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Susan Combs Texas Comptroller of Public Accounts

Search TXMAS Contracts:

Rebates: Pursuant to Texas Government Code § 2155.510(b), rebates generated from TXMAS contract purchases made using federal funds must be reported to the federal funding agency for reporting and reconciliation purchases. Each quarter of the State's fiscal year, TXMAS contractors rebate .75% of their TXMAS sales to the State of Texas via the Texas Comptroller of Public Accounts (CPA). It is the purchasing entity's responsibility to report the amount of rebate using the above percent based on the total dollar value of the TXMAS purchase order.

Example: A purchasing entity receives and uses federal funds of \$50,000 to purchase items/services on a TXMAS contract. The purchasing entity must report to the federal fund-provider that a sales rebate of \$375 (\$50,000 * .75% = \$375) will be paid to the State of Texas by the TXMAS contractor.



JDG ASSOCIATES, INC.
Contract 1XMAS-8-738X020

On-Line Catalog/Order Processing

HUMAN RESOURCES & EQUAL OPPORTUNITY SERVICES

Corporate Office:
JDG ASSOCIATES, INC.
27 SCENIC LOOP ROAD
BOERNE TX 78006
USA

Delivery: AS SPECIFIED BY THE AGENCIES' PURCHASE ORDER
EXPEDITED: CONTACT CONTRACTOR

FOB Point: DESTINATION
Terms: 1% - 10 DAYS, NET 30 DAYS

Send PO to:
JDG ASSOCIATES, INC.
27 SCENIC LOOP ROAD
BOERNE TX 78006
USA
Vendor ID: 17426973578

Remit To: JDG ASSOCIATES, INC.
27 SCENIC LOOP ROAD
BOERNE TX 78006
USA
Vendor ID: 17426973578

Invoice From:

Vendor ID: 17426973578

Payment Due Date: Payment will be due on the thirtieth (30) calendar day after the later of: (a) the date the State actually receives a proper invoice at the office designated in the applicable purchase order to receive it; or (b) the date the State accepts the products or services. The post mark date on the envelope for the State warrant (State's equivalent to a check) or banking information showing when a direct deposit transaction was received will be considered the date payment is made. Interest starts accruing on the first day that payment is late. The rate of interest for late payments is set at one percent per month.

Special Note: The State of Texas, including but not limited to its Agencies, cooperative purchasing members and any local governmental entity authorized by law to use the Texas Multiple Award Schedule method for purchasing is not obligated to procure any products or services from this TXMMAS contract. This schedule contract shall not be construed to prevent the State from purchasing products or services using other procurement methods as authorized by law.

Contact Us

If you have any suggestions on how to improve TXMMAS or this web site, please send an email to txmmas@cpa.state.tx.us or call 512-463-8839 or 512-463-3421.

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JDG Associates, Inc.
Texas Multiple Award (TXMAS) Schedule
EEO & Human Resource Services

JDG Associates, Inc. is one of the leading national consulting firms specializing in civil rights and equal employment opportunity (EEO). Since 1988, JDG Associates has provided exceptional service to public and private organizations requiring civil rights support. Our philosophy of "Ensuring Opportunity Is Equal" guides our approach towards maintaining a discrimination-free workplace and for creating strategies to maintain civil rights compliance.

JDG Associates offers its services to federal, state, and local agencies, as well as to the private sector. To offer the best value and ensure agencies are able to access our services when the need arises, we provide service through the GSA Federal Supply Schedule and the Texas Multiple Award Schedule.

What is TXMAS?

TXMAS or the Texas Multiple Award Schedule is a procurement vehicle offered by the State of Texas to simplify purchasing for state agencies, university systems, local governments, municipalities, school districts, and other public entities.

TXMAS contracts are based on existing commodity or service contracts, such as the GSA's Federal Supply Schedule, that have been awarded by the federal government.

TXMAS contracts offer the same "best value" pricing as the federal contracts, and TXMAS procurements do not require purchasing authority from the Texas Comptroller of Public Accounts for services over \$100,000.

