General Services Administration

Federal Supply Services

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 for GSA *Advantage!* is: GSAAdvantage.gov

TSS Travel Services Solutions

Federal Supply Class: V999
Contract Number: GS-33F-0005P

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

Contract Period: December 19, 2008 through December 18, 2013

Runzheimer International Ltd.
1 Runzheimer Parkway
Waterford, WI 53185-3599
Telephone:800-558-1702
Fax: 262-971-2373
Web Site: www.runzheimer.com

Contractor's Representative
Kraig R. Rodenbeck CMC, NPDP
262-971-2312
krr@runzheimer.com
Business Size: Large

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Customer Information

1a. Special Item Numbers (SINs): SIN 599-1 Travel Consultant Services
SIN 599-1000 Contract Support Items

1b. Model Number - Not Applicable

1c. Labor Categories:

Executive Manager
A member of the executive management team at Runzheimer, typically in the capacity of vice-president. The Executive Manager has direct responsibility over a division or business unit. He/she sets strategic direction, manages project staffing, has fiscal accountability, and is ultimately responsible for contract fulfillment and client relations. The Executive Manager ensures from a high-level that our products and services meet the client's project/program goals.

Minimum training, experience, education, and certifications:
- Ph.D. and/or Master's Degree (or equivalent experience) from an accredited college or university
- Over 15 years experience in business disciplines (sales, budgeting, strategic planning, public speaking, etc.)
- Excellent oral and written communication skills. Proficient use of MS Office suite

Senior Management Consultant
These personnel maintain leading-edge knowledge within their field of expertise. The Senior Management Consultant has worked in the industry for 10+ years. He/she typically has given presentations to industry peers and published in their respective area. The Senior Management Consultant is the true subject matter expert and may assume the role of Project Director for projects that demand this level of experience and expertise.

Minimum training, experience, education, and certifications:
- Master's Degree and/or Bachelor's degree (or equivalent experience) from an accredited college or university
- Over 10 years experience in consulting and business arena (sales, budgeting, client support, etc)
- Certified Relocation Professional (CRP), as designated by the Employee Relocation Council
- Excellent oral and written communication skills. Proficient use of MS Office suite

Management Consultant
Having accumulated 5+ years' of subject matter experience, he/she provides industry knowledge and expertise. He/she works directly with the client throughout the project/program to assess and fulfill their needs. In a consultative role, he/she makes recommendations based on the day-to-day activities, tapping the expertise of the Senior Management Consultant as appropriate.

Minimum training, experience, education, and certifications:

- Bachelor's degree from an accredited college or university
- Over 5 years experience in consulting arena (sales, budgeting, client support, etc)
- Excellent oral and written communication skills
- Proficient use of MS Office suite

Consultant

A staff person who has developed a working knowledge in the subject area yet has not acquired a wide range of experience (typically 1 to 3 years). The Junior Consultant is typically teamed with senior personnel and may take on activities that do not require extensive industry-specific expertise. The Junior Consultant provides both daily and peak demand project support and consultation.

Minimum training, experience, education, and certifications:

- Bachelor's degree from an accredited college or university
- 1 to 3 years experience in consulting or related areas of business (sales, budgeting, client support, etc)
- Excellent oral and written communication skills
- Proficient use of MS Office suite

Project Director

This person oversees all project activities and has ultimate responsibility for the success of the project. He/she ensures projects meet both client and internal expectations in terms of time, budget and quality. He/she provides direction to the Project Manager and reports project status internally. The Project Director constantly assesses status and guides the project to ensure complete client satisfaction.

Minimum training, experience, education, and certifications:

- Bachelor's degree from an accredited college or university
- 5 + years experience in managing large-scale projects
- Excellent communication, organizational, and planning skills
- Proficient use of MS Office suite and project management software (e.g., MS Project)

Research Consultant

This person typically possesses skills in a specified area of expertise, typically in the technical and/or information systems area. The Research Consultant is likely teamed with senior consultants and may take on specific high-level technological activities such as system design, process development, and product-specific consultation.

