



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 is available through **GSA Advantage! TM**, a menu-driven database system. The INTERNET address for **GSA Advantage! TM** is: <http://www.gsaadvantage.gov>.

Human Resources & EEO Services (HREEO)

FSC Group 738X, Standard Industry Group

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

Contract Number: GS-02F-0130W

Contract Period: Base Period: March 4, 2010 – March 03, 2015

Effective: *Mod CM A365 (Refresh 24) effective June 27, 2014*

Contractor: Deloitte Consulting LLP
1750 Tyson's Blvd.
Suite 800
McLean, VA 22102
Phone: 703-251-1000
<http://www.deloitte.com>

Contract Administration Point of Contact:

Kimberly Gibson, GSA Contracts Manager
1750 Tyson's Blvd.
Suite 800
Phone: (703) 251-1642
Mobile: (703) 853-8827
Fax #: (703) 842-6748
kigibson@deloitte.com

Business Size: Large



Human Resources & EEO Services (HREEO)

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Customer Information

1a	Awarded Special Item Number(s)	SIN 595.21	Human Resource Services (Excluding EEO Services) - Planning - Recruitment/Placement - Position Classification - Training - Function Review
1b.	Lowest Unit Price	See Price List	
1c.	Labor Category Descriptions	See Labor Descriptions	
2.	Maximum Order	\$1,000,000	
3.	Minimum Order	\$100	
4.	Geographic Coverage	World Wide	
5.	Points of Production	As required per task order	
6.	Discount from list Price Statement of Net Price	Prices are net discounted	
7.	Quantity Discounts	NA	
8.	Prompt Payment Terms	Net 30 Days ARO	
9a.	Government Credit Card at or below micro-purchase threshold	Accepted	
9b.	Government Credit Card above micro-purchase threshold	Accepted	
10	Foreign Items	None	
11a.	Time of Delivery	30 Days ARO	
11b.	Expedited Delivery	Negotiated per order	
	<i>Items available for expedited delivery are noted in this price list</i>		
11c.	Overnight and 2-day delivery	Not Applicable	
11d.	Urgent Requirements	Negotiated per order	
	<i>In accordance with clause I-FSS-140-B Deloitte Consulting shall reply to any inquiry for accelerated delivery within 3 working days after receipt of inquiry. Any telephone inquiries or replies will be confirmed by Deloitte Consulting in writing.</i>		



12 FOB Point(s)



Destination

- 13a. Ordering Address(es) Kimberly Gibson
1750 Tyson's Blvd.
Suite 800
McLean, VA. 22102
Phone: 703-251-1642
Mobile: 703-853-8827
- 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 Citibank/Deloitte Consulting LLP
PO Box 7247-6447
Philadelphia, PA 19170-6447
- For courier and Overnight Delivery
Deloitte Consulting LLP
Lockbox #6447
c/o Citibank Lockbox Operations
1615 Brett Road
New Castle DE 19720-2425
15. Warranty Provisions Standard Commercial Warranty
16. Export Packing Charges Not Applicable
- Terms of Government Commercial Credit Card
17. Acceptance None
18. Terms and Conditions of Rental, Maintenance, Repair Not Applicable
19. Terms and Conditions of Installation Not Applicable
20. Terms and Conditions of Repair Parts Not Applicable
- 20a. Terms and Conditions for any other services Not Applicable
21. List of Service and Distribution Points Not Applicable
22. List of Participating Dealers Not Applicable
23. Preventive Maintenance Not Applicable



24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).	Not Applicable
If applicable, Section 508 compliance information available on Electronic and Information Technology (EIT) supplies and services will be addressed on a task order basis. The EIT standards can be found at	
24b. www.Section508.gov	Not Applicable
25. Data Universal Number System (DUNS) Number	019121586
26. Registration in Central Contractor Registration (CCR) Database	1TTG5
27. Uncompensated Overtime	Not Applicable

Contract Overview & Eligible Users of GSA Schedules

Contract Overview

The GSA has awarded Deloitte Consulting LLP a GSA Federal Supply Schedule contract for Human Resources General Support Services & EEO Services (HREEO), Contract No. **GS-02F-0130W**. The current contract period is **3/04/10 – 3/03/2015**. GSA may exercise a total of three additional 5 year option periods for a total possible period of performance of 20 years. The contract allows for the placement of Firm Fixed Price, Time and Materials and Labor Hour task orders using the labor categories and ceiling rates defined in the Deloitte contract and this catalog pricelist.

