

AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST

**General Services Administration
Federal Supply Service
Management, Organization, and Business
Improvement Services (MOBIS)**

T R E Associates

**Contract Number GS-10F-0008J
Business Size: Small, Women-owned, Disabled Veteran-owned**

**FSC Industrial Class 8742
Contract Period: November 9, 1998 through September 30, 2017
Prices shown are net**

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!™,
a menu-driven database system <http://www.gsaadvantage.gov> .

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Awarded Special Item Numbers (SINs)

[SIN 874-1](#) Integrated Consulting Services

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Description of Services:

TRE Associates collaborates with its public and private sector clients to help them address their management, organization, and business improvement challenges to achieve business results. This Authorized Federal Supply Schedule Price List for Management, Organization, and Business Improvement Services (MOBIS), describes the services we offer to government clientele. Additional information can be obtained by calling Terry Cornwell Rumsey, Principal, at (202) 726-5867 or Marilyn Gross, Principal, at (301) 336-1734.

Maximum Order	\$1,000,000
Minimum Order	\$100
Geographic Coverage	48 Contiguous States and Washington, D.C.
Point of Production	Washington, D.C.
Discount/Prices	Net
Quantity Discounts	10% for all trainees over 15 training slots
Prompt payment terms	Net 30
Government Credit Card Payments	Not accepted
Time of Delivery	30 days after receipt of order
FOB Point(s)	Destination
Ordering Address	7801 14 th Street, NW, Suite 300, Washington, D.C. 20012, (202) 726-5867
Payment Address	Same as above
Warranty Provision	TRE Associates warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.
Terms and Conditions of Government commercial credit card acceptance	Not applicable

General Information

Our Organization

TRE Associates is a management consulting firm based in Washington, D.C. Our firm is comprised of senior level consultants who have extensive experience working with major federal, state, local government and private sector clients. Our objective is to help our clients transform their organizations into high performing entities. Using the principles of quality management and continuous improvement, we help them become customer-oriented, mission and vision driven. Our services range from large-scale organizational change management to operational improvement initiatives and small workshops.

We measure success through our customer's learning and performance improvement, and we take pride in the quality of our products and services. Recognizing that each one of our customers is unique, our consultants develop innovative and client-specific approaches that facilitate change while creating management skills and tools to improve organizational effectiveness, teamwork, and individual development.

MOBIS Rationale

Rapid changes in federal government operations initiated by the National Performance Review and the Government Performance and Results Act require managers to improve their agency's programs and public accountability. However, at the same time, mandated downsizing and reduced budgets are also impacting the federal government. Managers and employees must do more with less, and therefore become more creative in their leadership and management styles. Even as they downsize, restructure and reorganize the workforce, managers are expected to improve employee performance while still delivering quality service to the American Public.

Our Capabilities

TRE Associates provides consulting support, facilitation, survey, and training services, critical tools for assisting managers in solving operational problems. We are confident of our capability to deliver the personnel and resources to implement MOBIS strategies, solving real world problems with practical, proven solutions.

A Strategic Blueprint to Support MOBIS Initiatives

We support the Government's efforts to provide increased value to customers, leading to more responsive constituent services. We can help your organization successfully identify and respond to today's challenges as well as anticipate and prepare for those it will face tomorrow. We do this by:

- ◆ Identifying your external and internal customers, thoroughly defining what they want and expect. We will then work with you to develop strategies to satisfy these requirements
- ◆ Assessing the organizational structure and re-designing it to best implement the new strategies. In order to ensure that the dynamic needs of your organization are met, our approaches are designed to be flexible and responsive.
- ◆ Focusing on your work processes. Through our analysis, we help you understand processes *as they actually function*. Our analysis:
 - eliminates obsolete or redundant processes
 - simplifies processes that are too complex or add little value; and
 - strengthens processes that directly contribute to the organization's success

Our Commitment to Clients and Quality

TRE Associates is committed to provide high quality, leading edge and, cost-effective business management, training, and related support services. Based on our company's extensive experience in government and private industry, we understand the complexity of improvement and development initiatives. The offerings proposed in this brochure reflect our integrated approach to improvement services.

TRE Associates analyzes customer requirements from four perspectives, for all of the services (SINs) offered. This comprehensive strategy ensures that the services we provide meet and exceed your expectations 100% of the time. These focus areas are as follows:

- ◆ Readiness -- Do your employees have the skills, motivation, and incentive to achieve desired results?
- ◆ Infrastructure -- Is your organization structured properly? Does it administer the right processes in a culture/environment that is conducive to success?
- ◆ Coverage -- Do all levels of the organization recognize the role they play in the problem? Are they aware of and committed to being a part of the solution?
- ◆ Quality -- Have underlying causes of deficiencies or problems been identified? Have appropriate quality tools and techniques been applied to achieve results?