Minimum training, experience, education, and certifications:

- Bachelor's degree from an accredited college or university, preferably with a focus on Management of Information Systems (MIS)
- 3 to 5 years experience in technical/systems consulting and programming
- Proven track record in managing and programming client/server applications and/or web development projects
- Possess a working knowledge of RDBMS (e.g., SQL Server) and have developed in current business languages (e.g., JAVA, HTML, ACTIVE X, .NET)

Project Manager
He/she provides day-to-day leadership of a specific project, program, or set of tasks. In concert with the client, he/she establishes project milestones, defines all subtasks, allocates and assigns resources, and removes any foreseen barriers to project completion. The Project Manager is the "hands-on" leader, immersed in the project, who maintains daily contact with Contracting Officer's Technical Representative.

Minimum training, experience, education, and certifications:

- Bachelor's degree from an accredited college or university
- 3 to 5 years experience in managing complex projects
- Excellent communication, organizational, and planning skills
- Proficient use of MS Office suite and project management software (e.g., MS Project)

Senior Analyst
This position provides high-level oversight and management of data analysis techniques and methods. They are responsible for development and maintenance of all econometric models, database systems and analytical tools used to analyze data. Other tasks include survey design and administration.

Minimum training, experience, education, and certifications:

- Bachelor's degree from an accredited college or university
- 5 + years experience in technical analysis fields (statistics, mathematics, econometrics, etc)
- Ability to design and apply advanced analytical methods to resolve business problems
- Proficient use of MS Office suite and advanced analytical software (e.g., SPSS, SAS, etc)

Junior Analyst
An entry-level position, the Junior Analyst assists the advanced Analysts with data review and analysis. Tasks include preparing, reviewing, and editing data. This staff person assists with the flow of information throughout Runzheimer's extensive databases. The Junior Analyst begins the process of turning data into information.

Minimum training, experience, education, and certifications:

- Associate's degree or equivalent business experience
- 1 to 3 years experience in technical analysis fields (statistics, mathematics, econometrics, etc)
- Ability to apply advanced analytical methods to resolve business problems
- Proficient use of MS Office suite, especially MS Excel

Administrative Assistant
He/she provides administrative support to the client and to internal project team members. Typical tasks include report production, preparation of marketing materials, logistics support, and general clerical activities.

Minimum training, experience, education, and certifications:

- Associate's degree or equivalent business experience
- 1 to 3 years experience in administrative and/or business role
- Attention to detail and excellent organizational skills
- Proficient use of MS Office suite, especially MS PowerPoint

Data Gatherer

This person is responsible for the collection of primary research data. Collection methods mostly include telephone and/or Internet surveys, but may include other methods such as extracting data feeds from publicly available sources. As the title suggests, this person collects Runzheimer's primary data.

Minimum training, experience, education, and certifications:

- Previously related business experience, preferably with telephone interviewing
- 1 to 3 years experience in a business role or with business techniques
- Attention to detail and ability to work independently
- Past experience using computer hardware and software, and telephone systems

Clerical / Data Entry

Although more and more data is available electronically from our many data sources, some information must still be entered manually. This staff person enters data from physical sources into Runzheimer databases.

Minimum training, experience, education, and certifications:

- Previously related business experience, preferably with data entry
- 1 to 3 years experience in a business role or with business techniques
- Attention to detail and ability to work independently
- Past experience using computer hardware and software

2.	Maximum order:	$1,000,000.00
3.	Minimum order:	$50.00
4.	Geographic coverage:	Worldwide
5.	Points of production:	Waterford, WI, (Racine County) U.S.A.
6.	Discount from list:	Prices shown herein are net (discount deducted)
7.	Quantity discounts:	None
8.	Prompt payment terms:	Net 30 calendar days
9a.	Government purchase card is accepted at or below the micro-purchase level	
9b.	Government purchase card is accepted above the micro-purchase level	
10.	Foreign items:	U.S. only
11a.	Time of delivery:	As negotiated on task order
11b.	Expedited delivery:	Items available for expedited delivery are noted in this price list

