

**GENERAL SERVICES ADMINISTRATION (GSA)**

**Federal Supply Services (FSS)**

**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](http://GSAAdvantage.gov).

**Professional Services Schedule (PSS), 874-1, 874-4 – formerly MOBIS**

Contract number GS-02F-0005X

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://www.gsa.gov/schedules-ordering>.

Contract period October 12, 2010 through October 11, 2020  
Amendment/Modification No. PO-0008

**Dering Consulting Group, Inc.**  
2157 Market Street  
Camp Hill, PA 17011-4707

**DERING CONSULTING**  
G R O U P

**Tel: 717-234-0567**

**Fax: 717-234-2077**

**[www.deringconsulting.com](http://www.deringconsulting.com)**

Business size: small

***Point of contact: Paul Young***  
***717-234-0567***  
***[pyoung@deringconsulting.com](mailto:pyoung@deringconsulting.com)***

 **Contract Holder**

- 
- 1a. Awarded Special Item Numbers (SINs)
    - 874-1 Consulting Services
    - 874-4 Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration
  - 1b. Lowest priced model number and lowest unit price for that model  
See price list
  - 1c. Hourly rates and corresponding commercial job titles, experience, functional responsibilities, and education  
See price list
  2. Maximum Order  
\$1,000,000.00
  3. Minimum Order  
\$100.00
  4. Geographic coverage (delivery area)  
United States of America and US Territories
  5. Point of production  
Same as company address
  6. Discount from list, prices, or statement of net price  
Government net prices (discounts already deducted) – see attached price list
  7. Quantity discounts  
Government receives quantity discounts:
    - 1% volume discount for Task Orders of \$30,000 up to and including \$50,000
    - 2% volume discount for Task Orders greater than \$50,000 up to and including \$100,000
    - 3% volume discount for Task Orders greater than \$100,000and, for SIN 874-4, Training Services
    - 5% discount for orders of 5-9 days of training
    - 7.5% discount for orders of 10 or more days of training
  8. Prompt payment terms  
Net 30 days
  - 9a. Government purchase cards are accepted at or below the micro-purchase threshold
  - 9b. Government purchase cards are accepted above the micro-purchase threshold
  10. Foreign items  
None
  - 11a. Time of delivery  
Per task order
  - 11b. Expedited delivery  
Contact contractor

- 11c. Overnight and 2-day delivery  
Contact contractor
- 11d. Urgent requirements  
Contact contractor to affect a faster delivery
- 12. FOB. point(s)  
FOB Destination – Customer Facility and Contractor Facility
- 13a. Ordering address  
Dering Consulting Group  
2157 Market Street  
Camp Hill, PA 17011
- 13b. Ordering procedures  
For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample EPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).
- 14. Payment address  
Dering Consulting Group  
2157 Market Street  
Camp Hill, PA 17011
- 15. Warranty provision  
Contractor's standard commercial warranty
- 16. Export packing charges, if applicable  
Not applicable
- 17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level)  
Contact contractor
- 18. Terms and conditions of rental, maintenance, and repair (if applicable)  
Not applicable
- 19. Terms and conditions of installation (if applicable)  
Not applicable
- 20. Terms and conditions of repair parts (if applicable)  
Not applicable
- 20a. Terms and conditions for any other services (if applicable)  
Not applicable
- 21. List of service and distribution points (if applicable)  
Not applicable
- 22. List of participating dealers (if applicable)

Not applicable

23. Preventive maintenance (if applicable)

Not applicable

24a. Special attributes such as environmental attributes

Not applicable

24b. 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](http://www.Section508.gov).

