaders in your organization. High-quality training is a must for gaining and honing those skills, and it's an investment that pays dividends. ADR Vantage's training programs are as engaging as they are informative so that your team can apply newly learned skills and immediately find value in managing conflict, improved collaboration, and better performance.

Workshops & Training Programs

ADR Vantage's skill-building workshops and training programs establish a common foundation for your team to work more effectively together. Our content is relevant and relatable to your workplace, our workshop designs are interactive and engaging, and our team of experienced trainers are friendly and supportive. Custom developed training services are oriented to your team's needs and skill level including: **fundamentals** for people with little previous experience; **follow-on workshops** to keep content fresh; **advanced workshops** for people with previous training and experience; and **train-the-trainer programs** to coach your internal trainers to deliver content and exercises. Customizable workshops are also available for our most requested topics including:

| | |
|--|--|
| <ul style="list-style-type: none"> • Conflict Basics: ASSET Model© | <ul style="list-style-type: none"> • Managing Difficult Conversations |
| <ul style="list-style-type: none"> • Conflict Basics: ASSET Model – Leadership© | <ul style="list-style-type: none"> • Tools of Effective Communication |
| <ul style="list-style-type: none"> • Interpersonal Competencies | <ul style="list-style-type: none"> • Team Development |

Curriculum Design & Development

ADR Vantage creates curricula that is engaging for all learning types. It includes cutting-edge research, common workplace scenarios specific to your industry, and a blend of engaging exercises, practice opportunities, skills coaching, and interactive discussion. We reinforce learning with workbooks, quick reference guides, exercise tools and handouts.

Webinars

ADR Vantage's webinars give your team many options for deepening knowledge, staying current, and picking up practical tips. They are just right for a variety of audience experiences and sizes and can be used time and again as you bring in new staff or form different teams. Whether designed for live delivery or pre-recorded, all our custom-created webinars come with downloadable quick-reference guides that you can add to your online learning library.

Labor Category Descriptions

| Labor Category | Functional Responsibilities | Minimum Requirements |
|---------------------------------------|--|--|
| Arbitrator | Act as an impartial counselor and arbitrator for disputing parties. Conducts analysis of situation and relevant documents and testimonies. Renders a written decision. | <p><i>Minimum years related experience: 10</i></p> <p><i>Minimum education: Graduate degree (often JD or LLM)</i></p> |
| Case Manager | Conducts case intake. Educates parties on processes and procedures. Coordinates, manages and monitors case progress and assists SMEs as needed. Prepares reports. | <p><i>Minimum years related experience: 3</i></p> <p><i>Minimum education: Bachelor's degree</i></p> |
| Clinical Supervisor/ Counselor | Provides regularly scheduled clinical consultation and review to experienced clinical staff through in-person and telephonic consultations. Provides assistance and perspective related to the delivery and management of client services through the selective review of both routine and challenging client situations, and assists clinicians in managing the personal impacts of delivering services as needed. Provides direct services on a wide scale including telephonic and in-person psychosocial assessments, clinical case management, referrals and short term consultations. May at times provide educational and training opportunities and critical incident management and response. | <p><i>Minimum years related experience: 10</i></p> <p><i>Minimum education: Graduate degree</i></p> <p><i>Other qualifications:</i></p> <ul style="list-style-type: none"> · Active clinical license |
| Executive/Leadership Coach | Works with executive and senior-level leaders and their teams to build capabilities/competencies/skills to achieve short- and long-term organization goals using a variety of methods including data collection, assessment, action planning, feedback and/or strategy discussions. | <p><i>Minimum years related experience: 5 years coaching experience plus 10 years relevant professional experience</i></p> <p><i>Other qualifications:</i></p> <ul style="list-style-type: none"> · Certificate from a Recognized Accreditation Organization or equivalent training |
| Program Director/ Contract Manager | Directs, coordinates, monitors and reviews program components and activities of program personnel. Achieves operational objectives by contributing information and recommendations to strategic plans and reviews; preparing and completing action plans; implementing standards, protocol and procedures; resolving problems; completing audits; identifying trends; determining system improvements; implementing change. Supervises, hires, and trains staff and contract SMEs. Ensures compliance with all government regulations and contract requirements. Takes a lead role in contract management and ensuring timely submission of contract deliverables and reporting. | <p><i>Minimum years related experience: 10</i></p> <p><i>Minimum education: Graduate degree*</i></p> |