Authorized Negotiator, Contracts & Ordering Point of Contact

Kimberly Gibson
Deloitte Consulting Services LLP
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Marketing and Technical Point of Contact

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Washington, DC 20001
Telephone: (202) 378-5498
[Email: lpowers@deloitte.com](mailto:lpowers@deloitte.com)

Eligible Users of GSA Schedules

This contract is available for use by all federal government agencies, as a source for Human Resources Business Services, for worldwide use. Executive agencies, other Federal agencies, mixed –ownership Government corporations, and the District of Columbia; government contractors authorized in writing by a Federal agency pursuant to 48 CFR 51.1; and other activities and organizations authorized by statute or regulation to use GSA as a source of supply may use this contract. Additionally, contractors are encouraged to accept orders received from activities within the Executive Branch of the Federal Government.

- SIN 595.21: Human Resources (excluding EEO Services) & Subtasks
 - Planning
 - Recruitment and Internal Placement
 - Position Classification
 - Training
 - Review and Integration Services: Function Review



Firm Overview

Deloitte Consulting LLP (“Deloitte Consulting”) is one of the world’s leading business consulting firms, providing services to transform strategy, processes, information technology, and people. With recognized industry knowledge and experience, Deloitte Consulting helps clients create, defend and/or reinvent their business and economic models by guiding them through the complexity of the digital economy.

Deloitte Consulting is a part of Deloitte Touche Tohmatsu, one of the world’s leading professional services firms, delivering world-class assurance and advisory, tax, and consulting services. Serving nearly one-fifth of the world’s largest companies as well as large national enterprises, public institutions, and successful fast-growing companies, our internationally experienced professionals deliver seamless, consistent services wherever our clients operate. Our mission is to help our clients and our people excel.

A very different approach. For very different results.

Deloitte Consulting has built a reputation as a client-oriented consulting firm with deep technical knowledge. Our most basic client service instincts are to team with our clients to create a shared commitment to success.

Our proactive, collegial approach to client relationships facilitates a continual understanding of our clients’ expectations. We believe that establishing such a relationship is essential to the successful and timely completion of project activities, promotion of client understanding and ownership of projects, and facilitation of a smooth transition into implementation and development efforts. By combining the objectivity, knowledge, experience, and creativity of both our clients and our consultants, we achieve better, more sustainable results.

Working with clients to create a shared sense of ownership for an engagement’s outcome helps to increase realized benefits. We encourage client representatives to serve on project teams as full-time, equal members and to personally take part in defining why the organization needs to change, what needs to change, and how to best achieve the change.

It is the combination of our collaborative relationships with clients and our programmatic and technical experience that give our clients a true advantage because:

- Clients are an integral part of our consulting projects—helping to ensure the effective transfer of knowledge and realization of the recommendations.
- We work with management and project sponsors to help them plan the implementation of their decisions.
- We focus on both the cultural and technical aspects of projects, recognizing that managing change is critical to successful implementation.

In the U.S., Deloitte Consulting draws on the expertise of more than 35,000 client service professionals and we are a leader in providing human capital/human resources services to the federal government. Deloitte Consulting supports all facets of the federal human resources life cycle, including workforce planning, recruitment and internal placement, position classification, training and functional reviews.

Deloitte Consulting has made a significant investment in building our federal human resources management capacity and expertise. Central to our focus is the Deloitte Federal Human Capital Solutions Center (Solutions Center), a key component of Deloitte’s overall strategy to provide innovative solutions to the federal government.

The professionals assigned to our Solutions Center conduct research on and develop alternative approaches to addressing some of the federal government’s most pressing human resources management and transformation challenges. By utilizing effective practices from both the commercial and federal sectors, innovative ideas and model programs have been developed to help federal agencies in their efforts to make human resources management more efficient and effective. We have listened to our federal clients, and have focused much of our research and development activities on human resources management ideas and programs that are (a) practical – whether they are technical, operational or policy-oriented; (b) agency-focused – addressing the needs and concerns of various stakeholders; (c) innovative – utilizing effective practices from both commercial and federal-sector organizations; and, (d) results-driven – positively impacting the federal human resources management community and its stakeholders.

Staffing and Recruitment, Including Subcontractors

Deloitte Consulting consistently deploys the right people to the right place at the right time, and has provided and will continue to provide the federal government clients unmatched human capital resources, including former federal agency human resource leaders, and hundreds of personnel whose qualifications include doctoral and masters degrees and relevant human resources certifications. Additionally, we have a well-defined process for staffing projects with global resources and a management infrastructure capable of ramping up large, complex multi-disciplinary, multi-location projects. In support of this process, we use our Deloitte Profile Search database. This database contains information on the 120,000 global practitioners across all of our entities and allows searches by practice area, industry, geography, availability, skill set, certifications, and other criteria. Our structured staffing process and well-developed support tools enable us to staff and maintain continuity on our projects.

