

WORK LIFE INNOVATIONS

Work/Life Innovations
A Division of Family Care & Workforce Diversity Consultants
GSA Contract GS-02F-0001T

**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 for GSA Advantage! is <http://www.fss.gsa.gov>.

Human Resources and EEO Services
FSC Group: 738 X

Contract Number: GS-02F-0001T

For More Information on Ordering from Federal Schedules Click on the FSS Schedules Button at <http://fss.gsa.gov>

Contract Period : October 5, 2006 – October 4, 2011

Contractor: Family Care & Workforce Diversity Consultants, LLC
D.B.A. Work/Life Innovations
912 Silas Deane Highway, Suite 116
Wethersfield, CT 06109
Telephone: 860-563-6901
Fax: 860-563-6912
www.worklifeinnovations.com

Business Size: **Small**

Ownership: **Woman Owned**

Contract Administration: **Mary-Ellen Rogers**

CUSTOMER INFORMATION:

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

Solicitation 2 FYP-DR-990001-B REFRESH 4,

SIN 595-21 (Employee Assistance)

Work life services provided by Work/Life Innovations A Division of Family Care & Workforce Diversity Consultants, LLC

We are leading lives where work, home, play, and family are intersecting and constantly jostling our time and energy. Work Life Services offer down-to-earth help for sorting out some of the most challenging aspects of staying productive and happy in all the parts of your life.

Whether you need childcare services or the best plumber in town, Work Life services can help you find the best resources available where you live or work.

Children and Youth

- **Adoption**
- **After School Care**
- **Childcare/Daycare Referrals**
- **Child Development**
- **Emergency Care**
- **Homework Hotline**
- **Parenting**
- **Prenatal Concerns**
- **Summer/School Break Camps**
- **Teen Issues**



Adoption - We provide employees with consultation, resource and referral regarding all stages of adoption - from initial information of licensed agencies, financial and process expectations, to adoption finalization and blending the new child into the family. We help with both domestic and international adoptions, and we locate local adoption contacts, specialized legal referrals, and adoption support groups for the employee.

After School Care - Sometimes employees are not able to leave work to care for their children when they get out of school each day. We help your employees find after school childcare, either in school programs or out of school licensed programs or care providers.

Childcare/Daycare Referrals - We locate up-to-date licensed State-regulated childcare homes and/or centers that serve your employees' time schedule, needs, and the specific needs of their children. We also locate nanny and au pair agencies and provide employees with information to help them to choose quality care.

Child Development - We help employees with consultation, resource and referral,

depending on the needs of the child, parents, and the situation. We also provide information to guide parents in helping their children develop.

Emergency Care - Things do not always go smoothly with an employee's primary childcare. For example, children become ill, or care providers become ill or take vacations. Therefore, we help employees locate licensed State-regulated emergency back-up care and provide employees with an informational package about how parents can find back-up care themselves.

Homework Hotline - We have consultants on-site from 4:00pm to 7:00pm (Eastern Standard Time) to help students of client employees, in grades K - 8, with their homework. Consultants lead students through the educational process by coaching them to the appropriate conclusion.

Parenting - We provide information, support and consultation for parents on an array of issues that can be addressed by our qualified Social Workers and/or Nationally Certified Registered Nurse (RN). Resource and referrals to address parenting, child development, child health and discipline issues, as well as referrals to physicians and health specialists are offered.

Prenatal Concerns - We provide employees with information addressing various prenatal concerns, including SIDS Awareness, health and safety. We have a Nationally Certified Registered Nurse (RN) on staff to answer questions and provide guidance and resources for employees.

Summer/School Break Camps - We provide local resources for day or overnight camps that are appropriate and fit the age and needs of your employees' children. We help employees locate specific sports camps (e.g. soccer, basketball, softball, baseball, golf, etc.), hobby camps (e.g. music, theatre, horse riding, computer, etc.), or specific religious youth group camps for their children.

Teen Issues - We provide employees with support, resources and referrals to help them better deal with their teenagers.

Education

- **ADD/ADHD Issues**
- **College Information**
- **Educational Rights/Law**
- **Funding for College**
- **Homework Hotline (SM)**
- **Intellectual/Physical Disabilities**
- **Learning Disabilities and Styles**
- **Pre-school/School Choice**
- **PSAT, SAT, ACT**
- **Scholarship Search**



ADD/ADHD Issues - We provide employees with information on symptoms and characteristics of ADD and ADHD. We also provide information on the legal rights, modification and strategies taken by schools, testing and assessment that should be conducted, as well as referrals to local resources and national organizations such as

CHADD (Children and Adults with Attention Deficit Disorders).