11c.	Overnight delivery:	Overnight and 2-day delivery is available based on task order
11d.	Urgent requirements:	Complies with "Urgent Requirements" clause
12.	F.O.B. point:	Destination
13a.	Ordering Address:	Runzheimer International Ltd. 1 Runzheimer Parkway Waterford, WI 53185-3599 Tel: 800-558-1702 Fax: 262-971-2373 Web: www.runzheimer.com
13b.	Ordering procedures:	The ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).
14.	Payment Address:	Runzheimer International Ltd. 1 Runzheimer Parkway Waterford, WI 53185-3599 Tel: 800-558-1702 Fax: 262-971-2373 Web: www.runzheimer.com
15.	Warranty Provision:	Runzheimer International warrants that the products and services we provide will satisfy the requirements of the task orders obtained through this schedule
16.	Export packing charge:	Not applicable
17.	Purchasing card:	As negotiated on task order
18.	Maintenance & repair:	Not applicable
19.	Installation:	Not applicable
20.	Repair parts:	Not applicable
20a.	Other services:	Not applicable
21.	Distribution points:	Not applicable
22.	Participating dealers:	Not applicable
23.	Maintenance:	Not applicable
24a.	Special attributes:	None
24b.	508 Compliance:	Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services. The EIT standards can be found at www.Section508.gov/.
25.	DUNS Number:	06-350-6760
26.	CCR registration:	Runzheimer is registered in the CCR database

An Introduction to Runzheimer International

Founded in 1933, Runzheimer International Ltd. is a management consulting firm that provides a comprehensive range of employee mobility services relating to business vehicles, relocation, travel management, aircraft, and virtual office programs. Runzheimer International serves upwards of 2,000 businesses and government organizations worldwide, including more than 60 percent of Fortune 500 companies. Runzheimer's data and standard cost reimbursement systems are the basis for over $18 billion in direct allowances or reimbursements, annually, to more than 1 million employees of clients.

For more than 75 years, we have been dedicated to research, analysis, and reporting of employee mobility programs, which provide a fact-based foundation for our consulting services. All Runzheimer research and information rests upon a foundation of standardized data-gathering processes, proven methodology, tested survey procedures, and sound statistical practices.

The majority of our information services and products consist of data supported and surrounded by computerized systems. These services include but are not limited to data collection, data entry (including development of computerized data entry screens featuring real-time data validation), methodology creation (developing, programming, and applying sophisticated data manipulation methods), and applications designed to resolve practical business issues.

We undertake specialized projects, surveys, and studies to meet specific requirements of individual organizations and government agencies. Our information products incorporate client-provided parameters, and our report data is geographically sensitive. A fundamental strength that Runzheimer brings to its projects is a base of knowledge, expertise and data on both corporate and government policies, procedures, and costs that allow us to provide our clients with benchmarks and best practices.

Selected Client List

Private Sector

Runzheimer International has performed work for such major firms as IBM, Xerox, Exxon Mobil, and Microsoft, though we also count many small and medium-sized companies among our clients. Other Runzheimer clients include major service firms such as PriceWaterhouseCoopers (PWC) and Ernst & Young.

A partial listing of corporate clients for which we have provided travel and other mobility management consulting services includes AT&T, Bell South, Brown Forman, Chemical Bank, Chicago Cubs, Citizens Utilities, Coca-Cola, Cyprus Minerals, DuPont, Edison Learning, Fleming Companies, GE Capital, General Electric, General Motors, Hertz, Ingersoll-Rand, Leo Burnett, MacArthur Foundation, MCI, McGraw-Hill, Meldisco, Midwest Express, Minnesota Mutual, National Exchange Carrier Association, Octel, Porsche Cars of North America, Promus Hotel Corporation (Embassy Suites, Hampton Inn, etc. – now part of Hilton), Radian Group, Inc., R.R. Donnelley & Sons, SMH (US), State Farm, System One, Uniglobe Travel Agencies, Upjohn, Westinghouse, World Airways, and Young & Rubicam.

Public Sector

Our public sector clients include: Federal Deposit Insurance Corporation (FDIC), General Services Administration (GSA), Department of Defense (DOD; Office of the Undersecretary of Defense, Acquisition, Transportation & Logistics; Office of the Undersecretary of Defense, Personnel & Readiness), Department of the Army, Department of the Navy, Federal Aviation Administration, Internal Revenue Service (IRS), Lawrence Livermore Laboratories, National Aeronautics and Space Administration (NASA), National Institutes of Health (NIH), Office of the Comptroller of the Currency (OCC), Office of Personnel Management (OPM), Office of Thrift Supervision (OTS), United States Coast Guard, Unites States Fish and Wildlife, United States Naval Academy, United States Postal Service, State of Colorado, Federal Government of Canada, unspecified intelligence organizations and many others. The Organization of the United Nations is among Runzheimer's largest international clients.

