Federal Acquisition 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!, a menu-driven database system. The INTERNET address GSA Advantage! is: GSAAdvantage.gov.

Multiple Award Schedule (MAS)
Federal Supply Group: Professional Services – Training
NAICS: 611430
Contract Number: GS-00F-046DA

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

Contract Period: 01/06/2021 thru 01/05/2026

Contractor: The Grant Group – A Management Development Corporation
318 Cambridge Drive
Mars, PA 16046

Business Size: Small, Service Disabled Veteran Owned Small Business

Telephone: 847.502.6820
Fax: 724.687.0319
Web Site: www.grantgroupconferences.com

Contract Administration: Robert L. Grant
Email: grant.group@zoominternet.net
CUSTOMER INFORMATION

1. North American Industry Classification System (NAICS) code: 611430

   Professional and Management Development Training - services include offering an array of short duration courses and seminars for management and professional development. Training for career development may be provided directly to individuals or through employers' training programs, and courses may be customized or modified to meet the special needs of customers. Instruction may be provided in diverse settings, such as the establishment's or agency's training facilities, and through diverse means, such as correspondence, television, the Internet, or other electronic and distance-learning methods.

2. Maximum order $1,000,000.00
3. Minimum order $300.00
4. Geographic coverage (delivery area) Domestic only
5. Point(s) of production Same as company address
6. Discount from List Prices or Statement of Net Price. Prices Shown are Net Price
7. Quantity Discounts 1.5% on orders above $249,000.00
8. Prompt Payment Terms NET 30 days
9a. Government Purchase Cards Accepted Below the Micro-Purchase Threshold. Yes
9b. Government Purchase Cards Accepted Above the Micro-Purchase Threshold. Yes
10. Foreign items Not applicable
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>11a. Time of Delivery</td>
<td>Specified in Task Order</td>
</tr>
<tr>
<td>11b. Expedited Delivery</td>
<td>Contact Contractor</td>
</tr>
<tr>
<td>11c. Overnight and 2-Day Delivery</td>
<td>Contact Contractor</td>
</tr>
<tr>
<td>11d. Urgent Requirements</td>
<td>Contact Contractor</td>
</tr>
<tr>
<td>12. F.O.B. point(s)</td>
<td>Destination</td>
</tr>
</tbody>
</table>
| 13. Ordering Address: | The Grant Group  
318 Cambridge Drive  
Mars, PA 16046  
TAX ID#59-3799861  
CAGE CODE: 4C2D4 |
| 14. Payment Address: | The Grant Group  
318 Cambridge Drive  
Mars, PA 16046 |
| 15. Warranty Provision | Not Applicable |
| 16. Export Packing Charges | Not Applicable |
| 17. Terms and Conditions of Government purchase card acceptance (any thresholds above micro-purchase level): See 9a and 9b above. |   |
| 18. Terms and Conditions of Rental, Maintenance, and Repair. | Not Applicable |
| 19. Terms and conditions of installation. | Not Applicable |
| 20. Terms and conditions of repair. | 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).

24b. Section 508 compliance information
Available on Information Technology (EIT) supplies and services and shows Where full details can be found. EIT Standards:  www.Section508.gov/

25. Data Universal Number System (DUNS) Number: 36-262-0572

26. Notification regarding registration in System for Award Management (SAM) database.
Our training courses range from half-day to five days of instruction. Our prices include all professionally printed training materials and are based on the length of the given training course. All programs are designed for presentation at an agency’s designated location.

**BUILDING BLOCKS FOR SUCCESS**

*Description:* Designed for non-supervisory participants. This course will provide participants with the Building Blocks necessary to move from *Good to Great*. A focus will be on the personal development of employees to the ultimate benefit of the customers served. Coverage will include Leveraging Your Experience to Improve Opportunities for Promotion, preparing for the Performance Based Interview, discussion on the Foundation of Mission Centered World Class Customer Service, describing Key Competencies Found in Outstanding Employees, and providing an Overview of the Management Process should participants aspire to a Leadership Role.

