

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

Human Resources & Equal Employment Opportunity Services

FSC Group: 738 X

FSC Class: R799

Contract No.: GS-02F-0063U

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

Contract Period: 3/13/2008 - 3/12/2013



**Watson Wyatt Worldwide - Washington DC
901 North Glebe Road
Arlington, VA 22203
Telephone: (703) 258-8177
Fax: (703) 258-8099
<http://www.watsonwyatt.com>**

Business Size/Status: Large

Prices shown herein are NET (discount deducted).

Pricelist current through PA-0001, dated March 25, 2008



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GENERAL CONTRACT INFORMATION

1a. Table of Awarded Special Item Numbers (SINs):
(Please refer to page #4 for a more detailed description)

SIN 595-21 : Human Resources General Support Services

1b. Lowest Priced Model Number and Lowest Price: Please refer to our rates on page #12

1c. Labor Category Descriptions: Please refer to page #10

2. Maximum Order: \$ 1,000,000.00

3. Minimum Order: \$100.00

4. Geographic Coverage: Domestic Only

5. Point (s) of Production: Not Applicable

6. Discount from List Price: All Prices Herein are Net

7. Quantity Discounts: Not Applicable

8. Prompt Payment Terms: Net 30 days

9a. Government Purchase Card *is* accepted at or below the micro – purchase threshold.

9b. Government Purchase Card *is not* accepted above the micro – purchase threshold.

10. Foreign Items: None

11a. Time of Delivery: To Be Negotiated with Ordering Agency

11b. Expedited Delivery: To Be Negotiated with Ordering Agency

11c. Overnight and 2-Day Delivery: To Be Negotiated with Ordering Agency

11d. Urgent Requirement: To Be Negotiated with Ordering Agency

12. F.O.B. Point(s): Destination

13a. Ordering Address: Watson Wyatt Worldwide - Washington DC
Attn: Kelly Warde / GSA Orders
901 N Glebe Road
Arlington, VA 22203

13b. For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment Address: Watson Wyatt Worldwide
Attn: Accounts Receivable / GSA Orders
P.O. Box 277665
Atlanta, GA 30384-7665

15. Warranty Provision: Not Applicable

16. Export Packing Charges: Not Applicable

- | | |
|---|--|
| 17. Terms & Conditions of Government Purchase Card Acceptance: | Contact Contract Administrator |
| 18. Terms and conditions of rental, maintenance, and repair: | 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: | Not Applicable |
| 20a. Terms and conditions for any other services (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. Preventative maintenance (if applicable) | Not Applicable |
| 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants.): | Not Applicable |
| 24b. Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/ : | Contact Contract Administrator for more information. |
| 25. Data Universal Number System (DUNS) Number: | 003261047 |
| 26. Watson Wyatt Worldwide - Washington DC <i>is</i> registered in the Central Contractor Registration (CCR) database. | |

CONTRACT OVERVIEW

GSA awarded Watson Wyatt Worldwide - Washington DC a GSA Federal Supply Schedule contract for Human Resources & Equal Employment Opportunity Services (HR EEO), Contract No. GS-02F-0063U. The current contract period is 3/13/2008 - 3/12/2013. GSA may exercise a total of up to three additional 5 year option periods. The contract allows for the placement of Firm Fixed Price or Time and Materials task orders using the labor categories and ceiling rates defined in the contract.

CONTRACT ADMINISTRATOR

Kelly Warde
Watson Wyatt Worldwide - Washington DC
901 N. Glebe Road
Arlington, VA 22203
Telephone: (703) 258-8017
Fax Number: (703) 258-8099
Email: kelly.warde@watsonwyatt.com

MARKETING AND TECHNICAL POINT OF CONTACT

Janid Harrington
Watson Wyatt Worldwide - Washington DC
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Arlington, VA 22203
Telephone: (703) 258-8177
Fax Number: (703) 258-8099
Email: janid.harrington@watsonwyatt.com

CONTRACT USE

This contract is available for use by all federal government agencies, as a source for Human Resources & Equal Employment Opportunity 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.

CONTRACT SCOPE

The contractor shall provide all resources including personnel, management, supplies, services, materials, equipment, facilities and transportation necessary to provide a wide range of professional services as specified in each task order.

Services specified in a task order may be performed at the contractor's facilities or the ordering agencies' facilities. The government will determine the contractor's compensation by any of several different methods (to be specified at the task order level) e.g., a firm-fixed price for services with or without incentives, labor hours or time-and-material.