Specific Capabilities

SIN 599-1 Travel Consultant Services

For decades, travel managers, media, and the travel and broader mobility industries have recognized Runzheimer as a leader in travel and mobility management. Our expertise in data gathering, research, and analysis is the cornerstone to our highly respected and knowledgeable consultants who have assisted organizations and government agencies in the development and implementation of cost-effective, leading-edge travel and other mobility programs and processes. In addition, we often act as educators to other consulting organizations that require accurate and defensible information to assist in their consulting endeavors.

Runzheimer should be distinguished from other consulting firms insofar as we specialize in human resource mobility, the movement of employees from one place to another. No other firm concentrates on travel (TDY, Temporary Duty Travel; TCS, Temporary Change of Station), relocation (PCS, Permanent Change of Station) and other mobility management from our unique perspective. Consequently, our consultants are a valuable resource to personnel already occupied full-time with other work, yet facing inescapable demands to reduce cost and increase efficiency (or prove they have the lowest cost and greatest efficiency), all this while sustaining a satisfied workforce. Runzheimer is uniquely qualified to assist organizations in meeting their travel and mobility management objectives because:

- Runzheimer's consulting staff is experienced, authoritative and generally acknowledged to be experts in our areas of specialization.
- Runzheimer is compelled to produce a quality of work for its clients that will reinforce a hard-earned reputation for honesty, thoroughness and expertise sustained since 1933.
- Runzheimer has established a unique relationship with the travel and other mobility industries. Public and private organizations regularly participate in our published surveys that analyze policies, trends, and issues.
- Runzheimer has acted as a "middle man" for clients seeking relationships with travel and mobility management companies and service firms. In this role, Runzheimer is considered an unbiased information clearinghouse by clients and service firms.
- Runzheimer maintains survey databases on travel policy standards and administration methods. The surveys provide a foundation for the most comprehensive policy and program resources in their respective industries. These surveys are regularly cited as authoritative sources for costs, processes, policies, and trends.

Our consultants apply facilitation expertise and quality-management skills and capabilities (for example, brainstorming and affinity grouping, force-field analysis, flowcharting and process analysis, meeting management, leading discussion groups), as needed, in conducting their projects. We base our quality management model on Deming’s PDSA cycle, which stands for Plan, Do, Study, Act. With every contract or Task Order completed, Runzheimer works with its clients to Study what has been done in an effort to improve service. The focus of these meetings (both internal and with clients) is to review current processes and identify opportunities for enhancement. In all our

government contracts, we emphasize that continuous improvement is essential to long-term success and mutual achievement of goals and objectives.

In the rapidly changing areas that fall under human resource logistics, strategic planning is essential for today's consulting projects to promote policies and programs for tomorrow. As organizational-change consultants, we help organizations develop policies and implement change, and, in our areas of specialization, we are recognized experts.

Runzheimer has extensive expertise in management of complex projects with short turnaround times. Runzheimer has proven ability to coordinate and oversee multiple subcontractors in conjunction with our internal teams for successful completion of large-scale projects. To aid in communication and management, Runzheimer applies various project management tools and techniques, such as responsibility matrices, work flow diagrams, process/people flowcharts, and project scheduling software.

Subsequent work undertaken for a client depends on recommendations and decisions for action. In many cases, Runzheimer assumes the task of securing the services of qualified vendors, from development of a Request for Proposal through final negotiations. Runzheimer typically phases its projects, completing an analysis with recommendations for action as the first phase. Subsequent actions focus on those recommendations selected by the client for implementation.

Core competencies include specialized data gathering, policy development, program evaluation, vendor selection, operational audits, benchmarking, cost audits, allowance and reimbursement programs, software system selection and assessment, employee and industry surveys, and seminars/workshops/training.

Specialized Data Gathering: Both domestically and internationally, we will gather data through statistically sound measurement, research, or survey processes, as appropriate. We are experts at transforming raw data into information, an essential expertise for data mining. We are recognized for developing and applying data for benchmark purposes, ranging from expenditures to process efficiency to best practices. We are recognized for our research capabilities in all areas of cost (housing, transportation, goods and services, airfare, lodging, meals, etc.)

Policy Development: Consultants assist clients with preparation of policies suitable to organizational goals, objectives, culture, and the changing travel or relocation environment. In general, Runzheimer views policy development as reflecting not where an organization is but where it wants to go; consequently, projects involving policy rewrites typically become an opportunity to implement organizational change. A policy project may include a due diligence cost study (as-is vs. to-be), best practice(s) assessment, benchmarking (cost, typical policies among organizations), and development of tiered approaches for personnel categories and/or diversified organizational missions.

