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

Multiple Award Schedule

FSC Group: Professional Services          FSC Class: R499

Contract number: GS-00F-404GA

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov.

Contract period: September 18, 2017 – September 17, 2022

IVY PLANNING GROUP, LLC
6701 DEMOCRACY BLVD.
BETHESDA, MD 20817-1572
Phone: 301-963-1699 and Fax: 301-963-8068
http://www.ivygroupllc.com

Contract Administrator: Janet Smith and Email: jsmith@ivygroupllc.com

Business size: Small, Economically Disadvantaged Woman Owned Business (EDWOSB)

Price list current as of Modification # PO-0006 effective April 16, 2021

Prices Shown Herein are Net (discount deducted)
CUSTOMER INFORMATION:

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

<table>
<thead>
<tr>
<th>SINs</th>
<th>Recovery SINs</th>
<th>SIN Title</th>
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<td>541611 RC</td>
<td>Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Service</td>
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<tr>
<td>611430</td>
<td>611430 RC</td>
<td>Professional and Management Development Training</td>
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<td>ANCILLARY RC</td>
<td>Ancillary Supplies and Services</td>
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<td>OLM</td>
<td>OLM/RC</td>
<td>Order-Level Materials</td>
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1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. **See Page 10 - 13 for Rate Tables**

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item. **See Pages 4 - 10 for Labor Category and Course Descriptions**

2. Maximum order:

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</table>

3. Minimum order: $100.00

4. Geographic coverage (delivery area). Domestic

5. Point(s) of production (city, county, and State or foreign country). Same as Company Address

6. Discount from list prices or statement of net price. Government Net Prices (discounts already deducted.)

7. Quantity discounts. None
8. Prompt payment terms. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions. Net 30 days

9. Foreign items (list items by country of origin). Not Applicable

10a. Time of delivery. (Contractor insert number of days.) To be determined at time of order

10b. Expedited Delivery. Items available for expedited delivery are noted in this price list. Contact Contractor

10c. Overnight and 2-day delivery. Contact Contractor

10d. Urgent Requirements. Contact Contractor

11. F.O.B. point(s). Destination

12a. Ordering address(es). Same as Company Address

12b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.

13. Payment address(es). Same as Company Address

14. Warranty provision. Not Applicable

15. Export packing charges, if applicable. Not Applicable

16. Terms and conditions of rental, maintenance, and repair (if applicable). Not Applicable

17. Terms and conditions of installation (if applicable). Not Applicable

18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). Not Applicable

18b. Terms and conditions for any other services (if applicable). Not Applicable

19. List of service and distribution points (if applicable). Not Applicable

20. List of participating dealers (if applicable). Not Applicable

21. Preventive maintenance (if applicable). Not Applicable

22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). Not Applicable
22b. If applicable, indicate that 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/](http://www.Section508.gov/). Not Applicable

23. Data Universal Number System (DUNS) number. 840203368

24. Notification regarding registration in System for Award Management (SAM) database. Contractor registered and active in SAM

**Labor Category Descriptions:**

**Executive Partner**

SIN: 541611
Minimum Years Experience: 18
Minimum Education Level: Bachelor’s Degree
Minimum Education/Experience: Bachelor's Degree from accredited college. At least 18 years consulting to Executive & CEO level.

Functional Responsibilities: Principal liaison to senior executive clients. Directs project teams. Reviews work products for quality control. Consult and coach at the highest levels of organizations. Provides input to executives on employee relations, reorganization alternatives and assist in setting goals for the organization to maintain and attract desirable employees.

**Executive Consultant**

SIN: 541611
Minimum Years Experience: 17
Minimum Education Level: Bachelor’s Degree
Minimum Education/Experience: Bachelor's Degree from accredited college. At least 17 years consulting to Senior level.

Functional Responsibilities: Provides supervision of multiple complex projects with ability to transfer best practices across industries and sectors. Lead and conduct organizational assessments, synthesis information and present findings. Consult and coach at all levels of organizations. Provide analysis and solutions for problems or issues the organization is facing. Overall review of findings.

**Subject Matter Expert**

SIN: 541611 & 611430
Minimum Years Experience: 10
Minimum Education Level: Bachelor’s Degree
Minimum Education/Experience: Bachelor's degree from accredited college
Functional Responsibilities: Develops material and content for training & consulting services.

