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: GSAAdvantage.gov.

Schedule Title: **Mission Oriented Business Integrated Services (MOBIS)**

Industrial Group: **874**

Class: **874-4 Instructor-Led Training, Web-Based Training, and Education Courses**

Contract # GS-02F-010BA

Contract Period: **Valid through October 31, 2018**

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

McGhee Productivity Solutions, Inc.
2755 South Ogden Street
Englewood, Colorado 80113-1743

Phone: (571)291-3110
http://www.mcgheepro.com
Contract Administrator: Philip Martin
Email: philip.martin@mcgheepro.com

Taxpayer Identification No.: **41-2040827**

DUNS: **143833486**

CAGE Code: **3R4J8**

CUSTOMER INFORMATION:

1. Customer Information
   a. Special Item Numbers (SIN) awarded:
      874-4 Training Services **Instructor-Led Training**, **Web-Based Training**
   b. Lowest priced model number and lowest unit price:
      In-Person Take Back Your Life! Class $5,043 GSA Price
      "Virtual" Take Back Your Life! Class $2,821 GSA Price
   c. Hourly rates, description of all corresponding job titles, experience, functional responsibility and education for types of employees who will perform work. **NOT APPLICABLE**

2. Maximum order: **$1,000,000**

3. Minimum order: **$100.00**

4. Geographic coverage: **48 contiguous states; Alaska; Hawaii; Washington, D.C.; and U.S. Territories**

5. Point of production: **NOT APPLICABLE**

6. Discount from list prices: **The GSA prices depicted above reflect a 23% discount off of our standard pricing for the classroom course, and a 20% discount off of our standard pricing for the "virtual" webinar course. Refer to the GSA Price List Chart following this section for more details.**

7. Quantity discounts**:**
   a. **The GSA prices incorporate a quantity discount to Agencies who order 8 to 15 classroom sessions or webinar sessions during a twelve month period, and an additional discount for Agencies that order 16 or more sessions in a twelve month period.**
   b. **For any department or Agency that purchases $150,000 in a twelve month period, an additional 1.5% will be applied.**

8. Prompt payment terms: **No additional discounts for prompt payment. Net 30 Days**

9. Government commercial credit cards:
   a. Government commercial credit cards are accepted at or below the micro-purchase threshold. **No discount is offered for payment by Government credit card.**
   b. Government commercial credit cards are accepted above the micro-purchase threshold. **No discount is offered for payment by Government credit card.**

10. Foreign items: **None**

11. Delivery:
    a. Time of delivery: **NOT APPLICABLE**
    b. Expedited delivery: **NOT APPLICABLE**
    c. Overnight and 2-day delivery: **NOT APPLICABLE**
    d. Urgent Requirements: **NOT APPLICABLE**

12. F.O.B. point: Destination **NOT APPLICABLE**

13. Ordering:
    a. Ordering address: McGhee Productivity Solutions, Inc., 2755 South Ogden Street, Englewood, Colorado 80113-1743
    b. Ordering procedures:
    For services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.

    Travel costs and expenses: Prices listed do not include travel costs and expenses for presenters and consultants.

14. Payment address: **McGhee Productivity Solutions, Inc. P.O. Box 630737, Highlands Ranch, CO 80163**

15. Warranty provision: **NOT APPLICABLE**

16. Export packing charges: **NOT APPLICABLE**

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): in accordance with government commercial credit card program guidelines. **Contact Contractor**

18. Terms and conditions of rental, maintenance, and repair: **NOT APPLICABLE**

19. Terms and conditions of installation: **NOT APPLICABLE**

20. Terms and conditions:
    a. Terms and conditions of repair parts indicating any discounts from list prices: **NOT APPLICABLE**
    b. Terms and conditions of any other services: **NOT APPLICABLE**

21. List of service and distribution points: **NOT APPLICABLE**

22. List of participating dealers: **NOT APPLICABLE**

23. Preventative maintenance: **NOT APPLICABLE**

24.
    a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): **NOT APPLICABLE**
    b. 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: **NOT APPLICABLE**

25. Data Universal Number System (DUNS) number: **143833486**

26. Notification regarding registration in Central Contractor Registration (CCR) database: Contractor is registered in the Central Contractor Registration (CCR) database. **McGhee Productivity is Registered with CCR database (CAGE Code: 3R4J8) and Renewed Registration in August 2013.**

INTRODUCTION TO MCGHEE PRODUCTIVITY SOLUTIONS

McGhee Productivity Solutions was founded on the belief that a better system of workflow could enhance individual worker productivity while contributing to an improved sense of work-life balance. Our clients come from both the Public Sector and the Private Sector. They represent many of the Fortune 500 companies along with numerous Federal Agencies. Whether Private Sector or Public, at least one aspect is shared between them: A desire by management to help their employees increase performance through the implementation of innovative workflow strategies to begin to incorporate new behaviors and ways of thinking about how they work. Our approach merges the practicality of Microsoft® Outlook with proprietary techniques for immediate and sustainable benefits. Our clients often search for topics such as: Time Management, Productivity, Email Overload, Alignment, Accountability, and Goal-Setting.