The Special Item Numbers (SINs) available under this contract provide services across the full life cycle of a project. When task orders are placed, they must identify the SIN or SINs under which the task is being executed. Watson Wyatt Worldwide - Washington DC has been awarded a contract by GSA to provide services under the following SINs:

595-21 Human Resources General Support Services

A full description of each SIN definition and examples of the types of work covered by the SIN are provided below.

SPECIAL ITEM NUMBER (SIN) DESCRIPTION

SIN 595-21 HUMAN RESOURCES GENERAL SUPPORT SERVICES:

Human Resources services may include, but are not limited to the following:

- *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.
- *Review and Integration Services*
 - *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.
 - *Integrator:* Contractor shall act as program manager to connect/integrate the various functions performed by multiple Contractors. Examples include but are not limited to interconnecting the operations of different Contractors performing human resources outsourcing activities within an agency and maintaining the interconnection among Contractors and their functions while acting in a key contractor role. Examples include maintaining the interface between a Contractor performing payroll functions and another Contractor performing personnel records functions.

INSTRUCTIONS FOR PLACING ORDERS FOR SERVICES BASED ON GSA SCHEDULE HOURLY RATES

GSA provides a streamlined, efficient process for ordering the services you need. GSA has already determined that Watson Wyatt Worldwide - Washington DC meets the technical requirements and that our prices offered are fair and reasonable. Agencies may use written orders; facsimile orders, credit card orders, blanket purchase agreement orders or individual purchase orders under this contract.

If it is determined that your agency needs an outside source to provide HR EEO services, follow these simple steps:

Step 1. Develop a Statement of Work (SOW)

In the SOW, include the following information:

- Work to be performed,
- Location of work,
- Period of performance;
- Deliverable schedule, and
- Special standards and any special requirements, where applicable.

Step 2. Select Contractor and Place Order

- If the order is at or below the micro-purchase threshold, select the contractor best suited for your needs and place the order.
- If the order is exceeding but less than the maximum order threshold (MOT), prepare an RFQ;
- If the order is in excess of the MOT, prepare an RFQ. Consider expansion of competition and seek price reductions.

Step 3. Prepare a Request for Quote (RFQ)

- Include the SOW and evaluation criteria;
- Request fixed price, ceiling price, or, if not possible, labor hour or time and materials order;
- If preferred, request a performance plan from contractors and information on past experience; and include information on the basis for selection.
- May be posted on GSA's electronic RFQ system, e-Buy

Step 4. Provide RFQ to at least Three Firms

Step 5. Evaluate Offers, Select Best Value Firm, and Place Order

REQUIREMENTS EXCEEDING THE MAXIMUM ORDER

In accordance with FAR 8.404, before placing an order that exceeds the maximum order threshold, ordering offices shall:

- Review additional schedule contractors' catalogs/price lists or use the "GSA Advantage!" on-line shopping service;
- Based upon the initial evaluation, generally seek price reductions from the schedule contractor(s) appearing to provide the best value (considering price and other factors); and
- After price reductions have been sought, place the order with the schedule contractor that provides the best value and results in the lowest overall cost alternative (see FAR 8.404(a)). If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

Vendors may:

Offer a new lower price for this requirement (the Price Reduction clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations.)

- Offer the lowest price available under the contract; or
- Decline the order (orders must be returned in accordance with FAR 52.216-19).

A task order that exceeds the maximum order may be placed with the Contractor selected in accordance with FAR 8.404. The order will be placed under the contract.

Sales for orders that exceed the Maximum Order shall be reported in accordance with GSAR 552.238-74.

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.

LABOR CATEGORY DESCRIPTIONS

The following education / experience substitution apply to all GSA labor categories under this schedule. These substitutions may be applied in both directions.

2 Years Experience	Equals	AA Degree
2 Years Experience + AA Degree	Equals	BS Degree
4 Years Experience	Equals	BS Degree
3 Years Experience + BS	Equals	Masters Degree
7 Years Experience	Equals	Masters Degree
4 Years Experience + MS	Equals	PhD

Consultant I
Minimum/General Experience: Entry level position
Functional Responsibility: Provides assistance through data collection and materials development. May perform as an analyst; supporting the completion of smaller tasks through compiling data based on research findings, drafting reports, and performing other necessary services to support the program within estimated time frames.
Minimum Education: Bachelors Degree

Consultant II
Minimum/General Experience: 12 months of business experience
Functional Responsibility: Provides project support through data collection and materials development. May perform as an analyst; supporting the completion of project tasks through compiling data based on research findings, drafting reports as needed, and performing other necessary services to support the program within estimated time frames. May work within a technical specialty.
Minimum Education: Bachelors Degree