Executive Coach and 360 Administrator II

SIN: 541611 & 611430
Minimum Years Experience: 10
Minimum Education Level: Bachelor’s Degree
Minimum Education/Experience: Bachelor's degree from accredited college. Minimum of 7 years experience working on 360 degree assessment projects.

Functional Responsibilities: Administer 360 assessments and interpret results.

Technical Executive Coach I

SIN: 541611 & 611430
Minimum Years Experience: 20
Minimum Education Level: Bachelor’s Degree. At least 15 years consulting to Executive & CEO level.
Minimum Education/Experience: Bachelor's degree from accredited college. Minimum of 20 years of experience coaching in a specialty area.

Functional Responsibilities: Collect data, analyze findings and provide executives with feedback.

Senior Consultant

SIN: 541611 & 611430
Minimum Years Experience: 10
Minimum Education Level: Bachelor’s Degree
Minimum Education/Experience: Bachelor's degree from accredited college.

Functional Responsibilities: Designing, delivering & facilitating training sessions. On the consulting side, ability to provide client with assessments on human resources via focus groups and other methods.

Project Manager

SIN: 541611
Minimum Years Experience: 7
Minimum Education Level: Bachelor’s Degree
Minimum Education/Experience: Bachelor's degree from accredited college.

Functional Responsibilities: Planning, organizing, securing, and managing resources to achieve project goals. Manage time, resources and budget to insure a successful outcome.

Senior Facilitator
SIN:  541611 & 611430
Minimum Years Experience:  10
Minimum Education Level:  Bachelor’s Degree
Minimum Education/Experience:  Bachelor's Degree from accredited college. Successful track record facilitating at supervisors and managers.

Functional Responsibilities:  Assist groups in understanding their common objectives, and help them in planning to achieve their goals without any bias to members of a group. Enable groups & organizations to work more effectively, collaborate and achieve more synergy. Provide feedback analysis to senior management and deliver a road map for path forward.

Administrative Assistant **

SIN:  541611
Minimum Years Experience:  2
Minimum Education Level:  High School Diploma or GED
Minimum Education/Experience:  High School Diploma (or GED) and minimum 2 years experience, computer skills, and ability to multi task

Functional Responsibilities:  Organizes and plans staff meetings. Assists staff and work on projects.

Course Descriptions

Diversity and Inclusion Workshop for HR Leaders

SIN:  611430
Minimum Participants:  20
Maximum Participants:  35
Course Length:  8 Hours
Support Materials Included In Price: Book: Diversity Action Book: 143 Things to Go Do; Participant Workbook

Course Description:  Participants learn how diversity and inclusion impact the entire employee life cycle. As they discuss the challenges and opportunities of an increasingly diverse workforce and marketplace, they will come to understand their roles and responsibilities, and will practice the skills required to become effective and trusted consultants to their business managers and colleagues. Understand your roles and responsibilities as an HR professional in executing your company’s diversity strategy. Explore the knowledge, skills and behaviors that represent a diversity and inclusion competent and committed leader. Build skills to become an effective consultant to business managers and colleagues. Provide a supportive forum to discuss diversity and inclusion opportunities and challenges. Additional participants over Max is $ 150/person (+ additional support materials - see Support Materials Pricing).

Subtle Behaviors: What’s Your MicroTrigger® -- Workshop for Government Employees

SIN:  611430
Minimum Participants:  20
Maximum Participants:  35
Course Length:  4 Hours
Support Materials Included In Price: Book: 58 Little Things that have a Big Impact-What's Your MicroTrigger®?; Participant Workbook

Course Description: This workshop is designed for the agency that seeks to have an inclusive workplace where everyone has an opportunity to fully participate in creating mission success and where each person is valued for his or her distinctive skills, experiences and perspectives. Participants learn their personal MicroTriggers® and those of others -- the factors that influence their intensity, and the skills to drive individual and group performance. Understand the impact of the subtle behaviors on individual, team and agency performance. Learn the roles and responsibilities of the sender, receiver and observer of the MicroTrigger®. Identify strategies to develop and maintain an inclusive environment. Additional participants over Max is $100/person (+ additional support materials- see Support Materials Pricing).

Train-the-Trainer (T3) Program

SIN: 611430
Minimum Participants: 10
Maximum Participants: 10
Course Length: 4 Days
Support Materials Included In Price: Participant Workbook; Other Support Material is contingent on the topic of the course of choice.