College Information - We help with college searches and with compiling profiles of schools. We can search for schools based on a student's individual criteria, including academic programs offered, geographic location, sports, activities, etc. We provide tips on how to choose a college and stay on track with respect to important date and deadlines.

Educational Rights/Law - We provide employees with information on student/parent legal rights, such as Free and Appropriate Public Education (FAPE), under the Individuals with Disabilities Education Act, 504 plan and Americans with Disabilities Act (ADA). We also provide referrals to attorneys and advocate groups.

Funding for College - Our consultants guide employees with respect to the financial preparations necessary for attending college. We provide tips on financing, including state and federal programs for financial aid. We can also guide an individualized scholarship search.

Intellectual/Physical Disabilities - Our consultants assist parents in navigating the assessment process, including knowing which tests and evaluations to request. We locate and provide employees with resources for specific information such as autism and Tourette Syndrome. We also provide referrals to local and national organizations and agencies.

Learning Disabilities and Styles - We locate facilities to go to for the diagnosis of specific disabilities. We can help employees empower themselves to advocate for their children. We can also refer them to educational consultants, if necessary.

Pre-school/School Choice - We help employees find schools and pre-schools for their children. This includes private schools, such as Montessori, Waldorf or Rudolf Steiner schools, parochial schools, and public schools, including magnet and charter schools. We can locate schools in various geographic locations, and provide school profiles and report cards. We can also identify gifted and talented programs.

PSAT, SAT, ACT - We provide employees with information regarding the PSAT, SAT, and/or ACT testing and schedules. We give tips on preparing, studying, and taking the exam. We can also make referrals to study courses and provide materials and information about study guides.

Scholarship Search - Searching for scholarships can be stressful and time-consuming. As such, our consultants can provide employees with information regarding state and federal financial aid programs, as well as identify and locate specific college scholarships that may be available for their children.

Student/Parent Issues - Our consultants help employees deal with their children's homework and discipline issues. We offer guidance with school issues, such as school readiness and public versus private educational choices.

Eldercare

- **Adult Day Services**
- **Aging/Health**
- **Caregiving**
- **Chore/Homemaker Services**
- **Community-based Services**
- **Durable Medical Equipment**
- **Home Health Care**
- **Hospice**
- **Housing**
- **Emergency/Respite Care**
- **Estate Planning**
- **Legal and Medical Referrals**
- **Long Term Care Insurance**
- **Medicaid**
- **Medicare**
- **Transportation**



Adult Day Services - We locate private and community-based centers for an employee's frail elders who may be socially isolated, physically impaired or confused. These centers offer elders activities, meals, personal care and supervision.

Aging/Health - We gather information about health and wellness issues or spiritual concerns for an employee and/or his or her elders.

Caregiving - The need for care of an employee's elders can evolve over time or come unexpectedly in a time of crisis. We provide employees with an understanding of the options of care available to their elders, including physical care, household assistance, and emotional and/or financial support.

Chore/Homemaker Services - We provide employees with resource and referrals for household services for their elders. These services can include housekeeping, meal preparation, laundry, grocery shopping and errands.

Community-based Services - Some elders prefer to remain in their own home. As such, we refer employees to community-based services that are designed to help older people stay independent and remain in their own home.

Durable Medical Equipment - We help employees find the products and equipment necessary to assist their elders in the activities of daily living.

Home Health Care - We locate services for rehabilitation, medical or nursing care for an employee's elders. Other related services can include social work, personal care and homemaker services.

Hospice - We provide employees with hospice referrals for the care of a person with a limited life expectancy. This care can be in a home or "home like" setting in a hospital, a nursing home or freestanding facility. A team of professionals who offer care for the whole family provides these services. Comfort care with a pain and symptom control is provided rather than active disease treatment.

Housing - Our consultants provide guidance and information to employees seeking appropriate housing for their elders. They help employees identify what the needs are and decide which type of facility is best for their elder. Housing options for elders include Subsidized Housing, Residential Care, Assisted Living Facilities, Continuing Care Retirement Communities, Nursing Homes and Hospice Facilities.