25. Data Universal Number System (DUNS) Number

199366808

26. Dering Consulting Group, Inc. is registered and active in the CCR database; registration is valid through 8/17/2016.

## SIN 874-1 Consulting Services

Dering Consulting Group will provide expert advice, assistance, guidance or counseling in support an agency's mission-oriented business functions. This may include: management or strategy consulting; program planning, audits, and evaluations; executive/management coaching services; customized business training; policy and regulation development assistance; advisory and assistance services in accordance with FAR 37.203. Also, Dering Consulting Group will provide studies, analyses, and reports relating to an agency's mission-oriented business programs or initiatives, such as defense studies, tabletop exercises or scenario simulations, educational studies, regulatory or policy studies, health care studies, economic studies, and performance studies.

Dering Consulting Group will provide facilitation and related decision support services engaged in collaboration efforts, working groups, or teams. This may include: defining, refining, and resolving disputes, disagreements, and divergent views; leading or facilitating group briefings and discussions, enabling focused decision-making; recording discussion content and related facilitation support services; debriefing stakeholders; as well as preparing and providing draft and final reports relating to the facilitated issues.

Dering Consulting Group will provide survey services relating to mission-oriented business issues. Dering Consulting Group will assist with or perform all phases of the survey process. This may include: survey planning, design, and development; pretest/pilot surveying; assessing reliability and validity of data; conducting/administering surveys; analysis of quantitative and qualitative survey data; production of reports related to the survey; as well as briefings of results to stakeholders.

Labor Category	GSA Hourly Rate including IFF				
	10/12/15 to 10/11/16	10/12/16 to 10/11/17	10/12/17 to 10/11/18	10/12/18 to 10/11/19	10/12/19 to 10/11/20
Project Manager	\$164.42	\$169.35	\$174.43	\$179.67	\$185.06
Management Consultant	\$134.82	\$138.86	\$143.03	\$147.32	\$151.74
Administrative Services Coordinator	\$69.67	\$71.76	\$73.91	\$76.13	\$78.41
Facilitator	\$250.71	\$258.23	\$265.98	\$273.96	\$282.18
Senior Consultant	\$143.42	\$147.72	\$152.15	\$156.72	\$161.42

### Labor Category Descriptions

#### Project Manager

Minimum Education / Minimum Years of Experience: Master's degree in a related field or 10 years of demonstrated practical experience in the area(s) of expertise

Manages complex projects across multiple disciplines. Possesses the ability to lead multiple projects simultaneously across multiple clients. Has deep experience within several client business processes and/or industries. Provides expert guidance on firm methodologies and tools. Able to execute projects in multiple disciplines including strategic planning and analysis, business modeling, process improvement, and change management. Develops client relationships and recommends projects and solutions to meet client objectives. Provides technical direction and oversight to team. Carries overall responsibility for timeliness and client acceptance of project deliverables.

---

### **Management Consultant**

Minimum Education / Minimum Years of Experience: Master's degree in a related field or five years of demonstrated practical experience in the area(s) of expertise

Responsible for providing individual coaching to executives and other key leaders in an organization. In these one-on-one interactions the role assists the person in discovering new perspectives about themselves, their work, their organization and stakeholders, and in creating new on-the-job behaviors and interaction skills. These interactions may also include discussions designed to improve team performance, strengthen team capabilities, and strategically plan for the future. Finally, the role may require preparation of reports based on data gathered and results of the project, present, and explain them to individuals.

### **Administrative Services Coordinator**

Minimum Education / Minimum Years of Experience: Associate's degree or two years of applicable experience or an equivalent combination of education, training, and experience.

Provides administrative support to management and consulting staff. Performs complex tasks with little supervision; tasks may include providing meeting support, preparing graphical and related materials, typing and editing letters, reports, and other documents, and maintaining files and reference materials. May track program finances.

### **Facilitator**

Minimum Education / Minimum Years of Experience: Bachelor's degree with five years demonstrated experience within comparable fields

Responsible for defining the agenda and project objectives and for gathering and organizing information on problems or procedures. Analyzes data gathered and develops solutions or alternative methods of proceeding. Confers with personnel concerned to ensure successful functioning of newly implemented systems or procedures. Interviews personnel and conducts on-site observation to ascertain unit functions, work performed, and the methods, equipment, and personnel used. Documents findings of study and prepares recommendations for implementation of new systems, procedures, or organizational changes. Plans study of work problems and procedures, such as organizational change, communications, information flow, or workforce analysis.