Our courses are delivered by a professional team of consultants with decades of productivity-enhancing expertise. The impact is powerful and proven. We personalize our solutions to the organization-specific objectives for improved productivity, concentrate on a greater focus for clear outcomes, and implement specific solutions for the individual to adopt immediately. The results following a class can be transformational.

Our firm was launched with a focus on in-person classroom training on personal productivity for individuals and teams. Our services have since expanded to include virtual training. Our CEO, Sally McGhee authored a best-selling book , *Take Back Your Life! Using Microsoft Office Outlook to Get Organized and Stay Organized*. The popular book has been co-published in three versions by Microsoft Press. The success of McGhee's work is based on a blend of three key focus areas:

- *CONTENT*: McGhee protocols, processes and models, with documented results
- *TECHNOLOGY*: Strategic Microsoft technology, leveraged in a business context
- *BEHAVIOR*: Behavioral change, for cultural and organizational transformation

Pre-seminar surveys are given as the beginning of each class and post-seminar surveys are administered thirty days after the class. Our clients have realized the following average results:

- Increase of 6 hours per week spent on goal-related activities
- 19% reduction in time spent in meetings
- 32% reduction in time spent processing e-mail
- 33% reduction in time spent looking for information
- 60% reduction in interruptions

An integral part of our mission is to empower Federal Agencies to increase performance and work/life balance and create sustainable cultures of alignment, focus, integrity, and accountability. We are dedicated to making a difference in lives of our clients though increasing their personal productivity and quality of life.

Each person in McGhee Productivity is committed to this purpose. In particular, those comprising our Federal Team represent an exemplary level of knowledge, creativity, professionalism, and responsiveness. We love what we do and we know that it is a privilege for us to serve our clients in this way. We are the leading provider of productivity solutions. We leverage technology investments that you have already made, and the solutions we suggest are employed immediately. This results in a compelling value proposition.

Training Services (SIN 874-4)

LEARNING OUTCOMES

Take Back Your Life! was created especially for Microsoft® Office Outlook® users. Our methodology supports a thoughtful approach to personal productivity and increases the capacity for individuals to focus on their meaningful objectives.
Our sought-after Take Back Your Life! Seminar leverages three key areas:

- *Content* –McGhee introduces participants to time-tested proven methodologies that increase productivity
- *Technology* –Participants create a customized Integrated Management System (IMS) in Microsoft Outlook, maximizing the software you already own and use daily
- *Behavior* –Participants will examine how current behaviors hamper productivity and identify changes they can make to increase performance and work/life balance

Seminar attendees learn invaluable techniques for focusing on their strategic work despite the non-stop pressure of required—but not necessarily urgent—communications, decisions and actions.

METHODS

Through experiential learning, the facilitator has you immediately applying the methodology. We customize our delivery and content to ensure that it adapts to each user's work style and role. By the end of the course, participants will feel empowered and gain a sense of control through their new Integrated Management System.
Managing e-mail overload, working on actions directly related to their objectives, and reducing interruptions are just some of the skills learned that will have users recovering up to 11 hours per week. To drive sustainability, McGhee offers the *Take Back Your Life! Using Microsoft® Outlook® to Get Organized and Stay Organized* book, instructional handouts and ongoing support.

DELIVERY OPTIONS

We have two delivery options for the Take Back Your Life! course. The Contract Administrator, Philip Martin, can discuss with you which will best suit your organization's needs. He can be reached at philip.martin@mcgheepro.com and by phone at (571)291-3110.

Take Back Your Life! In-person, 8 Hours, facilitator-led classroom (SIN 874-4)

The Take Back Your Life! seminar is for groups of up to 30 participants. Your 8-hour interactive TBYL experience will be in a classroom setting, with your computer and one of our leading consultants. Our in-person, facilitator-led seminar encourages a high degree of interaction with a knowledgeable expert in the field of productivity. Whether looking for courses on: Time Management, Email Overload, Productivity, or ways to leverage Outlook, this course is the solution. In this learning environment, users have not only be introduced to our enhanced workflow model but they will get their own system set up and leave the session with a renewed sense that work can be better.