Course Description: Ivy’s T3 program includes the Trainer’s Toolkit (training materials, speaker notes, and leader guide) and an optional coaching hotline for questions and ongoing support. Ivy’s T3 model incorporates experience, observation, and supported practice in leading one of Ivy’s EEO diversity and inclusion workshops. Your internal trainers will understand how to deliver the course content, and how to facilitate groups through issues that may arise. T3 experiential training. Trainers will experience the IVY class as a participant, followed by in-depth, facilitated analysis and a discussion of their experience and its relationship to their prospective roles as facilitators. T3 hands-on training.

Prospective trainers prepare and deliver course modules. T3 coaching. Prospective trainers receive feedback and insights. Assessment and areas for individual development are discussed. Trainer Certification. Additional participants over Max is $4,825/group of 10 Trainers (+ additional support materials- see Support Materials Pricing).

Government Executive Diversity Roundtable

SIN: 611430
Minimum Participants: 15
Maximum Participants: 35
Course Length: 4 Hours
Support Materials Included In Price: Participant Workbook

Course Description: This course, for government executives and senior leaders, provides the opportunity for leaders to have strategic conversations regarding leading the organization through a diversity and inclusion change initiative. This session moves beyond diversity awareness to educate executives on strategic and operational elements of their agencies, anticipated benefits, challenges, and tactics to guarantee success. Discuss the critical issues pertaining to diversity and inclusion with the ultimate goal of committing to an agreed-to strategic direction. Establish the level of resource investment, and diversity accountability necessary, appropriate or possible at this time. Understand and agree to executive/leader roles and responsibilities for leading the diversity and inclusion initiative. Additional participants over Max is $15,000/each additional group of 10 (+ additional support materials- see Support Materials Pricing).

Recruiting Through a Diversity Lens in Government™

SIN: 611430
Course Description: This course, for human resources and hiring managers, provides insights based on Ivy’s wealth of experience developing diversity recruiting strategies for government agencies and Fortune 1000 companies. The session focuses on the 6-step competencies required to lawfully and successfully attract and retain diverse talent. Use understanding of diversity as a tool to effectively recruit and interview candidates. Understand the impact of personal perceptions on interviewing and hiring decisions. Understand the difference between personal preferences and job requirements when evaluating a candidate. Prepare interviewers to address diverse candidate’s unique and sometimes challenging questions. Identify available resources and reference tools. Additional participants over Max is $150/person (+ additional support materials – see Support Materials Pricing).

Serving Our Diverse Government Customers and Stakeholders

Course Description: This course, for customer service departments, call centers, human resources staff, and managers and supervisors, presents the key concepts of customer focus and showcases world class organizations and government agencies that have improved their external reputation and customer satisfaction through greater focus on their customers. Learn definitions of customers and the drivers of customer satisfaction. Explore the impact of external reputation. Receive examples of outstanding customer centered organizations. Additional participants over Max is $100/person (+ additional support materials – see Support Materials Pricing).

Global Diversity and Cultural Competencies in Government

Course Description: This course, for human resources staff, and managers and supervisors, explores how to leverage the benefits of global diversity to make the optimum use of teams with members from various cultural backgrounds. Cultural attributes, common misperceptions, and how they impact performance will be discussed. Participants explore their unconscious biases regarding cultures different from their own. Learn the fundamental concepts of global diversity. Learn the unconscious biases that may impact interactions and levels of engagement. Examine the interpersonal relationship dynamics of team members who come from various cultural backgrounds. Learn how to make informed decisions regarding strategies, tactics and action plans to ensure that global and cross-cultural dynamics are considered. Additional participants over Max is $100/person (+ additional support materials – see Support Materials Pricing).

Leading Change Through Inclusion: Applying Diversity for Managers in Government

Course Description: This course, for human resources staff, and managers and supervisors, explores how to leverage the benefits of global diversity to make the optimum use of teams with members from various cultural backgrounds. Cultural attributes, common misperceptions, and how they impact performance will be discussed. Participants explore their unconscious biases regarding cultures different from their own. Learn the fundamental concepts of global diversity. Learn the unconscious biases that may impact interactions and levels of engagement.
Minimum Participants: 30
Maximum Participants: 35
Course Length: 8 Hours
Support Materials Included In Price: Book: Diversity Action Book: 143 Things to Go Do; Participant Workbook

Course Description: This workshop is designed for managers and supervisors and offers the basics of diversity awareness and understanding with exercises designed to engage them in making management decisions using a diversity filter. Develop and awareness and sensitivity for diversity and inclusion. Understand the business case for diversity -- workforce, workplace and marketplace. Introduce skills that participants need to effectively interact with a diverse workforce and marketplace. Provide a supportive forum to discuss diversity challenges and opportunities. Develop action plans for leading change through inclusion addressing workforce, workplace and marketplace. Additional participants over Max is $100/person (+ additional support materials– see Support Materials Pricing).