Program Evaluation: Runzheimer has conducted various program evaluation studies for the federal government. For example, we have conducted multiple assessments of

GSA's City Pair Program (CPP). We have provided consulting expertise in all facets of the CPP, including an end-to end program review, an impact analysis, negotiation strategy development, and program management support.

Vendor Selection/Evaluation: Our consultants assist clients with selection of and negotiation with services firms. Runzheimer undertakes vendor satisfaction assessments, prepares SOWs (Statement of Work), manages the solicitation process, contributes to assessment of competing vendors, and provides expertise for contract discussions. We work with vendors and their clients to achieve process efficiencies, improve performance, and assess complementary satisfaction.

Operational Audits: Central issues in most travel and other mobility management departments are whether an organization (or its contracted representatives) does what policies stipulate, whether policies should change in response to the evolving industry or discipline, and what will be the impact of proposed changes. An audit should be viewed as a first step toward changes that improve the operation, not as a way to reach consensus on acceptance of the status quo. An operational audit in travel management typically includes: policy compliance, achievement of best value, trip budgeting and management, travel-purchasing process productivity, travel management information systems and reports, activity measurement and achievement of program objectives, payment and reimbursement systems. A comprehensive study offers significant opportunity for improvement.

Benchmarking: The first step in a benchmarking project led by Runzheimer is to work with the client to define the term as it relates to organization goals. Once all parties agree on what is to be done and why it is being done, Runzheimer undertakes the necessary research. We work with our clients to ensure they understand the challenge (and potential failure) of undertaking process changes when organizational systems of a benchmarking partner or best-practices company and a client's organization may be entirely different.

Cost Audits: Consultants assist clients with identification of opportunities to cut or control travel costs by analyzing travel patterns, travel costs and process costs. We analyze organizational travel geography to establish initiatives for using a geographic strategy to lower costs. Consequently, management can improve travel management operations.

Allowance & Reimbursement Programs: Consultants assist companies in assessing or establishing allowance or reimbursement programs, such as lump sum payments or cost-of-living allowances. Consultants assist organizations in assessing or establishing per diem programs.

Software Selection and Assessment: As the automation of travel management evolves, Runzheimer leads the industry in software assessment and selection methods. Our rigorous software assessment process provides agencies and firms a standardized

approach to evaluating existing and/or competing travel management systems. We ensure the system integrates effectively with users, their processes, and travel program/policies. Following the selection process, we guide agencies and firms in the implementation of the software system and adoption by users, aligning it with their travel program goals.

Seminars, Workshops, Training: Runzheimer consultants regularly customize training programs for clients to accomplish new-process introduction, policy changes, and installation of new supplier partnerships. Runzheimer experts regularly provide informational seminars on best practices in travel management and mobile employee management.

SIN 599-1000 Contract Support Items (Database Products)

Under this category, Runzheimer has included the following database products:

- *Short and Long Term Per Diem* – An allowance system for employees on official travel or temporarily assigned (6-18 months) to a location.
- *Runzheimer Two Location Comparisons* - A product that measures living cost differences between any two locations. It is used by corporate clients to assess differences in a transferee's purchasing power between locations.
- *Lump Sum Allowances* - A product specific to an employee's family size and organization's relocation-related travel policies (typically for homefinding and final move), it measures a lump sum amount necessary to cover relocation expenses (airfare, lodging, meals, ground transportation, etc.)
- *Travel Management Network* – An online information reference for travel, financial and strategic sourcing professionals interested in benchmarking travel policies and costs. Through this web-based service, Runzheimer offers extensive travel data and information valued by travel managers worldwide to improve their travel program and prove its value to the organizations.

Short and Long Term Per Diem

These reports provide an allowance plan for employees on temporary duty (TDY) travel as well as longer (6-18 months), assignments to a location. Short term per diems are best applied to short term TDY travel. Alternatively, Runzheimer offers a Long Term Per Diem to assist administrators in determining allowances for longer-term, yet still temporary, assignments. Runzheimer works with its client to ensure that policy parameters are consistent with organizational objectives, which can include:

- Number of bedrooms per unit
- Percentage of meals to be eaten in restaurants
- Level of meal costs
- Class of car rental
- Components to be included

Of course, clients may have multiple policies to reflect the different needs of different assignments.