Deloitte believes that collaborating with a small business makes good business sense for everyone. Deloitte’s *Federal Small Business Program Office* (SBPO) has over 150 small businesses that have gone through the vetting process and are available for immediate deployment to support the various Deloitte industries and services. With each federal business opportunity, Deloitte utilizes the resources of this SBPO for complementary small business partnering.

Marketing Services to Federal Clients

Deloitte Consulting has a dedicated Marketing and Business Development organization that will be focused on maximizing our use of the GSA HREEO Schedule. This team will create a Deloitte Consulting HREEO brochure/pricelist for use by client professionals when talking to potential federal clients. They will also hold educational sessions with our various client teams to educate them on the Schedule and how it can be used. Additionally, they will conduct general marketing activities, such as postings on our website, mailers to authorized Schedule users, etc, highlighting the HREEO Schedule award to Deloitte Consulting.

Services

SIN 595-21: Human Resources General Support Services (excluding EEO Services)

SIN 595-21, Subtask: Planning:

Contractor shall provide support in systematic approaches to forecasting the future demand for and supply of employees. Examples of Planning include but are not limited to: Conduct computer and on-line modeling and analysis of needs and future trends; conduct human resource audits; and provide forecasting techniques through the use of experts, trend projection and other forecasting methods.

SIN 595-21, Subtask: Recruiting & Internal Placement

Contractor shall provide extensive support in the field of recruitment and internal placement. Examples of Recruitment and Internal Placement support include but are not limited to: Perform outside recruitment using printed and electronic media, trade schools, job fairs and college visits paying special attention to reaching all segments of the population; manage comprehensive internal recruitment and placement programs which include merit promotion, transfer of function (TOF), reassignment, temporary promotion, detail, realignment, change to lower grade, upward mobility, rotational training assignments, reduction-in-force (RIF), etc; qualifications analysis; manage special recruitment programs such as Senior Executive Service (SES), Outstanding Scholar, Veteran's Readjustment, Disabled, and Student Aid Programs; assessment centers for selection purposes; prepare job vacancy announcements; and provide employment information as appropriate regarding employment opportunities with the Federal government in general and with agency supported activities specifically.

SIN 595-21, Subtask: Position Classification

Contractor shall provide services in a range of classification functions for a variety of occupations and grades in the General Schedule, the Federal Wage System, or other Federal classification systems, in accordance with Title 5, United States Code (USC) or other appropriate authorities. Examples of Classification support include but are not limited to: Review position descriptions for adequacy; implement classification standards; prepare evaluation statements; conduct audits; counsel employees who wish to submit classification appeals; provide advice on position management, organization structure, supervisor/worker ratio and impact of mission/workload changes; and assist in the preparation of position descriptions. Services may be provided with or without delegation of classification signature authority to line managers dependent upon agency policies and requirements.

SIN 595-21, Subtask: Training

Contractor shall conduct a full range of services in HR-specific training support. Examples of Training support include but are not limited to: Provide advice, guidance and assistance to supervisors and employees as well as HR/personnel staff in managing self-improvement training resources; provide assistance in identifying training needs and requirements; coordinate the availability of various training programs, developmental career programs, executive leadership programs, and tuition assistance programs; encourage participation and accountability from management and employees in the training program(s); counsel management and



employees to determine the best and most cost-effective methods of meeting organizational and career developmental needs; recommend, design , and/or conduct programs in areas related to human resources. Services SHALL NOT include mandatory 1102-Series workforce acquisition training. Off-the-shelf training may be tailored to meet specific agency needs. Interactive, multimedia and distance learning techniques may be utilized.

SIN 595-21, Subtask: Review & Integration Services, Function Review

Function Review: Contractor shall provide a review of the human resources department and other offices relating to the implementation function outsourced. Examples include but are not limited to: The Contractor selected to perform the outsourced function meets with the human resources personnel and other personnel as necessary to gain an understanding of the environment in which the work will be performed. This includes establishing agency unique requirements and project management throughout the lifecycle of the outsourced function concerning transition, project status, results, and possible recommendations for change and managing change during the contract period. Function review SHALL NOT include consultation on the business improvement process or preliminary studies under OMB Circular A-76.