### **Senior Consultant**

Minimum Education / Minimum Years of Experience: Bachelor's degree or five years of demonstrated experience

Provides expert level insight into analyses of current customer business processes and recommendations for process improvements or organizational optimization. Possesses the ability to apply analytical and evaluative techniques to processes and problems. Has experience collecting information from interviews, literature searches, and other sources. Determines requirements and defines problems; makes recommendations for optimum approaches. Able to develop needs assessments, feasibility studies, and cost benefit analyses. Performs independent analysis of complex technical issues.

## SIN 874-4 Training Services

Dering Consulting Group will provide commercially-available custom training and/or educational courses that are delivered via an Instructor-led (i.e. traditional classroom setting or conference /seminar) and/or web-based (i.e. Internet/Intranet, software packages and computer applications) system. Courses will have a defined course title, length of time (i.e. hours, days, semesters, etc.), description of materials to be taught (i.e. syllabi, table of contents, etc.), and whether materials are included (i.e. books, pamphlets, software, etc.).

Proposed professional services will be in support of planning, creating, and/or executing test administration, learning management, customized subject matter specific training and/or educational courses that are delivered via an instructor-led (i.e. traditional classroom setting or conference /seminar) and/or web-based (i.e. Internet/Intranet, software packages and computer applications) system. At minimum, proposed professional services in support of planning, creating, and/or executing a customized course(s) shall include labor categories (i.e. Subject Matter Experts (SMEs), Program Managers, Project Managers, etc.) subject matter(s), and methodology(ies) to be used.

Labor Category	GSA Hourly Rate including IFF				
	10/12/15 to 10/11/16	10/12/16 to 10/11/17	10/12/17 to 10/11/18	10/12/18 to 10/11/19	10/12/19 to 10/11/20
Project Manager	\$164.42	\$169.35	\$174.43	\$179.67	\$185.06
Trainer	\$259.85	\$267.65	\$275.67	\$283.95	\$292.46
Instructional Developer	\$122.58	\$126.26	\$130.05	\$133.95	\$137.96

*Note: all rates are exclusive of travel and material expenses*

### Labor Category Descriptions

#### Project Manager

Minimum Education / Minimum Years of Experience: Master's degree in a related field or 5 years of demonstrated practical experience in the area(s) of expertise

Manages and oversees work performance on one or more curriculum development projects. Holds primary responsibility for planning, managing, and overseeing work efforts of project team personnel and for determining and monitoring project schedules and budgets. Ensures compliance with all contract and project requirements and quality standards. Serves as the primary interface with the customer.

Demonstrates skills in the scope of work encompassed by the project, provides technical guidance to the project team in performance of the work, and provides quality review of all work products.

#### Trainer

Minimum Education / Minimum Years of Experience: Bachelor's degree or five years demonstrated practical experience in the area(s) of training delivery required by the project

Responsible for conveying course material to participants and/or training clients based on consulting recommendations. Engages participants to ensure maximum student participation. Ensures all courses are taught utilizing proven adult learning methodologies. Evaluates organizational behavior, provides analysis of course effectiveness, and makes recommendations based on experience toward future course modification.

**Instructional Developer**

Minimum Education / Minimum Years of Experience: Bachelor's degree or five years demonstrated practical experience in the area(s) of instructional design and development

Responsible for the design and development of instructor-led and online courses. Develops instruction and courseware material for trainers and participants. Uses educational and training techniques and courseware development expertise based on academic research and modern business principles. Ensures instructional integrity of course development projects through systematic design and clear and concise educational goals. Assesses the instructional effectiveness and appropriateness of course materials produced.