The report displays daily, weekly, and monthly allowance rates. Each report is customized to reflect the specific circumstances of each transferee: airfare or commutation, work site, length of stay, family size, type of accommodation (furnished or unfurnished home or apartment), personal expense allowances, and amenities to achieve a "home-away-from-home" atmosphere. Within the housing category, organizations may include the cost of a housewares package. This typically includes bedroom, bathroom and kitchen linens, dishes, glasses, flatware, and pots and pans. Food costs will typically reflect both groceries and restaurants. Based on the accommodations available, and the client's policy, costs for grocery items may be combined with restaurant meal costs. Expenditures for groceries are based on consumption for the designated family size. These reports also typically include one-time expenses and deposits associated with the assignment, such as security deposits, key deposits, handling charges, service charges,

parking and application fees. A primary advantage of these reports is that they free both the employee and the administrator from dealing with time-consuming tracking and filing of daily expenses as long as they remain within guidelines established by the IRS.

Runzheimer Two Location Comparison

The Runzheimer Two Location Comparison (RTLC) report accurately measures living-cost increases or decreases for employees transferring between any two locations in the US and Canada. Specific employee criteria are used when developing the comparison because living-cost differences vary depending on income level, family size, and housing status. An RTLC profile consists of 1) pre-and post-move locations, 2) employee's annual income, 3) family size, 4) housing status (renter or homeowner), and 5) age of mortgage, if applicable. Each RTLC report divides into six categories: 1) housing, 2) community selection (reflective of appropriate socioeconomic living communities), 3) income taxes, 4) transportation, 5) other expenses, and 6) bottom-line differentials (expressed as a dollar figure and as an index). These reports are characterized by:

- Primary, unbiased data collection, including actual home sales, using strict quality control processes
- A framework that includes all cost-of-living components, including a proprietary income tax model
- A standardized methodology that ensures consistent and accurate data application

An RTLC report is a powerful business tool that contributes to successful transfer of an employee from one area of the country to another. Specific benefits of this service are:

- Reducing employee anxiety over costs in the new location
- Increasing relocation acceptance rates
- Retention and recruitment of key employees
- Ensuring appropriate financial assistance

Clients can access RTLCs on the Internet to:

- Order and instantaneously view the completed report
- E-mail completed reports directly from the system
- Allow different report views for administrator and transferee
- View cost component detail
- View online suburban maps
- View a list of all standard locations by housing type and income
- Cross-reference and spell-check locations
- Access the Administrator Support Center for answers to frequently asked questions, explanations of methodology, sample communication materials, etc
- Order in a secure Internet environment 24/7

Lump Sum Allowances

This allowance report enables a single, up-front payment to a US or international transferee for expenses related to home-finding, temporary living, and the final move (international reports can include R&R trips or permanent moves within countries, as

well as between countries). Each report is customized to incorporate specific policies governing these expenses and transferee profiles, including family size and pre- and post-move locations. Other variables include number of home finding trips and determining the length of stay in temporary living. The employer determines the guidelines for the cost calculation, including 1) airfare, 2) car rental, 3) lodging, 4) meals, 5) mileage, 6) miscellaneous/laundry, 7) childcare. If an organization negotiates special rates for any of the components of the Lump-Sum Allowance, Runzheimer can substitute its data in place of our research, such as GSA's negotiated city-pair airfares. The reports document taxable and nontaxable cumulative amounts and include the estimated tax gross-up. International lump sum reports can be updated at any time to reflect different currencies and current exchange rates (at no additional charge).

Implementation of Lump-Sum Allowances markedly reduces administrative burdens associated with relocation, a key reason they have been identified as an important re-engineering tool by public and private organizations. Clients can access eLSAs on the Internet to:

- Order and instantaneously view the completed report
- E-mail completed reports directly from the system
- Allow different report views for administrator and transferee
- View cost component detail
- View online suburban maps
- View a list of all standard locations by housing type and income
- Cross-reference and spell-check locations
- Access the Administrator Support Center for answers to frequently asked questions, explanations of methodology, sample communication materials, etc
- Order in a secure Internet environment 24/7

Travel Management Network

Runzheimer's *Travel Management Network (TMN)* is the most comprehensive source of travel cost and policy benchmarking information available. *TMN* is designed to help travel, financial, strategic sourcing, and other professionals manage organizational travel for maximum value and traveler satisfaction. Through this web-based service our clients can obtain benchmarking and consulting information that will improve their travel program and prove its value to the organization.