<table>
<thead>
<tr>
<th>Length of Course:</th>
<th>½ day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum number of participants:</td>
<td>30</td>
</tr>
<tr>
<td>Maximum number of participants:</td>
<td>150</td>
</tr>
<tr>
<td>Government Cost:</td>
<td>$3,227.63</td>
</tr>
<tr>
<td>Per Person Cost over minimum:</td>
<td>$82.00</td>
</tr>
</tbody>
</table>

---

**DOCUMENTING DISCIPLINE – MANAGEMENT’S WIN/WIN**

*Description:* Designed for managers, supervisors, team leaders, administrative officers, HR professionals, and legal counsel. This course will cover the importance of documentation in rehabilitating the problem employee or poor performer. Participants will review the Table of Offenses and determine appropriate penalties based on identified offenses. Coverage will include the components of a disciplinary charge (i.e. Label, Element, Specification), and practice writing the charge. Participants will complete the Douglas Factors and understand the impact of mitigating and aggravating factors in determining management’s position. The use of Abeyance Agreements and Medical Disqualification procedures will be covered, along with the process for establishing Nexus based on off-duty misconduct. Lewis vs. VA will be examined to consider the impact of disciplinary decisions on similarly situated employees.

<table>
<thead>
<tr>
<th>Length of Course:</th>
<th>1 day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum number of participants:</td>
<td>25</td>
</tr>
<tr>
<td>Maximum number of participants:</td>
<td>150</td>
</tr>
<tr>
<td>Government Cost:</td>
<td>$6,591.42</td>
</tr>
<tr>
<td>Per Person Cost over minimum:</td>
<td>$265.00</td>
</tr>
</tbody>
</table>
EFFECTIVE SUPERVISION – A CERTIFICATE PROGRAM
FOR VA’S NEW SUPERVISOR

Description: Designed for the supervisor in their first year of performance. The course will address Department of Veterans Affairs (VA) specific competencies in the Management of Human Capital. The training will track the 14 High Performance Development Modules by examining VA-specific case studies related to each module. It will be presented in two parts. Part I will focus on the importance of communication as supervisors explore the critical role they play in dealing with multiple workplace issues to include Appointments, Performance Reviews, Absenteeism, On-the-Job Injuries, Reasonable Accommodation, Light Duty, Correcting Misconduct, Management Rights with Labor, Off Duty Misconduct, Intoxication in the Workplace, and Handling Threatening Behavior.

Part II will address leadership styles, workplace stress, the importance of cultural influence, strategic goals supporting patient care, teaming for peak performance, privacy and mission impact, customer service and quality care, setting short and long-term personal and professional goals, and key competencies found in effective leaders.

Length of Course: 4 days
Minimum number of participants: 25
Maximum number of participants: 50
Government Cost: $13,448.45
Per Person Cost over minimum: $440.00

ESSENTIALS OF HUMAN RESOURCES II

Description: Designed for managers, supervisors, executives, team leaders, administrative officers, HR professionals, legal counsel and EEO/ADR practitioners who manage and provide oversight of human resources. This course will focus on the importance of communication as participants explore the critical role they play in dealing with multiple workplace issues to include Measuring and Critiquing Job Performance, Performance Based Interviews, Absenteeism, Reasonable Accommodation, Light Duty Management, Medical Disqualification, Correcting Misconduct, Strategies for Managing Computer Misuse, Management Rights with Labor Organizations, Off Duty Misconduct, Intoxication in the Workplace, Appropriate Use of Abeyance Agreements, and Handling Threatening Behavior. Incorporated into the training will be multiple case studies and legal cites, along with Sample Letters for Tardiness, Sick Leave Certification, Termination During Probation, Performance Improvement, Admonishment, Reprimand, Suspension, and Removal.

Length of Course: 2 days
Minimum number of participants: 30
Maximum number of participants: 150
Government Cost: $9,521.50
Per Person Cost over minimum: $312.00
ESSENTIALS OF HUMAN RESOURCES

Description: Designed for managers, supervisors, executives, team leaders, administrative officers, HR professionals, legal counsel and EEO/ADR practitioners who manage and provide oversight of human resources. This course will focus on the importance of communication as participants explore the critical role they play in dealing with multiple workplace issues to include Measuring and Critiquing Job Performance, Performance Based Interviews, Absenteeism, Reasonable Accommodation, Light Duty Management, Medical Disqualification, Correcting Misconduct, Strategies for Managing Computer Misuse, Management Rights with Labor Organizations, Off Duty Misconduct, Intoxication in the Workplace, Appropriate Use of Abeyance Agreements, and Handling Threatening Behavior. Incorporated into the training will be multiple case studies and legal cites, along with Sample Letters for Tardiness, Sick Leave Certification, Termination During Probation, Performance Improvement, Admonishment, Reprimand, Suspension, and Removal.

