



General Services Administration Federal Supply Schedule

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 of GSA Advantage! is: www.GSAAdvantage.gov.

Human Resources & Equal Employment Opportunity Services

FSC Group: 738
Part: X
FSC Class: R499

Contract Number: GS-02F-0145T

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

Contract Period: August 16, 2007 through August 15, 2012

Contractor: Tunnell Consulting, Inc.
Government Services Group
10627 Jones Street, Suite 101A
Fairfax, Virginia 22030-7520

Email: l.j.fedewa@tunnell-gov.com
TEL (703) 691-2236
FAX (703) 691-2237
<http://www.tunnellconsulting.com>

Point-Of-Contact: Dr. L. J. Fedewa, Government Contracts Administrator

Business Size: Large

Description of Services: Tunnell Consulting defines Human Capital as all functions along the Human Capital continuum – including, but not limited to:

- Linking strategic planning to Organizational Development and Human Capital Planning
- Workforce Planning
- Recruiting & Hiring
- Training & Development
- Performance Management & Evaluation
- Rewards & Promotions
- Managing Resources (retirements, redeployments and separations)
- Competency Development
- Leadership Development
- Succession Planning

Information for Ordering Activities

1. **Awarded Special Item Numbers (SINs):**

595-21 Human Resources General Support Services

For offerings refer to GSA Price List and Labor Category Description Sections.

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

A delivery order for quantities that exceed the maximum order may be placed under the current contract in accordance with FAR 8.404. Sales for orders that exceed the maximum order shall be reported in accordance with GSAR552.238-72. If ordering activity seeks to place an order exceeding \$1,000,000 (pursuant to clause I-FSS-125-- August, 1995), it may seek a price reduction in accordance with FAR 8.404. The contractor is not obligated to grant such a decrease and may decline the order in accordance with FAR 52.216-19.

3. **Minimum Order:** \$100.00

4. **Coverage and Delivery Area:** Tunnell Consulting, Inc. provides domestic delivery.

Domestic delivery is delivery within the 48 contiguous states. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.

5. **Points of production:** None.

6. **Discount(s):** Tunnell Consulting, Inc. does not offer standard discounts for quantity orders.

7. **Quantity discounts:** None

8. **Prompt payment terms:** 1% - NET 15 days

9. **Government Commercial Credit Card:** Tunnell will accept credit cards for payments equal to or less than the micro purchase threshold (\$3000). Tunnell will accept credit cards for payment above the micro-purchase threshold.

10. **Foreign Items:** None

11. **Time of Delivery:** As negotiated by the ordering agency.

12. **FOB Point:** Destination

13a. **Ordering Address:**

Tunnell Consulting, Inc.
Government Services Group
10627 Jones Street, Suite 101A
Fairfax, Virginia 22030-7520

Attn: Contracts Administrator
Email: l.j.fedewa@tunnell-gov.com

TEL (703) 691-2236 FAX (703) 691-2237

13b. **Ordering Procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulations (FAR) 8.405-3

14. Payment Address:

Tunnell Consulting, Inc.
 Government Services Group
 10627 Jones Street, Suite 101A
 Fairfax, Virginia 22030-7520
 EFT: Bank of America
 Routing: 051000017
 Acct: 004128628917
 DUNS 928197235

15. Warranty provision: None.

16. Export packing charges: None

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level). Tunnell will accept credit cards for payment above the micro-purchase threshold.

18. Terms and conditions of rental, maintenance, and repair (if applicable). Not applicable.

19. Terms and conditions of installation (if applicable). Not applicable.

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). Not applicable.

21. List of service and distribution points (if applicable). Not applicable.

22. List of participating dealers (if applicable). Not applicable.

23. Preventive maintenance (if applicable). Not applicable.

24. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). Not applicable.