Emergency/Respite Care - We help employees find home care, adult day services or temporary placements for their elders, as needed. Sometimes situations occur suddenly, and require immediate attention and action - we are able to help employees with these situations.

Estate Planning - We provide employees with referrals to the National Academy of Elder Law Attorneys (NAELA) and certified financial planners.

Legal and Medical Referrals - We locate members of the National Academy of Elder Law Attorneys in the employee's area. We look for physicians who specialize in geriatrics or centers that can provide comprehensive assessments.

Long Term Care Insurance - We provide consultation, resources and referrals regarding insurance that may cover part or all of the employee's expenses for the long-term care for their elders. This coverage may pay for care in the elder's home, a nursing home, an adult day center or an assisted living facility. We also provide employees with information about what to look for in long term care insurance benefits and coverage, as well as state regulations or plans.

Medicaid - We provide employees with information about the Medicaid program, which is a joint federal/state program administered by each state. Medicaid pays for health care services for children, elders and certain disabled adults with very low incomes and very limited assets. We provide assistance with information about program eligibility and services.

Medicare - Our consultants provide information about the federal Medicare program that may be available for an employee's elders. We provide information about Medicare, such as what and whom the program covers.

Transportation - We provide resources and referrals for transportation that may be available to an employee's elders. This type of transportation is often provided to eligible seniors in the community and includes rides to the senior center, medical appointments and grocery shopping. This type of service gives employees peace of mind knowing that their elders are still able to continue with their daily activities and make appointments.

Adult Issues – Personal services, health and wellness, legal and financial

- **Business/Foreign Etiquette**
- **Consumer Protection**
- **Credit Counseling**
- **Extensive Relocation/Moving Services**
- **Financial Planning**
- **Health/Wellness Issues**
- **Legal Referrals/Mediators**



Business/Foreign Etiquette - We offer consultation, resources and referrals for business and foreign etiquette issues and customs, in order to help employees make appropriate decisions in business dealings.

Consumer Protection - If employees need protection from unfair or deceptive companies, we will gladly locate local departments of consumer protection to assist in alleviating their problems.

Credit Counseling - We locate local credit counseling services for those employees in need of budget counseling, debt management assistance or housing counseling.

Extensive Relocation/Moving Services - We assist in all phases of the relocation process to help family members adjust and make a smooth transition into their new community. This service can include child and elder care issues, schooling, community resources, town and city demographic information, and economic profiles.

Financial Planning - Whether employees are retiring, looking to invest savings, or simply looking for financial advice, we can refer them to financial planners who are trained in retirement and investment strategies. These professionals will assist employees to meet their needs and/or goals.

Health/Wellness Issues - We offer consultation, resources and referrals for employees to accomplish their health and wellness goals to achieve and maintain a high level of balance among all the varied components of their individual health. Issues can include health education, general nutrition and therapeutic diets, disease prevention strategies, and information regarding mainstream and alternative medical options, etc. We have a Registered Nurse (RN) on staff who can advise employees with respect to medical issues.

Legal Referrals/Mediators - Legal referrals are available for employees requesting representation in all areas of law.

Concierge Services

- **Comprehensive range of resources**

Concierge Services - We provide a comprehensive range of resources for convenience services such as dry-cleaners that deliver, housekeeping and house-sitting services, caterers for special events, commuter transportation, dating services, floral and gift selections. We enjoy a challenge.

PERSONAL ADVANTAGE – THE ONLINE STANDARD – 24/7

Our private, secure work life web site is cutting-edge, comprehensive and user-friendly. Our mission is to make our web site an interactive, helpful place of learning. Accessed through the World Wide Web, our private, secure Work/Life web site is cutting-edge, comprehensive and user-friendly. Our mission is to make our web site an interactive, helpful place of learning. All employees and their family members are eligible to access the site via an assigned username and password.

Educational Resources Library

Our web site features thousands of articles, tip sheets, interactive tools and links to best-of-the-web resources covering a broad range of topics including emotional and mental health issues, relationship and family concerns, personal growth, parenting and child care, adoption, education, adult care, successful aging, daily life, consumer education, moving and relocation.

Health and Wellness

Living a healthy life is a top priority for men and women of all ages. Whether it's fighting obesity, lowering cholesterol, decreasing blood pressure or dealing with allergies, employees' and family members' health issues can cost employers millions in increased insurance premiums, sick days and decreased productivity.