Take Back Your Life! -Virtual, 4.5 Hours, facilitator-led "live" webinar (SIN 874-4)

For teams who are either (a) geographically dispersed, or (b) where meeting rooms are in short supply, or (c) scheduling and logistics prevent an in-person classroom setting, our virtual Take Back Your Life! "live" webinar may be just the answer. Our highly engaging, 4.5-hour class has been hugely embraced by companies and organizations experiencing one or more of the above elements.

In the virtual course, users gain a clear understanding of the content to support their productivity, implement the basic structure of their individual system and recognize behaviors that impede and improve productivity.
Participants log in to the organization's web conferencing platform to access the training from their own computer. We limit enrollment to 15 users per session to ensure an appropriate level of facilitator support for this learning environment. Whether looking for courses on: Time Management, Email Overload, Productivity, or ways to leverage Outlook, this course is the solution.

McGhee Productivity Solutions GSA Price List			
Course	**Standard GSA Price***	**Volume Discount (8-15 sessions)***	**Volume Discount (16+ sessions)***
Take Back Your Life!®	$5,043	$4,912	$4,748
Virtual Take Back Your Life!®	$2,821	$2,750	$2,663
* Additional 1.5% discount per department/agency for annual dollar purchase of $150,000			

McGhee
/ Productivity Solutions

Take Back Your Life™

Course Overview

This course enhances the productivity of Microsoft® Office Outlook® users by teaching them to create and maintain an Integrated Management System. This system uses Microsoft Outlook and MPS methods and protocols to process a constant stream of incoming electronic and voice mail communications, objectives, next actions and projects.

Participants learn how to focus effectively on the job despite the non-stop pressure of required—but not necessarily urgent—input, decisions and actions. Learning a three-phase workflow method, participants immediately apply the concepts taught to current work at hand. The flexible system adapts to each participant's work style and workload.

By the end of the one-day seminar, participants will experience a sense of relaxed, focused control, with all objectives, projects, plans, action steps, and information organized in Outlook. Key issues addressed include: e-mail overload, e-mail protocol, digital communications, filing, managing multiple objectives and projects,dealing with interruptions, tracking delegated items, reading material and integrating personal and professional priorities.

"As an IT manager, my team and the bank at large depend on me to deliver in a dynamic environment filled with information and priorities. I am not only more productive in the true sense of the word at work, but I also have greater balance in my personal life as well. Thank you McGhee for an integrated life management system!"

—Kent Joshi
Manager, TSG Hosting Solutions
Major Financial Institution

A pre-call and productivity assessment are conducted prior to the seminar to create appropriate customizations and establish a baseline for measuring results. Following the seminar, participants are provided a one-hour refresher webinar to reinforce and sustain learning. The post-survey is conducted 4-6 weeks later to evaluate results and create next actions.

Course Outline

Introduction
- Program overview
- Assessment of current objectives and challenges
- Review the MPS Workflow Model

Collecting
- Setting up an effective Collecting System
- Collecting commitments and agreements into the Outlook TaskPad

Processing and Organizing
- Setting up an effective Action System
- Creating Planning and Action categories
- Review the MPS Workflow Model
- Processing e-mail, voice mail, papers and the Outlook TaskPad using the MPS Workflow Model
- Creating a Total Life To Do list in the Outlook TaskPad
- Setting up an effective Reference System using the Outlook Personal Folder list and My Documents
- Using the MPS Four Ds to process e-mail:
  - Delete It
  - Do It
  - Delegate It
  - Defer It
- Establish an e-mail protocol:
  - Define the To, Cc, and Subject lines
  - Create meaningful e-mails
- Define a communication protocol – which digital devices to use when and where
- Integrate handheld devices, SharePoint™ and other related Microsoft productivity technologies

Prioritizing and Planning
- Set up an effective baseline calendar
- Prioritize and plan the Outlook TaskPad
- Plan the week against objectives and priorities
- Maintain an Integrated Management System
- Establish boundaries and routines that support productivity

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McGhee
/ Productivity Solutions

Virtual Seminar
Take Back Your Life™

Course Overview

This course enhances the productivity of Microsoft Office Outlook® users by teaching them to create and maintain an Integrated Management System. With this system, participants learn how to use Microsoft Outlook and McGhee methods and protocols to process a constant stream of incoming electronic and voice mail communications, objectives, next actions, and projects.

Participants learn how to focus effectively on the job despite the non-stop pressure of required—but not necessarily urgent—input, decisions, and actions. Learning a three-phase workflow method, participants immediately apply the concepts taught to current work at hand. The flexible system adapts to each participant's work style and workload.