25. Data Universal Number System (DUNS) Number: 928197235

26. CCR Registration: TUNNELL CONSULTING is registered in CCR database.

GSA PRICE LIST

GSA Labor category	Aug. 16, 2007 – Aug. 15, 2008	Aug. 16, 2008 – Aug. 15, 2009	Aug. 16, 2009 – Aug. 15, 2010	Aug. 16, 2010 – Aug. 15, 2011	Aug. 16, 2011 – Aug. 15, 2012
Senior Executive Advisor	\$ 448.36	\$466.30	\$484.95	\$504.35	\$524.52
Executive Advisor	\$ 380.96	\$396.20	\$412.05	\$428.53	\$445.67
Principal	\$ 353.15	\$367.27	\$381.96	\$397.24	\$413.13
Director	\$ 313.85	\$326.41	\$339.47	\$353.05	\$367.17
Senior Manager	\$ 269.02	\$279.78	\$290.97	\$302.61	\$314.71
HR Project Manager	\$ 226.70	\$235.77	\$245.20	\$255.01	\$265.21
HR Sr. Consultant	\$ 200.50	\$208.52	\$216.86	\$225.53	\$234.55
HR Consultant	\$ 172.29	\$179.18	\$186.35	\$193.80	\$201.55
Analyst	\$ 179.35	\$186.52	\$193.98	\$201.74	\$209.81
Senior Associate	\$ 165.94	\$172.58	\$179.48	\$186.66	\$194.13
Associate I	\$ 89.67	\$93.26	\$96.99	\$100.87	\$104.90
Associate II	\$ 80.71	\$83.93	\$87.29	\$90.78	\$94.41

Labor Category Descriptions

Senior Executive Advisor

Functional Responsibilities:

- Provides leading edge thinking to help clients address and overcome challenging Human Capital and/or Organizational Development issues, develop strategies for the future and think creatively about how to reach goals.
- Assist clients in defining and shaping Human Capital and/or Organizational Development goals, missions and values for their organizations.
- Leverage Human Capital and/or Organizational Development expertise to craft engagement strategy and guide project direction
- Consult directly with top tier executives on Human Capital and/or Organizational Development issues – both in group and individual meetings

Typical Qualifications:

- Widely recognized expert in multiple aspects of Human Capital Management and/or Organizational Development
- Has published numerous books, articles or gained media publicity for expertise in Human Capital Management and/or Organizational Development
- Has previously advised top tier executives in large organizations
- Has earned Master's or Doctorate degree and possesses 15 or more years of experience in field(s) of expertise

Executive Advisor

Functional Responsibilities:

- Provides strategic guidance to help clients address and overcome challenging Human Capital and/or Organizational Development issues, develop strategies for the future and think creatively about how to reach goals.
- Assists clients in defining and shaping the Human Capital and/or Organizational Development goals, mission and values for their organizations.
- Leverages expertise to craft engagement strategy and guide project direction
- Consults directly with executives on Human Capital and/or Organizational Development issues – both in group and individual meetings

Typical Qualifications:

- Recognized expert in relevant aspects of Human Capital Management and/or Organizational Development
- Has published books, articles and/or gained media attention for expertise in Human Capital Management and/or Organizational Development
- Has previously advised executives in small to mid-tier organizations / or top leaders in divisions of major organizations
- Has earned Master's or Doctorate degree and possesses 15 or more years of experience in field(s) of expertise.

Principal

Functional Responsibilities:

- Overall responsibility for the accomplishment of Human Capital and/or Organizational Development project goals and client satisfaction
- Interacts directly with executives in client organization
- Provides Human Capital and/or Organizational Development thought leadership to project team in constructing the approach, recommendations and deliverables.

Typical Qualifications:

- Is experienced leader with 10 or more years of relevant consulting or industry experience
- Accomplished in working with a wide range of organizations – spanning varying sizes and levels of complexity
- Has extensive depth and breadth of expertise in topics to be addressed in project
- Has previously advised and worked closely with executives client organizations
- Has earned Master's or Doctorate degree

Director

Functional Responsibilities:

- Provides insights and expertise to develop creative solutions for client challenges and stated objectives
- Possesses subject matter expertise in areas that are relevant to engagement
- Facilitates key client meetings and interviews

May also be responsible for:

- Ensuring client satisfaction and accomplishment of project objectives
- Overseeing work of team and orchestrates balance of resources deployed to meet goals
- Working with project team sponsors to set project objectives, timeline, approach and deliverables
- Directing the actions of the project team

Typical Qualifications:

- Is experienced leader with 10 or more years of relevant consulting or industry experience
- Has strong expertise in relevant project topics
- Accomplished in working with complex client organizations
- Has overseen the efforts of large project teams
- Routinely advises and works closely with executives client organizations
- Has earned Master's or Doctorate degree