| Labor Category | Functional Responsibilities | Minimum Requirements |
|--|--|---|
| Program Administrator | Works with internal and external parties to initiate and run projects. Coordinates schedules and activities, places orders for supplies and services, and tracks progress and results. Performs administrative and office support activities and related duties. | <p><i>Minimum years related experience: 5</i></p> <p><i>Minimum education: Bachelor's degree*</i></p> |
| Subject Matter Expert, Level IV (SME4) | <p>Our SME4 may:</p> <ul style="list-style-type: none"> · Act as lead and work with senior level personnel and/or on controversial or highly sensitive subject matters. · Develop and execute large-scale, multi-faceted projects that may include assessment, planning, data gathering, analysis, feedback, recommendations, reports, and other related work. · Conduct experiential training in varying lengths and for various group sizes and audiences. · Develop non-training learning solutions, particularly for senior level personnel, including providing feedback, mentoring and coaching in one-on-one and group settings. · Work with individuals, teams and groups to improve management, leadership, conflict management, and/or related competencies and skills through coaching, dialogue, feedback and/or strategy discussions. · Develop curriculum framework and execute training and development programs, eLearning, and blended learning solutions. Consult on curriculum development, prepare learning objectives, and design and edit curricula content, training, educational and program materials. · Act as lead facilitator and is proficient in leading facilitations involving highly sensitive issues and/or with senior level personnel. Facilitate group sessions to accomplish a variety of group objectives. Design group processes and manage group dynamics, including conflict. As needed, record and summarize results of facilitated sessions. · Act as lead mediator and is proficient in handling complex cases with highly sensitive issues and/or with senior level personnel. Mediate workplace disputes and/or EEO complaints using various styles, including evaluative and facilitative. · Investigate claims of discrimination, counsel employees or applicants for employment who are alleging EEO discrimination, serve as a neutral fact finder or final agency decision writer. · Lead and consult on monitoring and evaluation efforts including develop evaluation schemes/frameworks, design systems, oversee data collection and analysis, make recommendations and prepare reports. · Consult on other areas of subject matter expertise. | <p><i>Minimum years related experience: 12</i></p> <p><i>Minimum education: Graduate degree*</i></p> <p><i>Other qualifications:</i></p> <ul style="list-style-type: none"> · Expert level knowledge in applicable subject matter · Advanced training or certification in applicable subject matter |

| Labor Category | Functional Responsibilities | Minimum Requirements |
|---|---|---|
| Subject Matter Expert, Level III (SME3) | <p>Our SME3 may:</p> <ul style="list-style-type: none"> · Lead large-scale, multi-faceted projects that may include assessment, planning, data gathering, analysis, feedback, recommendations, reports, and other related work. · Conduct experiential training in varying lengths and for various group sizes and audiences. · Develop non-training learning solutions, including providing feedback, mentoring and coaching in one-on-one and group settings. · Work with individuals, teams and groups to improve management, leadership, conflict management, and/or related competencies and skills through coaching, dialogue, feedback and/or strategy discussions. · Develop curriculum framework and execute training and development programs, eLearning, and blended learning solutions. Consult on curriculum development, prepare learning objectives, and design and edit curricula content, training, educational and program materials. · Act as lead facilitator. Facilitate group sessions to accomplish a variety of group objectives. Design group processes and manage group dynamics, including conflict. As needed, record and summarize results of facilitated sessions. · Act as lead mediator. Mediate workplace disputes and/or EEO complaints using various styles, including evaluative and facilitative. · Investigate claims of discrimination, counsel employees or applicants for employment who are alleging EEO discrimination, serve as a neutral fact finder or final agency decision writer. · Lead and consult on monitoring and evaluation efforts including develop evaluation schemes/frameworks, design systems, oversee data collection and analysis, make recommendations and prepare reports. · Consult on other areas of subject matter expertise. | <p><i>Minimum years related experience:</i> 10</p> <p><i>Minimum education:</i> Graduate degree*</p> <p><i>Other qualifications:</i></p> <ul style="list-style-type: none"> · Expert level knowledge in applicable subject matter · Advanced training or certification in applicable subject matter |