Course Title	Course Description	Course Objectives
Management Development	This course addresses the essential skills of the mid-level manager, including effective communications, delegation, strategy development, change management, and "managing up." The workshop employs extensive class participation and participants' own experiences to develop practical applications for the skills and knowledge gained in the classroom. Participants will assess themselves on their own effectiveness in setting expectations, fostering collaboration, and building team work among their team members.	<p>At the conclusion of this workshop, participants will be able to:</p> <ul style="list-style-type: none"> <li>• Assess tasks and team members' development levels in order to use the appropriate leadership style for each.</li> <li>• Delegate tasks and take practical steps to ensure delegated tasks are performed optimally.</li> <li>• Build and maintain good work relationships with managers, team members, colleagues, and customers.</li> </ul>
Leadership at Every Level	This course addresses the skills of leadership necessary at every level of an organization. The workshop begins with leadership competencies, including completing the leadership shields activity, identifying the five levels of leadership, explaining leadership styles, and relating leadership behaviors. The course cites "Our Mission" by Peter Drucker as an example of leadership, and explores several other topics which aid its participants in becoming better leaders.	<p>At the conclusion of this workshop, participants will be able to:</p> <ul style="list-style-type: none"> <li>• Identify the most important leadership competencies.</li> <li>• Describe how a children's library can benefit from a competent and compelling leader</li> <li>• Develop strategies for becoming a transformational leader.</li> <li>• Provide a persuasive presentation to demonstrate leadership and to meet the needs of the different groups.</li> </ul>
Professionalism in Practice	This course trains employees to develop the skills that produce strengthened work relationships through communications, feedback, and cooperation. It examines the styles of interactions, noting people's natural strengths and areas for improvement. It focuses on building adaptability into employees' approaches to interpersonal relations.	<p>At the conclusion of this workshop, participants will be able to:</p> <ul style="list-style-type: none"> <li>• Establish practices that foster acceptance and the "benefit of the doubt," both of which are vital in the work environment.</li> <li>• Strengthen their own rapport-building skills through practice and observation of what works best in varying circumstances.</li> <li>• Learn how to make the most of every interaction, and develop a foundation of trust for their workplace relationships.</li> </ul>

Course Title	Course Description	Course Objectives
<p>Creating Compelling Business Presentations</p>	<p>This workshop teaches participants how to design and deliver compelling presentations. Participants explore the essential principles of creating effective presentations and put them into practice during the workshop as they design and develop their presentations. Also participants learn the "tricks of the trade" about dress, speech, posture, room set-up, and audiovisual support materials. Facilitators provide individualized coaching after participants practice delivering their presentations. Not only do participants develop and deliver more professional presentations, they have fun doing it.</p>	<p>At the conclusion of this workshop, participants will be able to:</p> <ul style="list-style-type: none"> <li>• Provide a persuasive presentation matched to the expectations of the group.</li> <li>• Design presentations to meet both the business needs and interpersonal expectations of audiences.</li> <li>• Employ verbal and nonverbal communication skills to strengthen presentations.</li> <li>• Use effective techniques to gain and hold audience attention.</li> </ul>
<p>Communicating with Confidence</p>	<p>Examine the communication process model and investigate the environmental, organizational, and psychological factors that influence communications. Assess the mode of communication (auditory, visual, and kinesthetic) that is most natural to you. Learn ways to adapt to others' primary modes of communication. Define your preferred "social style," and learn how to meet others halfway for improved communications.</p>	<p>At the conclusion of this workshop, participants will be able to:</p> <ul style="list-style-type: none"> <li>• Diagram the communication process.</li> <li>• Adapt personal communication styles to enhance communication with others.</li> <li>• Use assertiveness to ensure positive interactions and goal attainment.</li> <li>• Apply a variety of communication skills to enhance approachability and create an open, honest workplace.</li> </ul>
<p>Stress Management</p>	<p>This workshop addresses stress in the workplace and beyond, allowing participants to identify the sources of stress in their lives, and to identify the stressors that can lead to poor performance and health problems. The course presents a wide range of practices for dealing with stress, allowing participants to develop personal action plans for stress management in their lives. Each participant will develop a profile of the causes of stress and the means of addressing these causes effectively for the long term.</p>	<p>At the conclusion of this workshop, participants will be able to:</p> <ul style="list-style-type: none"> <li>• Identify the major stressors affecting work performance and health.</li> <li>• Learn to distinguish between stress that motivates and stress that damages performance.</li> <li>• List a range of practices and techniques for reducing or eliminating sources of stress.</li> <li>• Develop a healthful response for the stress in life.</li> </ul>

