

Federal Supply Schedule

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 is available through GSA Advantage! TM is a menu-driven database system.

The INTERNET address for GSA Advantage! is <http://www.gsa.gov>.

**Schedule 69**  
**Training Aids & Devices and Services**  
Federal Supply Class 6930/U008

GSA Contract Number - GS-02F-0015U  
Award Period: October 25, 2007 – October 25, 2012

Price List  
(Includes reduced GSA Advantage Industrial Fee of 0.75%)

(Original)

**Woodard & Associates**  
103 G Street SW, Suite B312, Washington, D.C. 20024  
Tel: 202-54-0143 Fax: 202-554-0148  
Email: [Woodardassociates@comcast.net](mailto:Woodardassociates@comcast.net)  
Website: [Woodard-Associates.com](http://Woodard-Associates.com)  
Business Size: Small, Disadvantaged

## **WOODARD & ASSOCIATES**

Woodard and Associates, Inc. (WA) is a training and program evaluation firm that provides customized services to government agencies, foundations, and Fortune 100 corporations. Established in 1990, Woodard and Associates is a SDB certified firm that is celebrating its 17<sup>th</sup> year in business. Woodard & Associates graduated from the U.S. Small Business Administration 8(a) program in 2004. By using detailed work plans, business assessment processes, and open communication with contract managers, WA provides instructor-led and on-line training services and products, and quality assurance systems that document training outcomes and help agencies achieve their goals. Woodard & Associates is client-focused and driven by customer relationships. WA listens carefully, responds quickly, and delivers superior training service during every assignment. For each assignment, WA provides Master Trainers with superior Subject Matter expertise.

### **Services offered:**

**Training** – Instructor-Led and On-Line training programs for management and non-management personnel.

- WA designs curriculum to meet the specific needs of the participants.
- WA determines the most effective instructional methods.
- WA develops train-the-trainer programs.
- WA works with client to create a safe environment for open participation.

### **Ordering Information:**

#### 1. Special Item Numbers and Descriptions

SIN 27-200: Prepared Printed Instructional Material

SIN 27-300: Prepared Audio & Video Instructional Material

SIN 27-400: Instructor Led Training

SIN 27-500: Training Course Development

1a. Identification of lowest priced model and lowest unit price for that model for each special item number awarded. Not Applicable

2. Maximum Order: \$1,000,000

3. Minimum Order: \$300

4. Geographic Coverage: United States and Overseas

5. Point of Production: Same as Contractor

6. Discount from List Price: Prices are discounted

7. **Quantity Discounts:**

- Items under 27-200 and 27-300 receive an additional 5% off for 2 or more items.
- Items 27-400 receive an additional 5% off for 2 or more days of training.

**Volume Discounts** – For all SINs:

- 3% additional discount for any order exceeding \$3,000;
- 8% additional discount for any order exceeding \$5,000;
- 15% additional discount for any order exceeding \$25,001 to \$75,000;
- 20% additional discount for any order exceeding \$75,001 and above.

8. Prompt Payment Terms: Net 30 Days.

9. Government Credit Card is accepted.

10. Foreign Items: None

11a, b, c, d Time of Delivery: As negotiated with ordering agency.

12. FOB points: Destination. Required travel is not included and will be billed based on Federal travel regulations.

13. Ordering Address:

**Woodard & Associates  
103 G Street SW, Suite B312  
Washington, D.C. 20024**

14: Payment Address

**Woodard & Associates  
103 G Street SW, Suite B312  
Washington, D.C. 20024**

15. Warranty Provision: Not Applicable.

16. Export Packing Charges: Not Applicable

17. Government Credit Card Accepted.

18. Terms of rental, maintenance, and repair: Not Applicable.

19. Terms of conditions of installation: Not Applicable.

20. Terms and conditions of repair parts: Not Applicable.
- 20a. Terms of conditions of any other services: Not Applicable.
21. List of service and distribution points: Not Applicable.
22. List of participating dealers: Not Applicable.
23. Preventive Maintenance: Not Applicable.
24. Environmental Attributes: Not applicable.
25. Data Universal Number System (DUNS) number: 080493203
26. Notification regarding registration of Central Contractor Registration (CCR) database:  
REGISTERED.
27. Uncompensated Overtime: Not Used



**SIN 27-400 - Instructor Led Training – One Day Course**  
***Courses can be condensed to one-half day. The cost is reduced accordingly.***

Change Management	\$5,791.02
Team Building	\$5,791.02
EEO Compliance	\$5,791.02
Workforce Diversity	\$5,791.02
Preventing Sexual Harassment	\$5,791.02
Addressing Workplace Violence	\$5,791.02

**Purpose**

Many Federal Government agencies have undertaken initiatives to improve individual and organizational efficiency, reduce cost, and/or resolve workplace disputes. Woodard & Associates offers a variety of training courses to assist government Agencies in the shaping of their organizational culture and improving productivity.