Deloitte Consulting LLP Labor Category Descriptions

Experience Substitutions		
H.S. Diploma +4 years additional experience	Equals	Bachelors
Bachelors Degree + 2 years additional experience	Equals	Masters Degree
Masters Degree + 4 years pr Bachelors Degree + 6 years additional experience	Equals	PH.D

Education Substitutions		
A Ph.D may be substituted for 4 years of required experience with a Masters Degree or 6 years with a Bachelors Degree.		
A Masters Degree may be substituted for 2 years of required experience with a Bachelors Degree.		
A Bachelors Degree may be substituted for 4 years of required experience with a H.S Diploma.		

Partner/Principal/Director II, (PPD II):

General Experience A Partner II requires a minimum of 12 years of consulting and/or directly relevant industry experience. Experience includes: executive level management and direction on client engagements, working experience in project definition and business and systems analysis, creation of competitive strategies, and integration of global business solutions. A Partner II works with the Project Director and other senior client staff to monitor quality and risk and identify potential issues and overall project problem areas and designs a strategy for addressing them. A Partner II is proficient in reviewing strategic plans and business strategies and design, organizational and infrastructure designs, and project deliverables to maintain a standard of consistency and quality throughout a project’s life cycle.

Functional Responsibility A Partner II provides strong executive level management and direction. A Partner II has served in this position for several years and possesses a broad understanding of the client’s industry. A Partner II not only brings a thorough understanding of the client’s industry, but also has an extensive tool set of skills to solve the client’s problems. A Partner II knows the client’s industry, and helps the client visualize where they need to be in their particular industry. This position serves in an advisory capacity, providing members of the project team and the client organization a level of quality review to help guide the project to remain on schedule and within budget. A Partner II provides management and technical review, industry insight, issue resolution, and employs proven problem solving techniques, directs critical decision making. This position is also responsible for ensuring quality assurance through the use of Deloitte’s Quality Assurance and Risk Assessment Program deployed on all large engagements.

Minimum Education: Bachelor’s or equivalent

Partner/Principal/Director I, (PPD I):

General Experience A Partner I requires a minimum of 11 years of consulting and/or directly relevant industry experience. Experience includes: executive level management and direction on client engagements, working experience in project definition and business and systems analysis, creation of competitive strategies, and integration of global business solutions. A Partner I works with the Project Director and other senior client staff to monitor quality and risk and identify potential issues and overall project problem areas and designs a strategy for addressing them. A Partner I is proficient in reviewing strategic plans and business strategies and design, organizational and infrastructure designs, and project deliverables to maintain a standard of consistency and quality throughout a project’s life cycle.

Functional Responsibility A Partner I provides strong executive level management and direction. A Partner I has served in this position for several years and possesses a broad understanding of the client's industry. A Partner I not only brings a thorough understanding of the client's industry, but also has an extensive tool set of skills to solve the client's problems. A Partner I knows the client's industry, and helps the client visualize where they need to be in their particular industry. This position serves in an advisory capacity, providing members of the project team and the client organization a level of quality review to help guide the project to remain on schedule and within budget. A Partner I provides management and technical review, industry insight, issue resolution, and employs proven problem solving techniques, directs critical decision making. This position is also responsible for ensuring quality assurance through the use of Deloitte's Quality Assurance and Risk Assessment Program deployed on all large engagements.

Minimum Education: Bachelor's or equivalent

Senior Manager II:

General Experience A Senior Manager II requires a minimum of 10 years of consulting and/or directly relevant industry experience includes: engagement experience in project scope and approach, focus on project delivery and business and technical integration, ability to drive business strategy and planning changes at the executive levels, oversight of key business and process enablers, and management of project resources. A Senior Manager II maintains responsibility for managing the project team and daily operations of project development and fostering client comfort and feasibility with the project objectives and goals. Other experience includes communication with client and project managers and management of multiple projects across various industry lines.

Functional Responsibility A Senior Manager II provides strong senior-level management and has served in this position for several years. A Senior Manager II has responsibility for overall project activities and is the primary point of contact with client executives. This position assumes responsibility for project delivery and oversight of key business enablers on projects and identification of needs for new tools. A Senior Manager II assumes regular interaction and communications with the Government Contracting Officer (CO) and delegated government representatives. Maintains responsibility for managing business solutions, delegating appropriate resources, and fostering quality assurance principles across projects and deliverables and using problem solving techniques to resolve issues. A Senior Manager II is also involved in process and productivity improvement, as well as, systems alignment. Organizational assessments, and program audits, and evaluations are also performed by this position.