Course Title	Course Description	Course Objectives
Memory Workshop	Explore memory techniques to recall names, facts, events, and other vital information easily and accurately. Rediscover an ancient Greek system to organize and remember presentations and speeches. Meet new associates and recall their names and other key data. Adapt powerful mnemonic techniques to a variety of on-the-job applications that confront today's busy worker on a daily basis.	<p>At the conclusion of this workshop, participants will be able to:</p> <ul style="list-style-type: none"> <li>• Recall a long list of items (40-60 items) from memory.</li> <li>• Identify and apply the two Rules of Thumb for remembering.</li> <li>• Use the mental tools of Substitution and Interaction to create permanent mental images.</li> <li>• Use powerful tools to convert intangible items into concrete pictures.</li> </ul>
Managing Multiple Priorities	This workshop leads participants through assessments of their work environment, their personal assets, and their critical tasks. When examining their environment, participants will review the formal organizational structure as well as the impact of informal relationships and responsibilities. They will identify the realities of dealing with multiple priorities. Each participant completes a time management personality profile that identifies strengths and opportunities for improvement. Workshop activities guide participants to the identification of their critical tasks and creating a plan to achieve them.	<p>At the conclusion of this workshop, participants will be able to:</p> <ul style="list-style-type: none"> <li>• Identify the formal and informal relationships that generate expectations.</li> <li>• Determine ways to leverage their positive traits and neutralize their negative traits.</li> <li>• Identify their performance barriers and develop strategies for removing them.</li> <li>• Develop a plan to manage multiple priorities through an integrated--rather than fragmented--approach to tasks.</li> </ul>
Supervisory Development	This course addresses three major areas: self-management, management of employees, and management of the work setting. The self-management section includes work organization and prioritization, delegation, and developing collaborative relationships. The management of employees section includes effective communication, setting expectations and providing resources, giving and receiving reinforcing and redirecting feedback, engaging and inspiring employees, and coaching and developing. The management of the work setting includes decision making, collaborative problem solving, conflict resolution, and meetings management.	<p>At the conclusion of this workshop, participants will be able to:</p> <ul style="list-style-type: none"> <li>• Manage multiple priorities through an integrated approach to tasks.</li> <li>• Engage team members using various motivation and recognition techniques.</li> <li>• Coach and develop team members to maximize their performance.</li> <li>• Apply decision making, problem solving, conflict management, and meeting management skills in managing the work setting.</li> </ul>