WORK/LIFE INNOVATIONS

Our online health and wellness service is a one-stop source for clear, authoritative information on health conditions, prevention, stress reduction, wellness techniques, and treatment options from both Western and alternative/complementary perspectives.

Features include:

Health Risk Assessments: Employees can evaluate their risk for different conditions and learn how to reduce it. Users' confidential responses are accessed automatically by subsequent assessments, allowing users to complete new assessments in less time.

Educational Materials: Information about a wide range of health topics including allergies, asthma, high blood pressure, cholesterol, low back pain, diabetes and more.

Other Web Features – Industry Differentiation

Insights Quarterly: Employees will look forward to each issue of Insights, a quarterly Work/Life newsletter. Available to everyone electronically through the web site, Insights offers engaging features that relate to a wide range of important life issues.

Global Village: Whether families are traveling or living abroad, they can come here for information on child care, elder care and expatriate services. Users can view information and contacts, and connect through to links.

Kids' Site: This area is where kids can come and address their questions and concerns. Whether it's caring for the family pet, homework help, or difficulty with friendships, they'll find fun, information and learning in the Kid's Site.

Educational Resources Library: Our web site features thousands of articles, tip sheets, interactive tools and links to best-of-the-web resources covering a broad range of topics including relationship and family concerns, personal growth, parenting and child care, adoption, education, adult care, successful aging, daily life, consumer education, moving and relocation.

Locators: Locators enhance the on-line offering even further by enabling employees and their family members to search for their own care resources. Using an address and/or zip code as a starting point, the locators help caregivers search for:

- . Family day care
- . Child care centers
- . Summer camps
- . Adoption agencies
- . Adoption attorneys
- . State adoption specialists
- . Support groups
- . K-12 public and private schools
- . Colleges and universities
- . Home health agencies
- . Nursing services
- . Hospice programs
- . Physical and occupational therapy rehabilitation facilities
- . Retirement facilities
- . Skilled nursing facilities
- . Community services
- . In-home services
- . Travel and recreation
- . Legal services

	PRICE		
New Web Product Only – self-service	< 5000	\$1.58 pepy	Access to work life web resources. Self service approach to finding resources to meet the challenges of balancing daily living and work.
	5,000 – 250,000	\$1.35 pepy	
	250,001 – 500,000	\$1.13 pepy	
	500,001 – 750,000	\$.90 pepy	
	>750,001	\$.45 pepy	
Telephonic Only	100 – 50,000	\$5.18 pepy	Telephonic access to work life resources to meet the challenges of balancing daily living and work.
	>50,001	\$3.04 pepy	
New Web Product and Telephonic Full service work life benefit Family – child care, elder care and education.	100 – 50,000	\$6.53 pepy	Self-service through the web and consultant-assisted telephonic services for elder care and childcare and educational resource and referral.
	50,001 – 500,000	\$6.33 pepy	
	>500,000	\$6.14 pepy	
New Web Product and Telephonic Full service work life benefit Family – child care, elder care, education, adoption, personal services, health and wellness, legal and financial	100 – 50,000	\$7.65 pepy	Self-service through the web and consultant-assisted telephonic services for elder care, childcare, adoption, personal services, health and wellness, legal and financial resource and referral.
	0,001 – 500,000	\$7.20 pepy	
	> 500,000	\$6.75 pepy	
New Web Product and Telephonic Full service work life benefit with concierge services Family – child care, elder care, education, adoption, personal services, health and wellness, legal and financial, concierge	100 – 50,000	\$13.23 pepy	Self-service through the web and consultant-assisted telephonic services for elder care, childcare, education, adoption, personal services, health and wellness, legal a and financial, concierge resource and referral.
	50,001 – 500,000	\$12.83 pepy	
	>500,000	\$12.45 pepy	
All prices include the .75% IFF			
Pricing is on a per employee per year basis, unless otherwise noted.			
Prices guaranteed until 10/05/2011.			

SEMINARS FOR EMPLOYEES

This section contains an overview of the objectives of each of our seminars. If you need assistance in choosing the seminar that's right for you, please call your Account Manager to discuss your goals and objectives for the training opportunity. All courses are 90 minutes in length, \$405 per course unless otherwise noted. Minimum of 8 participants; maximum of 50.