The virtual seminar is conducted in 4.5 hours, but has less application time than the eight-hour on-site seminar. By the end of the virtual seminar, participants experience a sense of relaxed, focused control with all objectives, projects, plans, action steps, and information organized in Outlook. Key issues addressed include: e-mail overload, e-mail protocol, digital communications, filing, managing multiple objectives and projects, dealing with interruptions, tracking delegated items, reading material, and integrating personal and professional priorities.

> **"As an IT manager, my team and the bank at large depend on me to deliver in a dynamic environment filled with information and priorities. I am not only more productive in the true sense of the word at work, but I also have greater balance in my personal life as well. Thank you McGhee for an integrated life management system!"**
>
> —Kent Joshi
> Manager, TSG Hosting Solutions
> Major Financial Institution

A pre-call and productivity assessment are conducted prior to the four-hour virtual seminar to create appropriate customizations and to establish a baseline for measuring results. The seminar takes place online in real-time using client's web conferencing software on laptops and PCs. The post-survey is conducted 4-6 weeks later to evaluate results and create next actions.

Course Outline

Introduction
- Program overview
- Assessment of current objectives and challenges
- McGhee Workflow Model Overview

Collecting
- Setting up an effective Collecting System
- Collecting commitments and agreements into the Outlook TaskPad

Processing and Organizing
- Setting up an effective Action System
- Creating Planning and Action Categories
- Reviewing the McGhee Workflow Model
- Processing e-mail, voice mail, papers, and the Outlook TaskPad using the McGhee Workflow Model
- Creating a Total Life To-Do List in the Outlook TaskPad
- Setting up an effective Reference System using the Outlook Personal Folders list and My Documents
- Using the 4Ds for Decision Making Model™ to process e-mail:
  - Delete It
  - Do It
  - Delegate It
  - Defer It
- Establishing an e-mail protocol:
  - Define the To, Cc, and Subject lines
  - Create meaningful e-mails

Prioritizing and Planning
- Setting up an effective baseline calendar
- Prioritizing and planning the Outlook TaskPad
- Planning the week against objectives and priorities
- Maintaining an Integrated Management System
- Establishing boundaries and routines that support productivity

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Take Back Your Life!™

Seminar Overview

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Managing e-mail overload, working on actions directly related to their objectives, and reducing interruptions are just some of the skills learned that will have users recovering up to 11 hours per week. To drive sustainability, McGhee offers the *Take Back Your Life! Using Microsoft® Outlook® to Get Organized and Stay Organized* book, instructional handouts and ongoing support via the McGhee Learning System.

INTENDED RESULTS

Typical Results of a Take Back Your Life! seminar graduate:

- 11 hours of additional time per week per person
- 6 more hours per week spent on key objectives
- 78% reduction in the number of messages stored in the inbox
- 19% reduction in time spent in meetings
- 32% reduction in time spent doing e-mail
- 33% reduction in time spent looking for information
- 61% reduction in interruptions

"As an IT manager, my team and the bank at large depend on me to deliver in a dynamic environment filled with information and priorities.

I am not only more productive in the true sense of the word at work, but I also have greater balance in my personal life as well. Thank you McGhee for an integrated life management system!"

Kent Joshi
Manager, TSG Hosting Solutions

McGhee | Productivity Solutions

DELIVERY OPTIONS

To address the challenges of a global workforce, we have two delivery options for the Take Back Your Life! seminar. Your McGhee consultant can discuss with you which will best suit your organization's needs.

Take Back Your Life!™ - In-person, facilitator-led

The Take Back Your Life! seminar is for groups of up to 30 participants. Your 8-hour interactive TBYL experience will be in a classroom setting, with your computer and one of our leading consultants. Our in-person, facilitator-led seminar encourages a high degree of interaction with a knowledgeable expert in the field of productivity.

In this learning environment, users have allocated time to fully implement their Integrated Management system, discuss customizations, and work through their existing e-mail, tasks and calendar items.

Take Back Your Life! ™ - Virtual

For teams spread across the globe, we offer the same content in a virtual Take Back Your Life! seminar that's delivered by trainers who specialize in this method. Our highly engaging, 4.5-hour class has been successfully delivered to over 30 countries.

In the virtual course, users gain a clear understanding of the content to support their productivity, implement the basic structure of their Integrated Management System and recognize behaviors that impede and improve productivity, and receive instructions for cleaning up past e-mail, task and calendar items.

Participants log in to the organization's web portal to access the training from their computer. We cap enrollment to 15 users per session to ensure an appropriate level of facilitator support for this learning environment. This option is ideal for participants who can drive their own learning and are comfortable with technology and remote instruction.

Click here for an example of client results with our in-person, facilitator-led TBYL
Click here for an example of client results with our virtual TBYL

For more success stories, please visit: www.mcgheepro.com/case-studies