**Managing Change**

The Managing Organizational Change workshop provides participants an opportunity to explore change at the personal, interpersonal, and organizational levels. At each level, participants will develop the awareness and the skill necessary to work and manage effectively in an environment of change. This workshop strongly enforces the concept of individual responsibility for change to maximize team work and efficiency.

- In this one-day session, participants will:
- Be introduced to the basic principals and dynamics of change.
- Learn to the Ten Commandments of Change.
- Learn how to Manage Transitions.
- Learn how to Manage Your Staff and Yourself Through the Change Process.
- Develop personal and organizational action plans.

## **Team Building**

Team Building is the process of getting new work groups off to a successful start. New work groups may be awkward and unproductive for long periods of time. The Woodard & Associates Team Building Process orients new members to the concepts, benefits, and pitfalls of teams and teamwork. It provides a structure for participants to share their concerns, ideas, and to learn to work effectively as a team to solve problems and achieve project goals.

Existing work teams can become routinized around procedures and processes that may not meet their current demands. Team Building increases and revitalizes a new or an existing team's effectiveness through management of task demands, relationship demands, and group processes. In this one-day Team Building Process, participants will:

- Develop an understanding of team principles and how they function.
- Identify behavioral styles and how behavioral styles impact teamwork.
- Assess and enhance individual effectiveness in teams.
- Establish standards of behavior for teams.
- Establish trust among team members.
- Build team spirit and cohesiveness.
- Deal with team conflict.
- Evaluate the effectiveness of the team.
- Use rewards to reinforce team growth and effectiveness.

## **EEO Compliance**

The workshop guides participants in developing an understanding of the authorizing statutes, the procedures and the data necessary to create and maintain a work environment that complies with equal employment opportunity principles. This workshop strongly enforces the concepts of affirmative employment and equal employment opportunity to ensure that all segments of the workforce have access to a similar work experience. Participants will develop the awareness and the skill necessary to ascertain and analyze workforce data. In this one-day session, participants will:

- Be introduced to the basic principals and concepts of affirmative employment and equal employment opportunity.
- Be introduced to the statutes and regulations that authorize an employment compliance review.
- Learn to analyze workforce trends including utilization patterns, conspicuous absence and manifest imbalance.
- Learn to identify barriers to an equal employment experience;
- Practice skills associated with data collection;
- Learn to develop organizational remedies.

\* Other courses related to EEO Compliance include but are not limited to: EEO for Supervisors; Disability and Reasonable Accommodations; Prevention of Workplace Harassment; Alternative Dispute Resolution; and Retaliation.

## **Workforce Diversity**

The Managing Diversity workshop provides participants an opportunity to explore diversity at the personal, interpersonal, and organizational levels. At each level, participants will develop the awareness and the skill necessary to work and manage effectively in a diverse workforce. This workshop strongly enforces the organizational goal of managing diversity successfully to maximize team work and efficiency. In this one-day session, participants will:

- Be introduced to the basic principals and concepts of diversity;
- Learn to recognize and managed personal biases, stereotypes, and assumptions;
- Learn how personal biases can create organizational barriers;
- Practice skills associated with effective communication in a diverse workforce;
- Develop a sense of entitlement to organizational opportunities and;
- Learn how to encourage teamwork.
- Develop personal and organizational action plans.

## **Preventing Sexual Harassment**

This workshop is designed to familiarize participants with the legal definition of sexual harassment and what constitutes sexual harassment in the workplace. It provides participants an opportunity to explore their own assumptions about interpersonal relationships in the workplace. Participants will learn their rights and responsibilities in regard to creating a workforce that is free of sexual harassment.

- This one-day workshop is designed to:
- To familiarize participants with the legal definition of sexual harassment in the workplace.
- To familiarize participants with the consequences to the individual and to the organization of sexual harassment in the workplace.
- To familiarize participants with their individual, and/or manager/supervisory responsibilities in the issue of sexual harassment.
- To provide participants a group learning forum on how to create harassment-free workplace.
- To provide participants a group learning forum on how to resolve sexual harassment in the workplace - what to do if sexual harassment occurs in the workplace.

## **Preventing Workplace Violence**

Violence has become a too familiar occurrence in the American workplace. Yet, employees and supervisors are not well equipped to identify warning signs, potential violators, or develop strategies to protect themselves and enhance the work environment. This one-day seminar is designed to increase participant's understanding of workplace violence and developed individual and organizational skills to ensure that the workplace is free from violence. In this one-day workshop, participants will learn:

- What constitutes workplace violence
- Factors contributing to violence in the workplace
- Potential danger signals
- The role of the supervisor and employees
- Strategies to assist employees when confronted with workplace violence
- Legal implications
- Components of an effective Workplace Violence Prevention Program

### **Training Methodology:**

Woodard & Associates (WA) confers with Agency management to gain knowledge of organizational climate requiring training for employees and to gain an understanding of policies, procedures, regulations, and technologies. WA then formulates a teaching outline and determines instructional methods such methods as pre-test and post-tests, group instruction, lectures, small group exercises, role plays, videos and assessment instruments. WA also selects or develops teaching aids, such as training handbooks, demonstration models, multimedia visual aids, computer tutorials, and reference works. Some training can be conducted in Spanish and all training is ADA compliant. The maximum number of participants per session is 30. There are no prerequisites for the WA core courses.