Choosing Child Care

One of the most overwhelming responsibilities of parenthood is determining what care is appropriate for your children. Choosing between family day care, center-based care and care in your own home (nanny) can be extremely perplexing. More importantly, being able to assess the quality of each provider can be overwhelming. This seminar will educate relative to the needs of the child and enable parents to make good choices.

Creating Quality Time/Creative Activities with Your Children

Families today often have limited time to spend with each other, thus it is important to maximize this time. This session will explore activities that are educational and can be enjoyed by children and parents alike. Many of these simple, low-cost activities will evoke memories of your own childhood.

Curtailing Sibling Rivalry

Siblings are the most precious gift that you can give your children. Children, however, seldom realize this. It may seem that all they do is fight with each other, and if they are not fighting they are comparing who got more, etc. This seminar will help you understand the mechanics of sibling relationships and will help you to redirect the bickering in more positive ways.

On Becoming a Father

This seminar is offered by a male R.N. or social worker who is also a father. He will discuss the evolution of a man to fatherhood, the joys and stresses of this new role and the changing relationships that will be experienced with the man's own parents and his partner.

On Becoming a Mother

Many young girls grow up dreaming of motherhood, yet few women are prepared for the changes, both physically and emotionally that motherhood brings. This seminar explores the complex journey to motherhood, and the changing relationships with the woman's own parents and her partner.

Being a “Great” Grandparent

Because of the complexities of society today there are new challenges for grandparents. Often grandchildren are living thousands of miles away; we will discuss how to maintain that special closeness with grandchildren. A number of grandparents are assuming custody of grandchildren; this presents more complex challenges. Grandparents living close to grandchildren may be spending more time with grandchildren as their children are employed outside the home. We will discuss the issue of discipline, while maintaining the parents' authority. Most importantly, we will discuss ways to enjoy those wonderful children!

Raising Daughters

Raising young women today can be extremely challenging. This session will help you to understand the developmental needs of girls, while working against gender bias.

Raising Sons

Parents will better understand the needs of boys as they mature to young men. It will help parents to learn to raise sons with strong identities, while working against gender bias.

Separating – A Parent’s Biggest Challenge

We raise our children and hold them close to us and protect them. Before you know it they’re off – to kindergarten or college; separation is a parent's biggest challenge. This session will help parents to delight in their children’s achievements and offer independence gracefully!

The Challenge of Single Parenting

An increasing number of households are headed by single parents. These individuals shoulder incredible responsibilities as they endeavor to fill the shoes of mother, father and worker. In this session we will explore the stresses encountered and will offer some creative solutions.

The Six Stages of Parenthood

This three part series explores parental development from the pre-natal stage through the empty nest stage, combining the human development theories of Freud and Erikson with the practical modern insights from the book, "The Six Stages of Parenthood" by Ellen Galinsky. A good measure of humor is incorporated as participants share experiences of parenthood.

Wonder Years - The Developing 2 to 5 Year Old

During this period of development, children and parents alike experience a great deal of wonder. While children experience wonder about their ever-widening world; parents are often wondering if they are doing all the right things. This session will explore the wonders and developmental milestones of this age group, and will help parents to fully enjoy this wonderful stage of life.

Camp Fair

Representatives from local camps will visit your facility to share information about their programs. Best to schedule for February - camps enroll early!

Children, Parents and Coaches in Sports

Children have dreams of being star athletes, making that basket, hitting that homerun, and winning the gold medal at the Olympics. Parents have expectations of what a sports program should offer. Coaches have the responsibility of developing your child both mentally and physically. What is appropriate? This seminar will provide a forum to deal with questions you may have and offer frank answers and suggestions.

College Bound

College Admissions Panel Discussion

As the college admissions process has become so intensely competitive, parents and students alike are experiencing a great deal of anxiety about how to "get in". This moderated discussion by a panel of local college admissions officers will educate parents about the entire admissions process. Topics covered will include: how a student's individual characteristics will be viewed by the admissions committee, a discussion of such issues as AP courses, SAT and ACT scores, Early Decision vs. Early Action admission, and some basic information about financial aid.

College Financial Planning

College is an overwhelmingly expensive proposition today! This session will discuss the various grants and loans that may be available to you, and will also focus on how your child can apply for scholarships and work-study positions.

Helping Your Child to Choose the Right College

The right school can "make or break" your child's college experience. This seminar will assist you in helping your child to identify the best school for him, based on interests, abilities, likes and dislikes.