We highlight some of the information accessible through our *Travel Management Network*:

- A Per diem database which can be used for TDY allowance data to set per diem rates, to budget, to audit for reasonableness, or to evaluate assignment options. It includes hotel published and average daily lodging rates for economy, first-class and deluxe properties, plus meal, car rental, and ground transportation cost data for 200 U.S. & 100 international cities.
- Airfare prices for up to 950 domestic and international city pairs, including yield, market share and airfare trend data for U.S. routes, plus Web fares for 200 U.S. and 100 international routes. Averaged airfares serve as useful benchmarks.

- Benchmark survey data from U.S. and global organizations regarding travel policy, travel spend analysis, and travel costs.
- Survey results and expert commentary on the changing nature of travel agency relations, including enabling organizations to benchmark travel agency transaction fees.
- Sample supplier RFP's, traveler satisfaction survey template, supplier information, and other useful resources.
- An up-to-date, comprehensive listing of travel management forums, seminars and conferences.
- News releases on pertinent travel management topics.
- A listing of travel technology suppliers.

TMN is designed to help your organization maximize your travel dollars while increasing traveler satisfaction. We understand that each organization has different travel needs, and accordingly have provided three service versions and prices for our customers – Base, Enhanced, and Site License.

Pricing Schedule

Pricing for SIN 599-1, Travel Consultant Services

Opt. Period 1 (Yr6-10)	Hourly Rates				
Labor Category	**Base Year (2009)***	**Option Year 1 (2010)**	**Option Year 2 (2011)**	**Option Year 3 (2012)**	**Option Year 4 (2013)**
Executive Manager	$228.12	$237.25	$246.74	$256.61	$266.88
Senior Mgmt. Consultant	$182.50	$189.80	$197.39	$205.29	$213.50
Management Consultant	$175.64	$182.66	$189.96	$197.56	$205.46
Consultant	$156.98	$163.26	$169.79	$176.58	$183.64
Project Director	$118.70	$123.44	$128.38	$133.51	$138.85
Research Consultant	$114.89	$119.49	$124.27	$129.24	$134.41
Project Manager	$109.68	$114.07	$118.63	$123.38	$128.31
Senior Analyst	$93.79	$97.54	$101.44	$105.50	$109.72
Junior Analyst	$78.60	$81.74	$85.01	$88.41	$91.95
Administrative Assistant	$49.70	$51.69	$53.76	$55.91	$58.14
Data Gatherer	$34.48	$35.86	$37.29	$38.79	$40.34
Clerical/Data Entry	$19.31	$20.08	$20.89	$21.72	$22.59

*Base year prices effective December 19, 2008
Labor rates for future years assume a 4% annual increase.

Pricing for SIN 599-1000, Contract Support Items (Database Products)

Runzheimer Short & Long Term Per Diem & Ancillary Products					
Report Ordering & Delivery via Call-In Service	**Base Year (2009)***	**Option Yr 1 (2010)**	**Option Yr 2 (2011)**	**Option Yr 3 (2012)**	**Option Yr 4 (2013)**
Short & Long Term Per Diem	$ 245.00	$ 254.80	$ 264.99	$ 275.59	$ 286.62

*Base year prices effective December 19, 2008

RTLC - Runzheimer Two-Location Comparison					
Report Ordering & Delivery via Call-In Service	**Base Year (2009)***	**Option Yr 1 (2010)**	**Option Yr 2 (2011)**	**Option Yr 3 (2012)**	**Option Yr 4 (2013)**
1 - 50 reports, cost / report	$ 337.00	$ 350.48	$ 364.50	$ 379.08	$ 394.24
51 - 100 reports, cost / report	$ 319.00	$ 331.76	$ 345.03	$ 358.83	$ 373.18
101 - 150 reports, cost / report	$ 310.00	$ 322.40	$ 335.30	$ 348.71	$ 362.66
151 - 200 reports, cost / report	$ 303.00	$ 315.12	$ 327.72	$ 340.83	$ 354.47
201 - 300 reports, cost / report	$ 291.00	$ 302.64	$ 314.75	$ 327.34	$ 340.43
301 - 500 reports, cost / report	$ 279.00	$ 290.16	$ 301.77	$ 313.84	$ 326.39
over 500 reports, cost / report	$ 259.00	$ 269.36	$ 280.13	$ 291.34	$ 302.99
Report Ordering & Delivery via Internet	**Base Year (2009)***	**Option Yr 1 (2010)**	**Option Yr 2 (2011)**	**Option Yr 3 (2012)**	**Option Yr 4 (2013)**
1 - 50 reports, cost / report	$ 252.00	$ 262.08	$ 272.56	$ 283.47	$ 294.80
51 - 100 reports, cost / report	$ 234.00	$ 243.36	$ 253.09	$ 263.22	$ 273.75
101 - 150 reports, cost / report	$ 225.00	$ 234.00	$ 243.36	$ 253.09	$ 263.22
151 - 200 reports, cost / report	$ 218.00	$ 226.72	$ 235.79	$ 245.22	$ 255.03
201 - 300 reports, cost / report	$ 206.00	$ 214.24	$ 222.81	$ 231.72	$ 240.99
301 - 500 reports, cost / report	$ 194.00	$ 201.76	$ 209.83	$ 218.22	$ 226.95
over 500 reports, cost / report	$ 174.00	$ 180.96	$ 188.20	$ 195.73	$ 203.56