Minimum Education: Bachelor's or equivalent

Senior Manager I:

General Experience A Senior Manager I requires a minimum of 9 years of consulting and/or directly relevant industry experience. Experience includes: engagement experience in project scope and approach, focus on project delivery and business and technical integration, ability to drive business strategy and planning changes at the executive levels, oversight of key business and process enablers, and management of project resources. A Senior Manager I maintains responsibility for managing the project team and daily operations of project development and fostering client comfort and feasibility with the project objectives and goals. Other experience includes communication with client and project managers and management of multiple projects across various industry lines.

Functional Responsibility A Senior Manager I provides strong senior-level management and has served in this

position for several years. A Senior Manager I has responsibility for overall project activities and is the primary point of contact with client executives. This position assumes responsibility for project delivery and oversight of key business enablers on projects and identification of needs for new tools. A Senior Manager I assumes regular interaction and communications with the Government Contracting Officer (CO) and delegated government representatives. Maintains responsibility for managing business solutions, delegating appropriate resources, and fostering quality assurance principles across projects and deliverables and using problem solving techniques to resolve issues. A Senior Manager I is also involved in process and productivity improvement, as well as, systems alignment. Organizational assessments, and program audits, and evaluations are also performed by this position.

Minimum Education: Bachelor's or equivalent

Manager II:

General Experience A Manager II is an experienced Manager that has a minimum of seven years of consulting and/or directly relevant industry experience. Experience includes: senior-level management and direction on client engagements, extensive experience in all aspects of leading a project, understanding business needs, experience in formulating project definition, isolating success factors, and aligning firm objectives with client needs. A Manager II maintains the day-to-day interaction with the client, fostering successful program management through performance reviews, assessment and analysis, design and development of solutions, monitoring budget allotments, issues resolution, and implementation. Other experience includes management of local resources, administration of project work plans and processes, and core capabilities in information systems design and technical solutions.

Functional Responsibility A Manager II provides strong management and direction, and is focused on high performance work. A Manager II has served in this position for several years and has extensive consulting experience and industry focus. A Manager II assumes responsibility for managing engagement issues and outlining project work plans and deliverables. Reviews engagement scope for consistency with overall firm and client objectives. Actively manages project resources, budget activities, quality control practices, and project deliverables. Maintains a constant flow of communication with the client and project team and provides technical direction and experience. Assumes responsibility for proper implementation of business solutions and overall project performance. A Manager II also conducts analyses of client problems and develops creative solutions and recommendations. This position also may perform organizational assessments, program audits, and evaluations, system alignment, and process and productivity improvement.

Minimum Education: Bachelor's or equivalent

Manager I:

General Experience A Manager I is an experienced Manager that has a minimum of six years of consulting and/or directly relevant industry experience. Experience includes: senior-level management and direction on client engagements, extensive experience in all aspects of leading a project, understanding business needs, experience in formulating project definition, isolating success factors, and aligning firm objectives with client needs. A Manager I maintains the day-to-day interaction with the client, fostering successful program management through performance reviews, assessment and analysis, design and development of solutions, monitoring budget allotments, issues resolution, and implementation. Other experience includes management of local resources, administration of project work plans and processes, and core capabilities in information systems

design and technical solutions.

Functional Responsibility A Manager I provides strong management and direction, and is focused on high performance work. A Manager I has served in this position for several years and has extensive consulting experience and industry focus. A Manager I assumes responsibility for managing engagement issues and outlining project work plans and deliverables. Reviews engagement scope for consistency with overall firm and client objectives. Actively manages project resources, budget activities, quality control practices, and project deliverables. Maintains a constant flow of communication with the client and project team and provides technical direction and experience. Assumes responsibility for proper implementation of business solutions and overall project performance. A Manager I also conducts analyses of client problems and develops creative solutions and recommendations. This position also may perform organizational assessments, program audits, and evaluations, system alignment, and process and productivity improvement.

Minimum Education: Bachelor's or equivalent

Senior Consultant II

General Experience A Senior Consultant II is an experienced senior consultant that has a minimum of four years of consulting and/or directly relevant industry experience and/or educational training in related fields. Experience includes: support program management and familiarity with client issues, assistance with design issues, leading client teams, analysis of project data, and development of appropriate deliverables. A Senior Consultant II is proficient in the use of firm tools and enablers to better support the overall objectives and goals of the program objectives. A Senior Consultant II demonstrates these skills by performing status reports, verifying work plan completeness, and communicating with team members. Other experience includes development of leadership/management skills, performing benchmark analyses, building organizational design models, and defining business and technical needs.