Course Title	Course Description	Course Objectives
Facilitator Excellence	Discover and practice applying a wide variety of tools and techniques to enhance group effectiveness. Use creative thinking to stimulate innovative problem solving. Accelerate consensus with voting and weighting techniques. Develop criteria to use in making informed, thought-out decisions. Refine ideas and build commitment to action through participation. Practice interventions for unruly behavior and difficult participants. Explore the advantages of a team approach and learn ways to leverage group activities for a successful outcome.	<p>At the conclusion of this workshop, participants will be able to:</p> <ul style="list-style-type: none"> <li>• Design facilitated sessions to address a rich variety of group outcomes.</li> <li>• Use creative techniques to generate solution ideas.</li> <li>• Employ several consensus-acceleration techniques to assist groups in reaching agreement.</li> <li>• Intervene appropriately in facilitations when participants become problematic or when groups reach impasses.</li> </ul>
Technical Writing	This course provides guidelines for writing documents, letters, emails, and memos about technical subjects in a straightforward, easy-to-understand manner with the audience in mind. Participants learn how to identify their writing purpose, analyze their audience, and select the form that best suits their purpose and audience. The workshop teaches participants how to create visual appeal through the effective use of graphics. The final section of the workshop addresses the importance of editing and proofreading to a final polished work.	<p>At the conclusion of this workshop, participants will be able to:</p> <ul style="list-style-type: none"> <li>• Develop a simple, straightforward style to convey technical subject matter to readers from a variety of backgrounds.</li> <li>• Translate jargon, abbreviations, and acronyms into non-technical terms appropriate for your message and audience.</li> <li>• Incorporate numbers, units of measure, and equations into your documents using accepted technical writing conventions.</li> <li>• Strengthen your writing with the effective use of graphics (charts, graphs, tables, diagrams, maps, photographs, and illustrations).</li> </ul>
Train-the-Trainer	This course provides customized instruction and practice in the key skills required for successful training delivery. Participants discover their natural strengths and how to bring information to life. Participants learn the "tricks of the trade" about dress, speech, posture, room set-up, and audiovisual support materials. The facilitator provides individualized coaching after participants practice delivering their presentation.	<p>At the conclusion of this workshop, participants will be able to:</p> <ul style="list-style-type: none"> <li>• Set and maintain a positive, interactive climate in the classroom.</li> <li>• Employ verbal and nonverbal communication skills to strengthen training.</li> <li>• Use effective techniques to gain and hold participants' attention.</li> <li>• Establish a plan for continued development as a trainer.</li> </ul>

## Training Courses

Course Category	Course Title	Length (days)	GSA Rate including IFF				
			10/12/15 to 10/11/16	10/12/16 to 10/11/17	10/12/17 to 10/11/18	10/12/18 to 10/11/19	10/12/19 to 10/11/20
Administrative	Management Development	1	\$4,252.31	\$4,294.83	\$4,337.78	\$4,381.16	\$4,424.97
Administrative	Leadership at Every Level	½	\$1,700.93	\$1,717.94	\$1,735.12	\$1,752.47	\$1,769.99
Administrative	Professionalism in Practice	1	\$2,551.40	\$2,576.91	\$2,602.68	\$2,628.71	\$2,655.00
Communication	Creating Compelling Business Presentations	2	\$4,989.38	\$5,039.27	\$5,089.67	\$5,140.56	\$5,191.97
Communication	Communicating with Confidence	1	\$2,551.40	\$2,576.91	\$2,602.68	\$2,628.71	\$2,655.00
Workplace Management	Stress Management	1	\$2,551.40	\$2,576.91	\$2,602.68	\$2,628.71	\$2,655.00
Communication	Memory Workshop	1	\$2,551.40	\$2,576.91	\$2,602.68	\$2,628.71	\$2,655.00
Administrative	Managing Multiple Priorities	1	\$2,551.40	\$2,576.91	\$2,602.68	\$2,628.71	\$2,655.00
Administrative	Supervisory Development	1	\$2,551.40	\$2,576.91	\$2,602.68	\$2,628.71	\$2,655.00
Communication	Facilitator Excellence	1	\$2,834.87	\$2,863.22	\$2,891.85	\$2,920.77	\$2,949.98
Communication	Technical Writing	1	\$2,551.40	\$2,576.91	\$2,602.68	\$2,628.71	\$2,655.00
Communication	Train-the-Trainer	3	\$8,504.63	\$8,589.68	\$8,675.57	\$8,762.33	\$8,849.95

**Note:** above rates are for a minimum of 5 and a maximum of 25 participants per delivery