Senior Manager

Functional Responsibilities:

- Provides insights and expertise to develop creative solutions for client challenges and stated objectives
- Possesses subject matter expertise in areas that are relevant to engagement
- Facilitates key client meetings and interviews

May also be responsible for:

- Managing project team, balancing resources, and developing work flow to meet project objectives within the project timeline
- Working with project team to detail how the team will reach objectives, meet timeline, implement the approach and create deliverables
- Providing day-to-day direction project team

Typical Qualifications:

- Is experienced leader with 10 or more years of relevant consulting or industry experience
- Accomplished in working with complex client organizations
- Has overseen the efforts of large project teams
- Has previously advised and worked closely with executives client organizations
- Has earned advanced degree in relevant field

HR Project Manager

Functional Responsibilities:

- Provides insights and expertise to develop creative solutions for client challenges and stated objectives
- Possesses subject matter expertise in areas that are relevant to engagement
- Facilitates key client meetings and interviews

May also be responsible for:

- Managing project team, balancing resources, and developing work flow to meet project objectives within the project timeline
- Working with project team to detail how the team will reach objectives, meet timeline, implement the approach and create deliverables
- Providing day-to-day direction project team

Typical Qualifications:

- Is experienced leader with 7 or more years of relevant consulting or industry experience
- Accomplished in working with complex client organizations
- Experienced in managing project teams
- Has previously advised and worked closely with project team members of client organizations
- Routinely works with client personnel to meet project objectives
- Has earned advanced degree in relevant field

HR Senior Consultant

Functional Responsibilities:

- Performs day-to-day tasks, under the direction of the project manager or above, to fulfill the stated project objectives and create deliverables
- Conducts interviews, focus groups and team meetings with client personnel
- May manage efforts of analysts and associates
- Applies expertise and knowledge to project to assist team in developing creative solutions for client challenges and stated objectives.
- Has prior experience in areas that are relevant to engagement

Typical Qualifications:

- Accomplished in working with complex client organizations
- Experienced in working collaboratively with clients and project teams
- Has earned bachelor's degree and possesses 5 or more years of relevant consulting and/or industry experience

HR Consultant

Functional Responsibilities:

- Performs day-to-day tasks, under the direction of the project manager or above, to fulfill the stated project objectives and create deliverables
- Conducts interviews, focus groups and team meetings with client personnel
- May manage efforts of analysts and associates
- Assists team in developing creative solutions for client challenges and stated objectives.

Typical Qualifications:

- Experienced in working collaboratively with clients and project teams
- Has earned bachelor's degree and possesses 5 or more years of relevant consulting and/or industry experience

Analyst

Functional Responsibilities:

- Works under the direction of Consultant (or above)
- Carries out data collection and analysis in support of project objectives as defined by Consultant (or above)
- Performs quantitative analysis, qualitative analysis, benchmarking and research on topics that are relevant to the project
- Attends client interviews and focus groups
- Compiles information and information into a usable format

Typical Qualifications

- Has 2 or more years of experience
- Has earned Bachelor's degree in relevant field

Senior Associate

Functional Responsibilities:

- Works under the direction of Consultant (or above)
- Supports the development of client interim work products and deliverables
- May attend client interviews and focus groups
- Compiles information, performs analysis and puts information into a usable format

Typical Qualifications

- Has 1 or more years of experience
- Has earned Bachelor's degree in relevant field

Associate I

Functional Responsibilities:

- Works under the direction of Consultant (or above)
- Uses desktop publishing or other software to create reports, slides, graphics and publications related to the project.

Typical Qualifications

- Has 5 or more years of experience
- Has earned Bachelor's degree or equivalent

Associate II

Functional Responsibilities:

- Works under the direction of Consultant (or above)
- Uses desktop publishing or other software to create reports, slides, graphics and publications related to the project.

Typical Qualifications

- Has 1 or more years of experience
- Has earned Bachelor's degree or equivalent

Education/Experience Substitution Policy:

In cases where people in the positions listed above do not have the degree specified, the following equivalent substations may be made:

<u>Degree</u>	<u>Acceptable Substitutions</u>
Bachelor's	Associate's degree plus 4 years of experience or 8 years of related experience
Master's	Bachelor's degree plus 4 years of experience
Doctorate	None