Functional Responsibility A Senior Consultant II provides senior-level analytical and program support, and is focused on providing high performance work. A Senior Consultant II contributes to engagement work plan development and often leads assigned engagement tasks to completion within scope and budget. Serves as a senior-level analytical correspondent within engagement team. Assumes responsibility for contributing to work plan development, reaching engagement milestones, and often leading specific project tasks. Applies business modeling, process modeling, and business design techniques. Conducts analysis of appropriate consulting tools to satisfy program requirements, and creates project deliverables. Formulates diagnoses through financial or statistical modeling, assesses appropriate alternatives, and offers conclusions to Project Manager. This position performs analyses and makes diagnoses, as well as defines symptoms and problems, and develops conclusions. A Senior Consultant II also participates in organizational assessments, and leads performance measures and indicators analysis.

Minimum Education: Bachelor's or equivalent

Senior Consultant I

General Experience A Senior Consultant I is an experienced senior consultant that has a minimum of three years of consulting and/or directly relevant industry experience and/or educational training in related fields. Experience includes: support program management and familiarity with client issues, assistance with design issues, leading

client teams, analysis of project data, and development of appropriate deliverables. A Senior Consultant I is proficient in the use of firm tools and enablers to better support the overall objectives and goals of the program objectives. A Senior Consultant I demonstrates these skills by performing status reports, verifying work plan completeness, and communicating with team members. Other experience includes development of leadership/management skills, performing benchmark analyses, building organizational design models, and defining business and technical needs.

Functional Responsibility A Senior Consultant I provides senior-level analytical and program support, and is focused on providing high performance work. A Senior Consultant I contributes to engagement work plan development and often leads assigned engagement tasks to completion within scope and budget. Serves as a senior-level analytical correspondent within engagement team. Assumes responsibility for contributing to work plan development, reaching engagement milestones, and often leading specific project tasks. Applies business modeling, process modeling, and business design techniques. Conducts analysis of appropriate consulting tools to satisfy program requirements, and creates project deliverables. Formulates diagnoses through financial or statistical modeling, assesses appropriate alternatives, and offers conclusions to Project Manager. This position performs analyses and makes diagnoses, as well as defines symptoms and problems, and develops conclusions. A Senior Consultant I also participates in organizational assessments, and leads performance measures and indicators analysis.

Minimum Education: Bachelor's or equivalent

Consultant I:

General Experience A Consultant I requires a minimum of one year in the consulting field or other related work experience. Experience includes: proficiency in analysis and defining business needs, applying methodologies, support of program management, exposure to client issues, and development of project deliverables. A Consultant I provides assistance on completing work plan activities, analyzes relevant data and information, and institutes and supports business solutions. Other experience includes process improvement diagnoses, process modeling and documentation, benchmarking activities, and exposure to change management principles.

Functional Responsibility A Consultant I provides analytical and program support, and is focused on high performance work. In Consulting Services, this position completes assigned engagement tasks within the project scope and budget, while meeting deliverable requirements. Serves as a key analytical resource on engagement team. Assumes responsibility for conducting relevant research, distilling data, and creating reports. Actively engages consulting tools and methodologies to meet project objectives and complete program management activities. Maintains responsibility for quality assurance practices and fostering completion and accuracy of system documentation. A Consultant I may also participate in organizational assessments, and performance measures and indicators.

Minimum Education: Bachelor's or equivalent

Jr. Consultant:

General Experience A Jr Consultant requires some experience in the consulting field or other related work experience. Experience includes: proficiency in analysis and defining business needs, applying methodologies, support of program management, exposure to client issues, and development of project deliverables. A Jr. Consultant provides assistance on completing work plan activities, analyzes relevant data and information, and

institutes and supports business solutions. Other experience includes process improvement diagnoses, process modeling and documentation, benchmarking activities, and exposure to change management principles.

Functional Responsibility A Jr. Consultant provides analytical and program support, and is focused on high performance work. In Consulting Services, this position completes assigned engagement tasks within the project scope and budget, while meeting deliverable requirements. Serves as a key analytical resource on engagement team. Assumes responsibility for conducting relevant research, distilling data, and creating reports. Actively engages consulting tools and methodologies to meet project objectives and complete program management activities. Maintains responsibility for quality assurance practices and fostering completion and accuracy of system documentation. A Jr Consultant may also participate in organizational assessments, and performance measures and indicators.