TXMAS Schedule for EEO & Human Resource Services

Schedule Title: Human Resource Services & EEO Services
Schedule No.: Group 738, Part X
Contract Number: TXMAS-8-738X020

Contract Period: November 1, 2007 – October 31, 2012

Contractor: **JDG Associates, Inc.**
27 Scenic Loop
Boerne, TX 78006
(830) 981-8980 (phone)
(830) 755-4743 (fax)
www.jdgassociates.com

Contact: Donna S. Gonzalez, Senior Vice President
Donna@jdgassociates.com

Andrea M. Garza, Vice President, Business Development
andrea@jdgassociates.com

Business Size: Small, Disadvantaged Business, HUB, Minority Owned

Customer Information

1a. Table of Awarded Special Item Number(s):

SIN 595-25 – EEO Services

EEO Counseling and Preparation of Counselor's Report
Investigation of Discrimination Complaints and Preparation Of Reports Of Investigation
Analysis and Preparation of Recommended FAD in Discrimination Complaints
EEO Training & Consulting
Alternative Dispute Resolution

SIN 595-21 – HR Services

Misconduct Investigations

- 1b. Lowest Priced Item: Prices are net; all discounts deducted; valid for all areas. (Prices pp. 3-4)
2. Maximum Order: \$100,000.00
3. Minimum Order \$100.00
4. Geographic Coverage (Delivery Area): The 48 contiguous states, Alaska, Hawaii, Puerto Rico and Washington, DC.
5. Point(s) of Production: Boerne, Kendall County, Texas
6. Discount From List Prices or Statement of Net Price: Not Applicable
7. Quantity Discounts for Orders, including Blanket Purchase Agreements:
- i. Annual orders exceeding \$250,000: 2% discount
 - ii. Annual orders exceeding \$500,000: 3% discount
8. Prompt Payment Terms: 1% 10 Days; Net 30 Days
- 9a. Government Purchase Cards Are Accepted Below the Micropurchase Threshold: Yes
- 9b. Government Purchase Cards Are Accepted Above the Micropurchase Threshold. Yes
10. Foreign Items: None
- 11a. Time of Delivery: Will adhere to the delivery schedule as specified by the agencies' purchase order.
- 11b. Expedited Delivery: All items noted in this price list are available for negotiated expedited delivery.
- 11c. Urgent Requirements: Contact Contractor for fast delivery or rush requirements.
12. F.O.B. Point(s): Destination
13. Ordering Address: JDG Associates, Inc.
27 Scenic Loop
Boerne, TX 78006

14. Payment Address: JDG Associates, Inc.
27 Scenic Loop
Boerne, TX 78006
15. Warranty Provision: The contractor warrants and implies that the items delivered hereunder are merchantable and fit for the particular purpose described in this contract.
16. List of Service and Distribution Points:
JDG Associates, Inc.
27 Scenic Loop
Boerne, TX 78006
17. Data Universal Number System (Duns) Number: 62-440-8167
18. Active in Central Contract Registration (CCR) Database: 1SWG4

PRICES FOR EEO SERVICES CONDUCTED AT THE CONTRACTOR/GOVERNMENT FACILITY

JDG Associates, Inc. specializes in civil rights, equal employment opportunity, and human resources. Since 1988, we have provided an array of services to more than fifty agencies to supplement and/or support their civil rights and EEO functions. These services include counseling, ADR, accept/dismiss letters, investigations, final agency decisions, training, misconduct investigations, compliance reviews, and general consulting.

We value quality and timeliness and have built strict quality assurance measures into our entire process from assignment to completion, to ensure our products meet, and preferably exceed, all requirements and expectations. Due to our quality control and streamlined management approach, JDG Associates has the capacity and resources to manage volume work from multiple customers without compromising the quality, timeliness, or individualized customer support we are known for.

JDG Associates is "leading EEO through technology". Our online case management system, combined with innovative electronic delivery of work products, has enabled us to incorporate the benefits of paperless review and delivery, instant status reporting, and records management to our customers.

Our nationwide presence also contributes to our ability to respond quickly and cost-effectively. Our main office is located in San Antonio, Texas; satellite offices in El Paso, Texas, Salt Lake City, Utah; and Denver, Colorado along with a cadre of experienced EEO Professionals ensure state-wide and nationwide support.

JDG Associates is committed to bringing a wealth of integrity, professionalism, and exceptional service to each of our customers. To find out how we can assist you in meeting your EEO & HR needs, please contact us at 830-981-8980 or visit our website at www.jdgassociates.com.