Growing Up

Helping your Child to Learn to Manage Money

Does it seem that your children have no concept of the value of a dollar? Join us for an informative session that will help you to educate your child about the value of money, budgeting, saving and wise spending habits.

Home Alone – Assessing Your Child's Readiness for Self Care

Children develop at very different rates. Some children do well at home alone much earlier than others. This session will help parents to identify readiness and to prepare the environment at home for a safe, healthy experience.

Home Alone 2- A Workshop for Parents and Children

This workshop is designed to be held on a Saturday morning or an evening so parents can bring children along. An initial session is held for parents and children together, where an entertaining, but emphatic video about potential danger is shown. Following this, parents and children are separated into groups; parents learn about assessing readiness, and children learn to identify their feelings about being home alone and learn important safety rules. The session concludes with a joint discussion.

Living with Learning Disabilities

Learning disabilities don't have to handicap your child. This session will help you to identify appropriate resources to help your child, to learn to focus on your child's strengths and gifts and to understand what is entitled to your child by law.

Organize for a Productive School Year

This session is best delivered during the month of September, or in early October. The session helps parents to organize their home and schedule to maximize their child's school experience. We will address a homework game plan and help parents to learn to work effectively with teachers and staff at school.

Parenting Adolescents - Now You See Them - Now You Don't

Raising adolescents is probably the most challenging task of parenthood, but also one of the most rewarding. Teens can be quite mercurial in their moods, motivations and attitudes; at the same time, as they mature you can enjoy them on a more companionable level. This session will help you to explore the typical behaviors of adolescence and discover ways to happily share time together.

Reading is Remarkable - a Librarian's Perspective on Pleasure Reading

As adults we may think of reading as remarkable and pleasurable, but it is often a challenge to bring our children to that realization. Join a librarian to learn techniques to help your child learn to love to read for pleasure.

School-Aged Kids - Facing New Worlds in Education and Society Together

When your children enter school, a new world opens to your family. As parents, you begin to interpret the world outside to your children. You also begin to negotiate with teachers and school systems. This session will assist you to most effectively help your child to have a happy, successful school experience.

Special Challenges in School – Getting the Best for your Child

Every child has gifts and talents, and as parents we are responsible for helping them to develop these. This session will help you to develop these individual gifts and talents. The session also discusses the complexities of raising children who have been identified as gifted by means of testing.

Educational Toy and Book Fair

High quality, reasonably priced toy and book vendors will visit your facility to sell educational resources to employees. This is best done during the holiday season.

Elder Care

Coping with the Stresses of Caregiving

Caring for an elder can be a monumental task. In this session we will explore the feelings and frustrations of the caregiver and will discuss specific strategies and resources to make this job easier.

Dealing with Grief and Loss

The loss of a loved one is, perhaps, the most difficult experience in life. In this session we will discuss the process of grief and learn to work towards resolution of the all-encompassing emotions.

Dollars and Sense; Finances and Legal Resources for Caregivers

The legal and financial aspects of eldercare are extremely complex and subject to constant change. In this session an elder law attorney will discuss these complex issues and offer suggestions.

Loving Long Distance - Resources for Caregiving

It is especially challenging to care for an elder who lives a significant distance from you. This seminar will help individuals to learn to effectively gather resources from a distance, and to learn strategies for communicating with physicians and caregivers regarding an elder's care.

The Sandwich Generation; Balancing Work and Family

Today many individuals face multiple challenges as they try to balance work and family responsibilities and care for an elder at the same time. This session will help the caregiver to strike a better balance, and to be aware of feelings such as guilt and anxiety that can be crippling.

Daily Living

Balancing Work and Personal Life

Looking at the reality of competing demands, learn to communicate clearly under fire, enhance your ability to set limits and develop healthy balance in your work and personal life.

Keys to Achieving a Happy Marriage

Learn the myths about marriage and the various stages of marriage. Learning about the behaviors that lead to marital conflict and divorce can lead to creating and maintaining healthy relationships.

Living Single / Single Again

Learn ways to socialize and a four-part strategy for mastering loneliness.

Personal Fitness

Understand the physical and mental health benefits of regular exercise and healthy eating. Identify barriers to success and ways to overcome them.

Get a Good Night's Sleep

Learn facts about sleep, consequences of sleep deprivation, and common myths about sleep. Learn tips on good sleep hygiene.