Consultant III
Minimum/General Experience: 18 months of business experience
Functional Responsibility: Provides task-specific business assistance and guidance to project teams in specialized areas through data collection and materials development. Performs as both an analyst and a project team member – supporting the completion of smaller project tasks within his or her technical specialty.
Minimum Education: Bachelors Degree

Consultant IV
Minimum/General Experience: 24 months of business experience
Functional Responsibility: Supports the completion of medium-sized project tasks within his or her technical specialty. May perform functions that include but are not limited to: task-specific business assistance and guidance to project teams in specialized areas through more advanced data collection and materials development; development of human capital strategic plans, workforce analytics and human resources organizational planning services; collecting and analyzing HR data; making recommendations to project team managers; offering direction / guidance to junior staff.
Minimum Education: Bachelors Degree

Consultant V
Minimum/General Experience: 30 months of business experience
Functional Responsibility: Supports the completion of medium-sized project tasks within his or her technical specialty. May perform functions that include but are not limited to: task-specific business assistance and guidance to project teams in specialized areas through more advanced data collection and materials development; development of human capital strategic plans, workforce analytics and human resources organizational planning services; collecting and analyzing HR data; making recommendations to project team management; offering direction or guidance to junior staff.
Minimum Education: Bachelors Degree

Senior Consultant I
Minimum/General Experience: Three (3) years of business experience
Functional Responsibility: Responsible for the design, development and/or technical execution of projects. May perform functions including but not limited to: providing project management support for smaller-scale projects or tasks on larger-scale projects; providing analysis, assessments and solutions in area of expertise; conducting studies to include risk analysis, contingency planning and feasibility studies; implementing HR programs and unit test plans; providing administrative direction for project personnel; developing reports for dissemination to the client.
Minimum Education: Bachelors Degree

Senior Consultant II
Minimum/General Experience: Four (4) years of business experience.
Functional Responsibility: Responsible for the design, development and/or technical execution of projects. May perform functions including but not limited to: providing project management support for smaller-scale projects or tasks on larger-scale projects; providing analysis, assessments and solutions in area of expertise; conducting studies to include risk analysis, contingency planning and feasibility studies; implementing HR programs and unit test plans; providing administrative direction for project personnel; developing reports for dissemination to the client.
Minimum Education: Bachelors Degree

Senior Consultant III
Minimum/General Experience: Five (5) years of business experience.
Functional Responsibility: Responsible for the design, development and/or technical execution of projects. May perform functions including but not limited to: providing project management support for smaller-scale projects or tasks on larger-scale projects; providing analysis, assessments and solutions in area of expertise; conducting studies to include risk analysis, contingency planning and feasibility studies; implementing HR programs and unit test plans; providing administrative direction for project personnel; developing reports for dissemination to the client.
Minimum Education: Bachelors Degree

Senior Consultant IV
Minimum/General Experience: Six (6) years of business experience.
Functional Responsibility: Senior level staff member who is responsible for the design, development and/or technical execution of projects. May perform functions including but not limited to: providing project management support and guidance and direction on strategic matters for projects or tasks; providing interface with client leadership; providing analysis, assessments and solutions in area of expertise; conducting studies to include risk analysis, contingency planning and feasibility studies; implementing HR programs and unit test plans; providing administrative direction for project personnel; developing reports for dissemination to the client.
Minimum Education: Bachelors Degree

Senior Consultant V
Minimum/General Experience: Seven (7) years of business experience.
Functional Responsibility: Senior level staff member who is responsible for the design, development and/or technical execution of projects. May perform functions including but not limited to: providing project management support and guidance and direction on strategic matters for projects or tasks; providing interface with client leadership; providing analysis, assessments and solutions in area of expertise; conducting studies to include risk analysis, contingency planning and feasibility studies; implementing HR programs and unit test plans; providing administrative direction for project personnel; developing reports for dissemination to the client.
Minimum Education: Bachelors Degree

**HOURLY RATES FOR SERVICES
SIN 595-21**

SIN	Labor Category	GSA Rate w/ 3/4% IFF
595-21	Consultant I	\$ 141.24
595-21	Consultant II	\$ 162.64
595-21	Consultant III	\$ 196.88
595-21	Consultant IV	\$ 226.84
595-21	Consultant V	\$ 243.96
595-21	Senior Consultant I	\$ 269.64
595-21	Senior Consultant II	\$ 299.60
595-21	Senior Consultant III	\$ 350.96
595-21	Senior Consultant IV	\$ 372.36
595-21	Senior Consultant V	\$ 402.32