| Labor Category | Functional Responsibilities | Minimum Requirements |
|--|---|--|
| Subject Matter Expert, Level II (SME2) | <p>Our SME2 may:</p> <ul style="list-style-type: none"> · Lead projects of a modest scale that may include assessment, planning, data gathering, analysis, feedback, recommendations, reports, and other related work. · Conduct experiential training in varying lengths and for various group sizes and audiences. · Develop non-training learning solutions, including providing feedback and coaching in one-on-one and group settings. · Work with individuals, teams and groups to improve management, leadership, conflict management, and/or related competencies and skills through coaching, dialogue, feedback and/or strategy discussions. · Consult on curriculum development, and design and edit curricula content, training, educational and program materials. · Facilitate group sessions to accomplish a variety of group objectives. Design group processes and manage group dynamics, including conflict. As needed, may record and summarize results of facilitated sessions. · Mediate workplace disputes and/or EEO complaints. · Investigate claims of discrimination, counsel employees or applicants for employment who are alleging EEO discrimination, serve as a neutral fact finder or final agency decision writer. · Consult on monitoring and evaluation efforts including develop evaluation schemes/frameworks, design systems, oversee data collection and analysis, make recommendations and prepare reports. · Consult on other areas of subject matter expertise. | <p><i>Minimum years related experience: 5</i></p> <p><i>Minimum education: Graduate degree*</i></p> <p><i>Other qualifications:</i></p> <ul style="list-style-type: none"> · Well-versed in applicable subject matter · Training or certification in applicable subject matter |

| Labor Category | Functional Responsibilities | Minimum Requirements |
|---------------------------------------|---|---|
| Subject Matter Expert, Level I (SME1) | <p>Our SME1 may:</p> <ul style="list-style-type: none"> · Assist with all phases of a project, including assessment, planning, data gathering, analysis, feedback, recommendations, reports, and other related work. · Assist with and conduct portions of experiential training. · Work with non-executive individuals, teams and groups to improve competencies and skills through coaching, dialogue and feedback. · Assist with designing and editing curricula content, training, educational and program materials. · Assist with group facilitation, including acting as scribe, charting, and summarizing results. · Co-mediate workplace disputes and/or EEO complaints. · Assist with investigating claims of discrimination, counseling employees or applicants for employment who are alleging EEO discrimination, neutral fact finding or final agency decision writing. · Assist with monitoring and evaluation efforts, including system design and conducting data collection and analysis. · Assist with planning events and program administration needs, including but not limited to communications, scheduling, roster management, materials production, facilities coordination, participant tracking, etc. · Assist with research and consulting on other areas of subject matter expertise. | <p><i>Minimum years related experience: 2</i></p> <p><i>Minimum education: Bachelor's degree</i></p> <p><i>Other qualifications:</i></p> <ul style="list-style-type: none"> · Working knowledge of applicable subject matter |

GSA Prices

| Labor Category | 11/3/20- 11/2/21 | 11/3/21- 11/2/22 | 11/3/22- 11/2/23 | 11/3/23- 11/2/24 | 11/3/24- 11/2/25 | 11/3/25- 11/2/26 |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | GSA+IFF | GSA+IFF | GSA+IFF | GSA+IFF | GSA+IFF | GSA+IFF |
| Arbitrator | \$417.16 | \$396.73 | \$404.66 | \$412.75 | \$421.01 | \$429.43 |
| Case Manager | \$163.59 | \$182.62 | \$186.27 | \$190.00 | \$193.80 | \$197.67 |
| Clinical Supervisor/Counselor | \$274.05 | \$253.17 | \$258.24 | \$263.40 | \$268.67 | \$274.04 |
| Executive/Leadership Coach | \$324.46 | \$330.60 | \$337.22 | \$343.96 | \$350.84 | \$357.86 |
| Program Director/Contract Manager | \$241.03 | \$241.81 | \$246.65 | \$251.58 | \$256.61 | \$261.75 |
| Program Administrator | \$117.35 | \$115.05 | \$117.35 | \$119.70 | \$122.09 | \$124.53 |
| Subject Matter Expert, Level IV | \$314.53 | \$317.82 | \$324.18 | \$330.66 | \$337.27 | \$344.02 |
| Subject Matter Expert, Level III | \$261.74 | \$265.99 | \$271.31 | \$276.74 | \$282.28 | \$287.92 |
| Subject Matter Expert, Level II | \$231.65 | \$233.75 | \$238.43 | \$243.20 | \$248.06 | \$253.02 |
| Subject Matter Expert, Level I | \$159.67 | \$153.15 | \$156.21 | \$159.34 | \$162.52 | \$165.77 |