Choosing the Best Doctors, Dentists and HMO's for your Family

Making a good decision around selecting a healthcare provider is vital to your health and that of your family members. Join us for an informative session. Our RN Clinician will offer guidance on making these important choices and on maintaining a productive relationship with the provider.

Emotional Control - Staying Calm & Productive Under Pressure

Emotions are a normal part of the human experience. It is important to acknowledge your emotions so that you can begin to control them. In this workshop we will explore a variety of common stresses and techniques for exerting control over them.

First, Second, Third – How Birth Order Effects Your Life

Much of our behavior as adults is based on our position in the family's birth order. Join us for a fun and informative session, and learn more about your own behavioral patterns, based on where you fell in the family's birth order.

First, Second, Third – How Birth Order Effects Your Life

As the holidays approach we often feel pressured to recreate a traditional holiday for our families, and to feel happy and excited. In reality, the stress of the holidays and our work can seem overwhelming. Additional stress may include painful holiday memories, isolation from loved ones, and anticipation of dealing with difficult family members, high expectations, and exhaustion. This seminar will help you to add balance, perspective and happiness to this time of year.

Managing Your Money

Today most of us are inundated with offers of credit cards, bank accounts and investment opportunities. This informative session combines the input of Consumer Credit Counseling and a Financial Planner. Every aspect of money management from budgeting and credit to investments and estate planning will be touched upon. Offered in a basic 1hour format, or an expanded 2-hour session.

The Mysteries of the "Middle Ages"

Menopause can be a confusing time in a woman's life. Suddenly her body is changing and her emotions can be in flux. This is one of the most definitive signs of mature adulthood. Explore the "mysteries of menopause" with a Registered Nurse/Clinician, and learn to develop healthy, productive strategies for this time of life.

Basic Answers to Questions About Vitamins, Minerals, Fiber and More!

Do you stand in the pharmacy aisle trying to choose appropriate supplements? And what do you really need? Join us for a discussion of current trends regarding vitamins, minerals, and making the best choices for you and your family.

It's the Little Things that Count - Maximize Your Health and Fitness

Sometimes small, painless changes can be the most effective in improving overall health and wellness. In this session a certified RN Clinician will discuss those small, easy changes you can make to maximize your health and fitness.

New Nutrition Know How

Do nutrition labels baffle you? Are you confused by what you read about what you need to eat and drink to be healthy? And what is the new Food Pyramid? Join us for a discussion of making better choices in the grocery store and in your kitchen.

Walk Your Way to a Healthier You!

Walking is great exercise that can be done almost anywhere, by almost anyone. Learn appropriate techniques, how to set a walking regime you can live by, and "step by step" strategies to stay motivated.

Employee Care Fair

Consulting staff will visit your cafeteria, or other key location and communicate the program to employees, as well as sharing a great deal of information, booklets and brochures about child care, child development, eldercare, etc.

Dress for Success and Other Important Career Strategies

This seminar looks at ways to be successful at work both from outward appearance and from a way of interacting with other co-workers, managers and customers. Different types of strategies will be offered that can help employees grow professionally.

First, Second, Third – How Birth Order Effects Your Life

Have you ever wondered why your older brother is such a perfectionist, or why your sister "in the middle" is always trying to please everyone? So much of our behavior as adults is based upon our position in the family's birth order. Participants will learn more about their own behavioral patterns based on their family's birth order.

Stress Management

Emotional Control - Staying Calm & Productive Under Pressure

Emotions are a normal part of the human experience. This seminar will help participants acknowledge their emotions so that they can begin to use them more effectively. In this workshop we will explore a variety of common stresses and several techniques for working through them successfully.

Managing Conflict in the Workplace

Often personal conflicts in the workplace can limit maximum performance for the organization. Work/Life Innovations can design an intervention that will help resolve the conflict, restore productive working relationships, and ensure that business objectives are met. This could consist of simple mediation, a workshop, or an off-site "retreat".

Managing Multiple Customers

No matter what the job, it is easy to feel that you have not one boss, but many, as you seek to satisfy customers' demands. Learn to manage your own stress, and to tactfully assist customers, so that you are able to prioritize fairly.