How to be an EEO and Diversity Champion in Government

SIN: 611430
Minimum Participants: 20
Maximum Participants: 35
Course Length: 4 Hours
Support Materials Included In Price: Participant Workbook

Course Description: This workshop, for managers and supervisors, focuses on the skills and competencies required to effectively demonstrate an agencies commitment to diversity and inclusion. Particular focus is placed on the ways in which government leaders must model the behaviors they want to see in their workforce and includes practicing “speaking for diversity”. Know how diversity and inclusion benefit the agency’s mission. Communicate the ways in which agency employees will be held accountable for diversity and inclusion efforts. Understand the workforce, workplace and marketplace (customers, constituents, and stakeholders) diversity and inclusion implications for the agency. Additional participants over Max is $100/person (+ additional support materials– see Support Materials Pricing).

Unconscious Bias In The Workplace

SIN: 611430
Minimum Participants: 20
Maximum Participants: 35
Course Length: 3 Hours
Support Materials Included In Price: Participant Workbook

Course Description: Unconscious or implicit bias acknowledges that generalization is a necessary psychological process that aids humans in making sense of our world. But that it also can lead, involuntarily, to unfounded, and sometimes incorrect, assumptions about people. In this workshop participants become aware of their own unconscious biases; are engaged and educated on the practical proof of how unconscious bias impacts their core business; and are inspired to consciously adopt new individual behaviors, change processes and remove barriers to organization success. The Unconscious Bias workshop is often coupled with our MicroTriggers® workshop to focus on the actions and subtle behaviors that can result from unconscious bias. Participants then address their impact on individual and team performance and engagement. Additional participants over Max is $100/person (+ additional support materials– see Support Materials Pricing).

Building High Performance Teams

SIN: 611430
Minimum Participants: 8
Maximum Participants: 35
Course Length: 6 Hours
Support Materials Included In Price: Participant Workbook

Course Description: High performing teams leverage human capital to commit to a common purpose, with high levels of collaboration and innovation. These teams produce superior results. But in today’s workplace issues of trust, poor communication, and low accountability often derail teams from achieving their very best. In this highly interactive workshop participants will learn the critical success factors for creating a high performing organization that delights the customer, is engaged, and operates in an inclusive workplace environment. We provide a supportive forum to discuss the team’s opportunities and challenges to maximizing their performance, introduce skills required to effectively interact with team members, identify and clarify roles and responsibilities to increase efficiency and effectiveness, and begin to develop action plans for maximizing the team’s performance. Additional participants over Max is $170/person (+ additional support materials—see Support Materials Pricing).

Diversity and Inclusion in Government Web-based Online Course

SIN: 611430
Minimum Participants: 1
Maximum Participants: 250
Course Length: 45 Minutes
Support Materials Included In Price: None

Course Description: Approximate seat time = 45 minutes. Narration in English throughout. SCORM: 1.2 compliant. Maximum 250 individual users per month. Includes Quiz reports, by group, for a maximum of 5 groups per month. Ivy retains all rights to its Intellectual Property and copyrighted course content. Hosted on Ivy Planning Group’s Learning Management System (LMS). PER MONTH RATE

NET GSA Rates Including .75% IFF:

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<th>SIN(s)</th>
<th>Awarded Labor Category</th>
<th>Net GSA Hourly Rate</th>
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<td>Diversity and Inclusion Workshop for HR Leaders</td>
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<td>Government Executive Diversity Roundtable</td>
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<td>Recruiting Through a Diversity Lens in Government™</td>
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** Labor categories applicable to SCLS:

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<th>SCLS Eligible Contract Labor Category</th>
<th>SLS Equivalent Code - Title</th>
<th>WD Number</th>
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<td>Administrative Assistant**</td>
<td>01020 - Administrative Assistant</td>
<td>2015-4281</td>
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The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (**) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).