Minimum Education: Bachelor's or equivalent

Business Analyst I:

General Experience A Business Analyst I at a minimum has a completed undergraduate degree in Business Administration, Finance, marketing, Accounting, engineering, Economics, MIS or related discipline. A Business Analyst I provides strong analytical support while serving to help identify the scope and objectives of project engagements, as well as, provide analytical support and research within the firm on a day-to-day basis. This position completes assigned engagement tasks within the project scope and budget, while meeting deliverable requirements. This position conducts research, and collects and distills data. A Business Analyst I is also expected to be proficient in Deloitte Consulting's approved consulting tools.

Functional Responsibility A Business Analyst I provides analytical support while serving to help identify the scope and objectives of project engagements, as well as, remain focused on performance measures and indicators. A Business Analyst I also conducts analytical support and research within the Consulting Services arena. Assumes responsibility for analyzing and documenting data, conducting extensive research, and integrating business solutions. Performs financial and data modeling, evaluates current processes, and prepares appropriate documentation for client. Maintains accountability for process deliverables and business presentations to client. This position completes assigned engagement tasks within the project scope and budget, while meeting deliverable requirements.

Minimum Education: Bachelor's or equivalent

Jr Business Analyst:

General Experience A Jr Business Analyst at a minimum has a completed an Associate degree in Business Administration, Finance, marketing, Accounting, engineering, Economics, MIS or related discipline. A Jr Business Analyst provides strong analytical support while serving to help identify the scope and objectives of project engagements, as well as, provide analytical support and research within the firm on a day-to-day basis. This position completes assigned engagement tasks within the project scope and budget, while meeting deliverable requirements. This position conducts research, and collects and distills data. A Jr Business Analyst is also expected to be proficient in Deloitte Consulting's approved consulting tools.

Functional Responsibility A Jr Business Analyst provides analytical support while serving to help identify the



scope and objectives of project engagements, as well as, remain focused on performance measures and indicators. A Jr Business Analyst also conducts analytical support and research within the Consulting Services arena. Assumes responsibility for analyzing and documenting data, conducting extensive research, and integrating business solutions. Performs financial and data modeling, evaluates current processes, and prepares appropriate documentation for client. Maintains accountability for process deliverables and business presentations to client. This position completes assigned engagement tasks within the project scope and budget, while meeting deliverable requirements.

Minimum Education: High School Degree



***Deloitte Consulting - Billing Rates
Contract Base Period, 5 Years
March 4, 2010 – March 03, 2015
Contract: GS-02F-0130W***

SIN 595-21 & Subtasks: Planning
 Recruitment and Internal
 Placement
 Position Classification
 Training
 Function Review

Labor Category	Base Period – Year #1, 3/04/10 -3/03/11	Base Period	Base Period - Year #3, 3/04/12 - 3/03/13	Base Period - Year #4, 3/04/13 -3/03/14	Base Period - Year #5 , 3/04/14 -3/03/15
		- Year #2, 3/04/11 - 3/03/12			
Partner/Principal/Director II	\$336.51	\$349.97	\$363.96	\$378.52	\$393.66
Partner/Principal/Director I*	NA	NA	NA	\$372.86	\$387.77
Senior Manager II	\$296.21	\$308.05	\$320.38	\$333.19	\$346.52
Senior Manager I*	NA	NA	NA	\$290.13	\$301.74
Manager II	\$251.88	\$261.95	272.43	\$283.33	\$294.66
Manager I*	NA	NA	NA	\$242.53	\$252.23
Senior Consultant II	201.50	\$209.56	\$217.94	\$226.66	\$235.73
Senior Consultant I*	NA	NA	NA	\$177.93	\$185.05
Consultant I	\$141.05	\$146.69	\$152.56	\$158.66	\$165.01
Jr. Consultant*	NA	NA	NA	\$155.26	\$161.47
Business Analyst I	\$116.87	\$121.54	\$126.41	\$131.46	\$136.72
Jr. Business Analyst*	NA	NA	NA	\$ 81.60	\$ 84.86

- Escalation is 4% per annum
- Billing rates include 0.75% IFF

**Labor Categories added via Modification #:
PO-0011 dated 05/09/2013*



"The Service Contract Act (SCA) is applicable to this contract as it applies to the entire Human Resources & EEO Services Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and / or when the contractor adds SCA labor categories / employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the Applicable wage determination number. Failure to do so may result in cancellation of the contract."