Managing the Stress of Multiple Roles

Today's families face multiple challenges as they attempt to manage careers, school, child and eldercare responsibilities and the overwhelming stress that can ensue. This seminar is designed to help participants "diagnose and "treat" such stress; and to help them organize both work and home life more effectively for maximum productivity, enjoyment and personal fulfillment.

Monitoring and Managing Stress

This seminar is designed to help participants recognize the causes of stress, and to learn how to channel their energies constructively by managing stress positively. Participants will complete a brief self-assessment that will help them to recognize their own "stress style" so that they may begin to devise personal strategies for managing the challenges that they face.

Stress in the Workplace

Experiencing stress in the workplace can be all encompassing, and very expensive to the company. This seminar will explore internal and external stresses that create difficulties in the workplace, as well as the impact of stress on productivity and profitability. Strategies for change will be discussed.

Caregiver Support Group

We are happy to organize support groups and lead the first four sessions to help them get off to a good start. If it would be helpful, in terms of confidentiality, to hold the groups off-site, we are happy to offer a conference room at our facility for a small group. **Duration 4 – one hour sessions at \$270 per hour.**

- 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. N/A
- 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. Not applicable.
2. Maximum order. \$1,000,000.00
3. Minimum order. \$100
4. Geographic coverage (delivery area). National and International
5. Point(s) of production (city, county, and State or foreign country). N/A
6. Discount from list prices or statement of net price. N/A
7. Quantity discounts. See Pricing Proposal
8. Prompt payment terms. Net 30 days
- 9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold. Accepted
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold. Accepted
10. Foreign items (list items by country of origin). N/A
- 11a. Time of delivery. (Contractor insert number of days.) Work/Life Innovations will follow the delivery schedule as specified in the contract award.
- 11b. Expedited Delivery. The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price lists that have expedited delivery. N/A
- 11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery. Overnight and 2-day delivery is available. Contact Work/Life innovations for rates for overnight and 2-day delivery.
- 11d. Urgent Requirements. The Contractor will note in its price list the "Urgent Requirements" clause of its contract and advise agencies that they can also contact the Contractor's representative to effect a faster delivery. Agencies may contact Work/Life Innovations to effect faster delivery.

12. F.O.B. point(s).
Work/Life Innovations
912 Silas Deane Highway, Suite 116
Wethersfield, CT 06109
- 13a. Ordering address(es).
Work/Life Innovations
912 Silas Deane Highway, Suite 116
Wethersfield, CT 06109
Telephone: 860-563-6901, Fax: 860-563-6912
email - rogersm@worklifeinnovations.com
- 13b. 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.
14. Payment address(es).
Work/Life Innovations,
912 Silas Deane Highway, Suite 116
Wethersfield, CT 06109
15. Warranty provision. N/A
16. Export packing charges, if applicable. N/A
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level). None
18. Terms and conditions of rental, maintenance, and repair (if applicable).
N/A
19. Terms and conditions of installation (if applicable). N/A
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). N/A
- 20a. Terms and conditions for any other services (if applicable). N/A
21. List of service and distribution points (if applicable). N/A
22. List of participating dealers (if applicable). N/A
23. Preventive maintenance (if applicable). N/A

- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). N/A
 - 24b. 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/.N/A
 - 25. Data Universal Number System (DUNS) number. (DUNS): 86-094-1541
 - 26. Notification regarding registration in Central Contractor Registration (CCR) database. Registered
- (4) Amendments to Federal Supply Schedule Price Lists must include on the cover page the same information as the basic document plus the title "Supplement No. (sequentially numbered)" and the effective date(s) of such supplements.
 - (5) The Contractor must provide two of the Federal Supply Schedule Price Lists (including covering letters), to the Contracting Officer 30 days after the date of award. Accuracy of information and computation of prices is the responsibility of the Contractor. NOTE: The obliteration discussed in subdivision (b)(2)(i) of this clause must be accomplished prior to the printing and distribution of the Federal Supply Schedule Price Lists.
 - (6) Inclusion of incorrect information (electronically or in paper) will cause the Contractor to reprint/resubmit/correct and redistribute the Federal Supply Schedule Price List, and may constitute sufficient cause for Cancellation, applying the provisions of 52.212-4 , Contract Terms and Conditions (paragraph (m), Termination for Cause), and application of any other remedies as provided by law—including monetary recovery.
 - (7) In addition, one copy of the Federal Supply Schedule Price List must be submitted to the **National Customer Service Center, Bldg. No. 4, 1500**