Please refer to the following charts for pricing information.

Investigation of Discrimination Complaints and Preparation of Reports Of Investigation (ROI)

JDG Associates, Inc. investigates complaints of discrimination in full compliance with EEOC regulations and adheres to each customer's Statement of Work requirements. We are committed to investigating complaints in a professional and timely manner, as well as to writing thorough ROI's that clearly and concisely detail all facts pertaining to the investigation.

Service: Investigation	Nov. 1, 2007 – Oct. 31, 2008	Nov. 1, 2008 – Oct. 31, 2009	Nov. 1, 2009 Oct. 31, 2010	Nov. 1, 2010 Oct. 31, 2011	Nov. 1, 2011 Oct. 31, 2012
Individual, One Issue Case	\$2975.00	\$3087.00	\$3202.00	\$3322.00	\$3447.00
Individual, Continuing Violation	\$4005.00	\$4155.00	\$4311.00	\$4473.00	\$4640.00
Consolidated, One Issue Case	\$3890.00	\$4036.00	\$4187.00	\$4344.00	\$4507.00
Consolidated, Continuing Violation	\$4215.00	\$4373.00	\$4537.00	\$4707.00	\$4884.00
Per Additional Issue	\$220.00	\$228.00	\$237.00	\$246.00	\$255.00
Additional Report Copies	\$130.00	\$130.00	\$130.00	\$135.00	\$135.00

Prices exclusive of travel; travel to be negotiated on a case-by-case basis.

EEO Counseling And Preparation Of Counselor's Report

JDG Associates, Inc. understands the importance of the informal complaint process and will counsel aggrieved employees in accordance with EEOC and agency regulations. We make every effort to timely settle the dispute during this stage of the EEO complaint process.

Service: Counseling	Nov. 1, 2007 – Oct. 31, 2008	Nov. 1, 2008 – Oct. 31, 2009	Nov. 1, 2009 Oct. 31, 2010	Nov. 1, 2010 Oct. 31, 2011	Nov. 1, 2011 Oct. 31, 2012
Counseling, Individual Complaint	\$1393.00	\$1442.00	\$1485.00	\$1530.00	\$1576.00
Counseling, Consolidated Complaint	\$1393.00	\$1442.00	\$1485.00	\$1530.00	\$1576.00

Prices exclusive of travel; travel to be negotiated on a case-by-case basis.

Analysis and Preparation of Recommended Final Agency Decision

JDG Associates, Inc. conducts a thorough analysis and review of investigative reports in order to draft recommended FADs. All FADs are written in accordance with the agency's Statement of Work and are based on the information contained within the ROI and Administrative File.

Service: FAD	Nov. 1, 2007 – Oct. 31, 2008	Nov. 1, 2008 – Oct. 31, 2009	Nov. 1, 2009 Oct. 31, 2010	Nov. 1, 2010 Oct. 31, 2011	Nov. 1, 2011 Oct. 31, 2012
FAD, Individual Complaint	\$1090.00	\$1131.00	\$1173.00	\$1217.00	\$1263.00
FAD, Consolidated Complaint	\$1090.00	\$1131.00	\$1173.00	\$1217.00	\$1263.00

Alternative Dispute Resolution (ADR)

JDG Associates, Inc. provides ADR services, including mediation and arbitration during the informal and formal stages of the EEO Complaint process. We make every effort to settle in an expeditious manner.

Service: ADR	Nov. 1, 2007 – Oct. 31, 2008	Nov. 1, 2008 – Oct. 31, 2009	Nov. 1, 2009 Oct. 31, 2010	Nov. 1, 2010 Oct. 31, 2011	Nov. 1, 2011 Oct. 31, 2012
Alternative Dispute Resolution (hourly)	\$148.70	\$154.65	\$160.75	\$167.10	\$173.50
Alternative Dispute Resolution (daily)	\$1102.45	\$1146.50	\$1191.50	\$1238.00	\$1287.45

Prices exclusive of travel; travel to be negotiated on a case-by-case basis.

EEO Training & Consulting

JDG Associates, Inc. values the importance of continuing education within the workplace, especially as it pertains to EEO. Our curriculum developers and trainers provide customized or off-the-shelf courses to meet your training needs. All classes are limited in size to promote full participation and interaction. Please contact us for a catalog of available courses.