Length of Course: 2.5 days
Minimum number of participants: 25
Maximum number of participants: 150
Government Cost: $9,078.55
Per Person Cost over minimum: $ 340.00

HUMAN RESOURCES MANAGEMENT

Description: Designed for managers, supervisors, team leaders, administrative officers, HR professionals, legal counsel and EEO/ADR practitioners. This program provides a high level overview of the Federal Human Resources Management (HRM) process, and will equip designated personnel with the skills necessary to advise and assist management in key HRM areas. Using a case study approach, participants will review and apply the Merit Principles, review the Performance Based Interviewing process, address the appointment and post-appointment processes associated with the Probationary Period and Suitability, consider the challenges of being promoted within the organization, address HR issue areas that impact the workforce through absenteeism, fully understand the Federal Labor Relations Statute, determine the statutory differences between performance and misconduct, understand the penalty selection process based on a series of progressive actions, determine how to address reasonable accommodation, and understand the Position Management and Position Classification processes to include the Fair Labor Standards Act. Coverage will extend to the EEO Complaint and Administrative Grievance processes, and conclude with how we use diversity to reach collaboration and consensus. Supporting this program will be references to various MSPB and Federal Circuit Court rulings.

Length of Course: 3 days
Minimum number of participants: 15
Maximum number of participants: 150
Government Cost: $8,165.20
Per Person Cost over minimum: $ 355.00
LABOR RELATIONS FOR SUPERVISORS/UNION OFFICIALS

Description: Designed for executives, supervisors, team leaders, HR professionals, union officials, and legal counsel. This fast paced comprehensive program will explore new ways of dealing with old issues that will add clarity to the Federal Labor-Management Statute, and offer solutions for resolving disputes at the lowest possible level. Through open communication and pre-decisional involvement, both parties have the opportunity for organizational success. Such success encourages communication, reduces grievances, Unfair Labor Practices (ULPs), and third-party appeals. Success in the labor-management arena improves morale, and appropriately shifts scarce resources to the respective agency mission. Through a case study approach coverage will include employee, union and management rights, Weingarten meetings, formal discussions, dealing with change, what constitutes past practice, ULPs, and tips for improving the labor-management climate.

Length of Course: 1 day
Minimum number of participants: 25
Maximum number of participants: 150
Government Cost: $6,668.27
Per Person Cost over minimum: $ 265.00

MANAGEMENT OF HUMAN CAPITAL

Description: Designed for managers, supervisors, executives, team leaders, administrative officers, HR professionals, legal counsel and EEO/ADR practitioners who manage and provide oversight of human resources. This course will emphasize leadership skills such as critical thinking, problem solving, influencing, negotiating, and conflict resolution. Coverage will include the manager as coach and counselor, proactive approaches to stopping negativity, and conquering conflict through effective communication. Supporting this formal program will be a thorough review of landmark Merit Systems Protection Board and Federal Circuit rulings that create benchmarks when addressing pre and post appointment concerns. Also covered will be the scope of the probationary period based on changes in case law, Absenteeism, Performance versus Misconduct, Intoxication in the Workplace, Reasonable Accommodation versus Medical Disqualification, Hatch Act, and scope of the First Amendment on Free Speech. In addition to the Management of Human Capital Workbook, participants receive “Write On! Documenting Your Way to Successful Performance and Disciplinary Actions Against Federal Employees”.

Length of Course: 2.5 days
Minimum number of participants: 25
Maximum number of participants: 150
Government Cost: $9,413.92
Per Person Cost over minimum: $ 355.00
PERFORMANCE MANAGEMENT – THE SYSTEMATIC PROCESS

Description: Designed for managers, supervisors, executives, team leaders, administrative officers, HR professionals, legal counsel and EEO/ADR practitioners who design, manage, and administer Agency Performance Management Systems. This course will review the systematic process of Performance Management through case study and group interaction. Participants will complete this course with an understanding of the performance management process to include measuring activities vs. accomplishments, the importance of the Supervisory Probationary Period, writing a performance measure for “Leading People”, and communicating the mid-term and final appraisal through participant Role Play. This course will discuss cascading of performance measures from top management to supervisors by identifying the five fundamental Executive Core Qualifications (ECQ): Leading People, Leading Change, Results Driven, Business Acumen, and Building Coalitions, as well as agency guidance on tailoring employee measures to specific occupations. This course will train managers and supervisors on how to identify specific job tasks that relate to critical elements, and how to measure accomplishments through objective performance standards. Participants will review the merit principles and their importance to sound performance management practice, understand the difference between performance and conduct, identify performance elements, and differentiate between levels and standards.