*Base year prices effective December 19, 2008

LSA – Lump Sum Allowance					
Report Ordering & Delivery via Call-In Service	**Base Year (2009)***	**Option Yr 1 (2010)**	**Option Yr 2 (2011)**	**Option Yr 3 (2012)**	**Option Yr 4 (2013)**
1 - 50 reports, cost / report	$ 224.00	$ 232.96	$ 242.28	$ 251.97	$ 262.05
51 - 100 reports, cost / report	$ 209.00	$ 217.36	$ 226.05	$ 235.10	$ 244.50
101 - 150 reports, cost / report	$ 197.00	$ 204.88	$ 213.08	$ 221.60	$ 230.46
151 - 200 reports, cost / report	$ 188.00	$ 195.52	$ 203.34	$ 211.47	$ 219.93
201 - 300 reports, cost / report	$ 174.00	$ 180.96	$ 188.20	$ 195.73	$ 203.56
301 - 500 reports, cost / report	$ 159.00	$ 165.36	$ 171.97	$ 178.85	$ 186.01
over 500 reports, cost / report	$ 144.00	$ 149.76	$ 155.75	$ 161.98	$ 168.46
Report Ordering & Delivery via Internet	**Base Year (2009)***	**Option Yr 1 (2010)**	**Option Yr 2 (2011)**	**Option Yr 3 (2012)**	**Option Yr 4 (2013)**
1 - 50 reports, cost / report	$ 139.00	$ 144.56	$ 150.34	$ 156.36	$ 162.61
51 - 100 reports, cost / report	$ 124.00	$ 128.96	$ 134.12	$ 139.48	$ 145.06
101 - 150 reports, cost / report	$ 112.00	$ 116.48	$ 121.14	$ 125.98	$ 131.02
151 - 200 reports, cost / report	$ 103.00	$ 107.12	$ 111.40	$ 115.86	$ 120.50
201 - 300 reports, cost / report	$ 89.00	$ 92.56	$ 96.26	$ 100.11	$ 104.12
301 - 500 reports, cost / report	$ 74.00	$ 76.96	$ 80.04	$ 83.24	$ 86.57
over 500 reports, cost / report	$ 59.00	$ 61.36	$ 63.81	$ 66.37	$ 69.02

*Base year prices effective December 19, 2008

Travel Management Network (TMN)					
	Base Year (2009)*	**Option Yr 1 (2010)**	**Option Yr 2 (2011)**	**Option Yr 3 (2012)**	**Option Yr 4 (2013)**
Base Version**	$ 1,495.00	$ 1,554.80	$ 1,616.99	$ 1,681.67	$ 1,748.94
Enhanced Version**	$ 3,050.00	$ 3,172.00	$ 3,298.88	$ 3,430.84	$ 3,568.07
Site License (additional)***	$ 1,100.00	$ 1,144.00	$ 1,189.76	$ 1,237.35	$ 1,286.84

*Base year prices effective December 19, 2008
**Provides access for up to four employees

*****Site License Fees**

Number of Employees	Fee
1-100	$1,100
101-1,000	$2,700
1,001 -2,500	$4,000
2,501-5,000	$5,300
5,001-7,500	$7,800
7,501-10,000	$10,300
Over 10,000	$20,600

All pricing for Option periods will assume an annual 4% inflation factor.