G-FSS-920 Ordering Procedures for Services (Requiring a Statement of Work) (May 2000)

GSA has established special ordering procedures for services that require a Statement of Work. These special ordering procedures take precedence over the procedures in FAR 8.404 (b)(2) through (b)(3).

GSA has determined that the prices for services contained in the contractor's price list applicable to this Schedule are fair and reasonable. However, the ordering office using this contract is responsible for considering the level of effort and mix of labor proposed to perform a specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

(a) When ordering services, ordering offices shall—

(1) Prepare a Request (Request for Quote or other communication tool):

- (i) A statement of work (a performance-based statement of work is preferred) that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.
- (ii) The request should include the statement of work and request the contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering office makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials proposal may be requested. The firm-fixed price shall be based on the prices in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any travel costs or other direct charges related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor-hour and time-and-materials orders.
- (iii) The request may ask the contractors, if necessary or appropriate, to submit a project plan for performing the task, and information on the contractor's experience and/or past performance performing similar tasks.
- (iv) The request shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past

performance information in determining technical qualification of responses.

(2) Transmit the Request to Contractors:

- (i) Based upon an initial evaluation of catalogs and price lists, the ordering office should identify the contractors that appear to offer the best value (considering the scope of services offered, pricing and other factors such as contractors' locations, as appropriate).
- (ii) The request should be provided to three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold. For proposed orders exceeding the maximum order threshold, the request should be provided to additional contractors that offer services that will meet the agency's needs. Ordering offices should strive to minimize the contractors' costs associated with responding to requests for quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, when possible.

(3) Evaluate Responses and Select the Contractor to Receive the Order: After responses have been evaluated against the factors identified in the request, the order should be placed with the schedule contractor that represents the best value. (See FAR 8.404)

For orders requiring travel or other expenses, these are considered *open market items* (items not priced in this schedule) and FAR part 31 will apply.

Blanket Purchase Agreement

Ordering activities may establish BPAs under any schedule contract to fill repetitive needs for supplies or services. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPAs and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). In determining how many BPAs to establish, consider:

- The scope and complexity of the requirement(s);
- The need to periodically compare multiple technical approaches or prices;
- The administrative costs of BPAs; and
- The technical qualifications of the schedule contractor(s).

Establishment of a single BPA, or multiple BPAs, shall be made using the same procedures outlined in 8.405-1 or 8.405-2. BPAs shall address the frequency of ordering, invoicing, discounts, requirements (e.g. estimated quantities, work to be performed), delivery locations, and time.

When establishing multiple BPAs, the ordering activity shall specify the procedures for placing orders under the BPAs.

Establishment of a multi-agency BPA against a Federal Supply Schedule contract is permitted if the multi-agency BPA identifies the participating agencies and their estimated requirements at the time the BPA is established.

Ordering from BPAs:

Single BPA. If the ordering activity establishes one BPA, authorized users may place the order directly under the established BPA when the need for the supply or service arises.

Multiple BPAs. If the ordering activity establishes multiple BPAs, before placing an order exceeding the micro-purchase threshold, the ordering activity shall:

- Forward the requirement, or statement of work and the evaluation criteria, to an appropriate number of BPA holders, as established in the BPA ordering procedures; and
- Evaluate the responses received, make a best value determination (see 8.404(d)), and place the order with the BPA holder that represents the best value.

BPAs for hourly rate services. If the BPA is for hourly rate services, the ordering activity shall develop a statement of work for requirements covered by the BPA. All orders under the BPA shall specify a price for the performance of the tasks identified in the statement of work.

Duration of BPAs. BPAs generally should not exceed five years in length, but may do so to meet program requirements. Contractors may be awarded BPAs that extend beyond the current term of their GSA Schedule contract, so long as there are option periods in their GSA Schedule contract that, if exercised, will cover the BPA's period of performance.

Review of BPAs:



The ordering activity that established the BPA shall review it at least once a year to determine whether:



- The schedule contract, upon which the BPA was established, is still in effect;
- The BPA still represents the best value (see 8.404(d)); and
- Estimated quantities/amounts have been exceeded and additional price reductions can be obtained.

The ordering activity shall document the results of its review.



USA Commitment to Promote Small Business Participation Procurement Programs

Preamble

Deloitte Consulting LLP provides commercial products and services to ordering activities. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

Commitment

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrates our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business who will supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., that will seek to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact: Joyce Harris; Phone: 202-378-5448; [email: jharris@deloitte.com](mailto:jharris@deloitte.com)



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