Length of Course: 1 day
Minimum number of participants: 25
Maximum number of participants: 150
Government Cost: $7127.67
Per Person Cost over minimum: $263.00

PERSONAL DEVELOPMENT PLANS

Description: Designed for managers, supervisors, executives, team leaders, administrative officers, HR professionals, legal counsel and EEO/ADR practitioners who collaborate with Agency staff in the design and effective use of Personal Development Plans (PDP). This course will provide guidance in charting the career paths for new and seasoned supervisors, as well as employees at all levels of the organization. PDPs are individually tailored and describe objectives and activities for the employee’s career development. PDPs can be a win/win strategy because they benefit both the employee and the organization. Employees’ benefit because implementing a PDP helps enhance their knowledge, skills and experiences. Improved competencies help them achieve personal and career goals both inside, and external to the organization. The organization benefits by developing competent employee performance, plus the added bonus of improved morale, and personal job satisfaction, which ultimately leads to exceptional service for agency stakeholders. Following this course each participant will have completed their own PDP, and gained the knowledge, skill and ability to develop PDPs for other staff.

Length of Course: 1 day
Minimum number of participants: 25
Maximum number of participants: 150
Government Cost: $7,127.67
Per Person Cost over minimum: $ 263.00

SUPERVISORY HUMAN RESOURCES SKILLS CERTIFICATE

Description: Designed for executives, managers, supervisors, team leaders, administrative officers, HR professionals, legal counsel and EEO/ADR practitioners who are involved in the process of managing Human Capital. The Supervisory Human Resources Skills training is a fast paced comprehensive certificate program designed for every level of management, and those responsible for investigation and oversight of the management process. Through lecture, case study, role-play, video and group interaction, participants will explore real life agency situations, review relevant case law, and compare case study outcomes to similar situations in their workplace. The program will take participants through the Merit Principles addressing key components of Leadership, Performance Management, the Federal Labor Management Relations Statute, Unfair Labor Practice, Formal Discussions, Weingarten Meetings, Managing Past Practice, the Probationary Period, Managing Misconduct, the Douglas Factors, Defining Degrees of Proof in penalty selection, Nexus, Absenteeism, Medical Disqualification, Reasonable Accommodation, Intoxication in the Workplace, Last Chance Agreements, Managing the Threat, the Crime Provision, Hatch Act, Managing the Attitude, EEO Complaint Process, Position Management and Classification, the Fair Labor Standards Act, and Building a High Performance Culture through Consensus. Supporting the agenda will be a review of landmark MSPB and Federal Circuit rulings, as well as discussion about the Office of Special Counsel and EEOC’s posture with case law.

Length of Course: 5 days
Minimum number of participants: 10
Maximum number of participants: 100
Government Cost: $9,103.56
Per Person Cost over minimum: $ 467.00
**TITLE 38 LEADERS’ PROGRAM – VETERANS AFFAIRS**

*Description:* Designed for Title 38 and Hybrid Title 38 Supervisors, Physician and Nurse Executives, Administrative Officers, HR Professionals, and Legal Counsel from the Department of Veterans Affairs. This course provides a unique opportunity for those employed in the Title 38 and Hybrid Title 38 arenas, as well as those who provide counsel and oversight to receive training specific to the Title 38 process. Through case study, video and group interaction, participants will be introduced to the History of the Title 38 System, and review VA-specific rules and regulations associated with appointment, pay, advancement, performance, labor, and misconduct. Coverage will include Summary Probationary Reviews, Guidance on Preventing Boundary Violations, Off-Duty Misconduct, Addressing Progressive Misconduct, Medical Disqualification, Disciplinary Appeal Boards, Reporting to State Licensing Boards, Professional Conduct or Competence (PCC), and the Labor Law exclusion under 38 U.S.C. 7422. Incorporated into the course will be Title 38 and Hybrid Title 38 Sample Letters for Termination During Probation, Performance Improvement, Admonishment, Reprimand, Suspension, and Removal.

- **Length of Course:** 1 day
- **Minimum number of participants:** 25
- **Maximum number of participants:** 150
- **Government Cost:** $7,127.67
- **Per Person Cost over minimum:** $ 263.00