## **SIN 27-500 – Course Development**

Labor Category	Per Hour
Senior Training Consultant	\$216.57
Training Consultant	\$150.56
Editorial and Graphics	\$57.91
Administrative Support	\$57.91

### **Purpose**

Many Federal Government agencies require customize training programs to address specific issues in their workforce. The WA Team has superior skills in custom designing training. Woodard & Associates designs training that is:

- Highly Interactive
- Based on real life and current workforce issues
- Conducive to participants proceeding at their own pace
- Based on instructional methods that engage participants such as short lectures, small group discussions, role-play, videos, and group exercises
- Requires participants to develop and implement personal and organization action plans

### **Qualifications of Instructors:**

Trainers frequently custom design part or all of an Agency's training program to address a unique organizational climate, policies, procedures, regulations, and technologies that require training for employees. WA formulates training goals/outcomes, teaching outlines, determines instructional methods such as pre-test and post-tests, group instruction, lectures, small group exercises, role plays, videos and assessment instruments and develops teaching aids, such as training handbooks, demonstration models, multimedia visual aids, computer tutorials, and reference works. Woodard & Associates also pre-tests all customized training programs and then tweaks the training programs as necessary to ensure that the customized training addresses the need of the client.

## **SIN 27-500: Course Development – Labor Categories**

### **Senior Training Consultant**

Senior Training Consultants advise clients on a wide variety of organizational training issues including but not limited to system alignment of policy and procedures, leadership development, performance measures, and organizational audits. Consults with client to define specific training need, identifies any problem areas, or goal for training program. Plans, develops, and coordinates activities of training intervention to ensure that goals and objectives are met within the prescribed time frame and within budget parameters. May conduct studies/surveys to obtain data, assess organizational climate, and define the extent/nature of identified problem. Designs and coordinates training programs based on organizational and employee needs. Develops training methodology and specifies resources to be used in training. Designs training manuals for specific topics. Designs and administers evaluation form. Conduct analysis of evaluation forms. Responsible for writing final reports with recommendations.

Education - Minimum education is Masters Degree, MBA, or other advanced technical degree and ten (10) years experience in technical field or consulting is required. Ph.D. or other terminal degree is desired and five (5) years work experience in technical field or consulting is required.

### **Training Consultant**

Training Consultants may specialize in a particular field such as EEO, HUD regulations, EPA regulations, Medicare & Medicaid regulations, performance measurement, managing change, facilitation, or alternative dispute resolution. Designs and coordinates training programs based on organizational and employee needs. Performs interviews and conducts surveys with client management to analyze training needs. Interfaces with the clients on behalf of Woodard & Associates. Conducts training courses. Develops training methodology and resources by preparing notes and visual displays in coordination with training needs. Assists in compiling training manuals for specific topics. Administers evaluation form. Assist in writing final reports with recommendations.

Education - Minimum education is Bachelors Degree or other technical certification. Masters or other advanced degree/certification is desired. A minimum of seven (7) years work experience in technical field or consulting is required.

### **Editorial & Graphics Support**

Designs and produces layouts to be used in various media for presentations such as PowerPoint, overheads, and slides. Studies the content and goal of presentation to be familiar and then determines most appropriate style, technique, and medium of graphic to produce the desired effects and conform to cost requirements. Formulates concepts,

selects graphics, or develops graphic from models, memory, and imagination. Determines size and arrangement of graphic and illustrative material and copy, select style and size of type and arranges layout based on available space and esthetic and design principles. Discusses graphic selection and illustrations at various stages of completion. Edits reports, presentations, and marketing material for grammar and clarity. Verifies facts, dates, and statistics. Rewrites written material as necessary. Prepares table of contents and topical index to locate subject matter. Prepares footnotes and bibliography following appropriate literary style rules.

Education - Minimum education is Associates of Arts Degree or other technical degree with a concentration in graphics and editing. Bachelors or advanced degree is desired. A minimum of three years (3) years work experience in area of concentration is required.

### **Administrative Support**

Aids training staff capacity by coordinating administrative functions of training. Responsible for all administrative functions related to training including word processing, organizing and monitoring task schedules, preparing routine correspondence, and scheduling appointments. May be responsible for workflow charting and simplified reporting procedures. Coordinates collection of and preparation of evaluation reports, and prepares final reports with conclusions and recommendations for specific projects.

Education - Minimum education is high school diploma or technical certification. Business School Diploma, AA Degree or certification desired. A minimum of one (1) year work experience is required.



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