Service: Training	Nov. 1, 2007 – Oct. 31, 2008	Nov. 1, 2008 – Oct. 31, 2009	Nov. 1, 2009 Oct. 31, 2010	Nov. 1, 2010 Oct. 31, 2011	Nov. 1, 2011 Oct. 31, 2012
Off-the-Shelf Training	\$4150.00	\$4250.00	\$4350.00	\$4450.00	\$4570.00

Service: Training (Custom)	Nov. 1, 2007 – Oct. 31, 2008	Nov. 1, 2008 – Oct. 31, 2009	Nov. 1, 2009 Oct. 31, 2010	Nov. 1, 2010 Oct. 31, 2011	Nov. 1, 2011 Oct. 31, 2012
Project Director (hourly)	\$161.20	\$167.50	\$174.00	\$180.50	\$187.50
Instructional Designer (hourly)	\$135.20	\$140.50	\$145.75	\$151.20	\$157.00

JDG Associates, Inc.
EEO Training



Respectful Workplace - Preventing Harassment in the Workplace (Managers/Supervisors)

This course teaches managers how to recognize and prevent sexual and non-sexual harassment in the workplace and encourage a respectful, professional work environment. The course will focus on the responsibilities of managers in responding to workplace harassment. Role-playing exercises allow the student to apply the lessons learned.

Respectful Workplace - Preventing Harassment in the Workplace (Employees)

This course teaches employees their role in preventing sexual and non-sexual harassment in the workplace. Employees will understand how to identify inappropriate, prohibited and illegal behavior in the workplace. Role-playing exercises allow the student to apply the lessons learned.

Diversity and Sensitivity Training (Managers or Employees)

This course enables the student to not only understand, but also appreciate diversity. As part of the course, the student will review verbal and non-verbal communication skills, which may vary depending on culture; attitudes and perspectives; stereotypes; and respect the differences that make people unique.

Conflict Management Skills (Managers or Employees)

This course teaches employees, managers, and supervisors how to avoid or better resolve conflict in the workplace. The importance of communication, cultural understanding and diversity, and differing perspectives are emphasized. The benefits of resolving conflict at an early stage are discussed as well as methods of resolving conflict, including ADR.

EEO for Managers and Supervisors (Managers and Supervisors)

This course teaches managers the laws and regulations pertaining to EEO compliance in the workplace. Managers will learn to identify instances of discrimination, harassment, and/or retaliation and will be able to describe their role/responsibility in maintaining a discrimination-free workplace.

EEO for Employees (Employees)

This course teaches employees the laws and regulations pertaining to prevention of workplace discrimination. Employees will learn to identify/distinguish instances of discrimination, harassment, and/or retaliation and know their role in promoting a workplace free from discrimination.

EEO Investigator Refresher Training (EEO Investigators)

The EEOC requires that all EEO Investigators receive eight hours of continuing education on a yearly basis. To assist Investigators in satisfying this requirement, our 8-hour course offers several sessions, including: a case law update to review changes in regulations, laws, and policies; investigative skills; interviewing skills; and preparing Reports of Investigations. Investigators have the opportunity to practice hands-on techniques and to participate in role-playing exercises.

**JDG Associates, Inc.
EEO Training**



Writing Letters of Acceptance and Dismissal (EEO Specialists)

This course provides the student with background on laws and regulations that affect the acceptance or dismissal of a complaint. The course will enable the student to prepare a clear and concise letter that defines the accepted base(s) and issues. As part of the course, the student will have hands-on exposure to preparing a letter of acceptance, partial dismissal and dismissal.

Interviewing Techniques for EEO Investigators (EEO Investigators/Managers)

This course enables the student to understand the relationship between the Investigator and Interviewee, learn how to ask the “right” questions, and learn how to interview “difficult” individuals. The course includes communication techniques, both verbal and non-verbal, and a review of when cultural differences may require a different approach. Role-playing exercises allow the student to apply the lessons learned, as they participate as both the Interviewer and Interviewee.

Investigating Employee Misconduct (EEO Investigators/Managers)

This course focuses on the differences between misconduct investigations and EEO complaint investigations. The Investigator will learn how to investigate allegations of misconduct, including tips on interviewing “difficult” employees, obtaining documentary evidence, and how to prepare a quality Report of Investigation.