Project Management

TRE Associates recognizes the complexities and risks associated with MOBIS efforts. Our management infrastructure includes checkpoints and support mechanisms which optimize success and minimize risks:

Consulting Services: **TRE Associates** Consultants prepare mini-reports and submit them to our clients on a weekly basis. These reports summarize project issues, successes, and follow-up item status. For scheduling and capacity assessment purposes Consultants are

also required to forecast labor requirements 30 days in advance for ongoing projects.

Facilitation Services: **TRE Associates** Master Facilitators allocate time to meet with managers before, during and after the planned sessions. Additionally, **TRE Associates** staff schedules backup facilitators to be on standby to meet emergency requirements.

Survey Services: **TRE Associates** Survey Project Managers are required to establish mutually agreeable survey sample sizes, project milestones and timetables. Project Managers also develop contingency plans to ensure adequate sampling and to handle unexpected scheduling changes

Training Services: **TRE Associates** Instructors administer evaluations to all students. TRE Associates' Training Modules include refresher components that are designed to reinforce and/or re- teach key concepts.

Our Services and Support Products

Integrated Consulting Services (SIN 874-1)

TRE Associates Consultants have extensive experience working with public and private sector clients to identify, design and implement improvements that enhance business operations not just for the short term, but permanently. From helping companies better understand their customers to studying day-to-day operations, we focus on maximizing effectiveness by capitalizing on human resources and building solid infrastructures. By asking the right questions and working to develop the right answers we do more than just recommend solutions -- we implement successful change. While the *quality* of our approach is consistent from client to client, we tailor activities to match your organization's culture and needs.

At **TRE Associates**, we distinguish ourselves with proven, quality-related methodologies, highly refined project management skills, supported by a cadre of qualified, experienced professionals. Our services fully prepare your organization for continuous success.

Facilitation Services

TRE Associates Master Facilitators are experienced in applying state-of-the-art meeting effectiveness tools and techniques. Our facilitators are skilled at building a climate of trust, teamwork, and mutual support as the group or organization works together to achieve desired outcomes.

TRE Associates Facilitators:

- ◆ Provide guidance without direction,
- ◆ Bring about change without disruption,
- ◆ Help people self-discover new approaches and solutions to problems;
- ◆ Remove interpersonal barriers while preserving organizational values

TRE Associates Facilitators focus on three key objectives:

1. The accomplishment of the task; delivering results specified by the Government.
2. The resolution of internal group problems.
3. Improving the ability of the group to work together as a team.

TRE Associates Facilitators are required to administer a customer satisfaction checklist to ensure meeting quality in the following areas:

- ◆ Pre-session planning: People, Purpose and Desired Outcomes
- ◆ Atmosphere/Climate/Location/Timing
- ◆ Cost Effectiveness

- ◆ Session plan, agenda
- ◆ Follow up

Additionally, our staff library contains an easy-to-use assortment of checklists and guidelines for managers and supervisors at all organizational levels.

Survey Services

TRE Associates maintains a library of instruments and procedures that help our clients assess their current strengths and improvement opportunities. Recognizing that no two organizations are exactly alike, we customize the survey tools and procedures to meet unique needs, administer the surveys, analyze the results, identify areas for improvements, and help leaders use the results to build commitment and continuous improvement. Specific survey services provided also include:

- ◆ Working with you to create appropriate performance measures, ensuring optimum results. These performance measures are critical tools for maximum employee productivity and management effectiveness.
- ◆ Helping managers, quality improvement teams, and task forces, implement benchmarking initiatives. **TRE Associates** will provide easy-to-use tools to assist in the planning phase, work closely with Government staff to implement planned milestones and complete assigned tasks, and develop ways to integrate recommendations into work unit strategic plans.

Training Services (SIN 874-4)

TRE Associates training focuses on four service areas. Courses offered for MOBIS clients are categorized as follows:

100 Series: General Management . . . Managing Change While Moving Ahead.

This series offers courses in: Basic and Advanced Management Skills Project Management
 ◆ Organizational Development

400 Series: Human Resource Management . . . Recruiting, Utilizing, and Retaining Prized Talent

This series includes courses in: Diversity ◆ Employee Development ◆ Reward and Recognition ◆ Skill Assessment

500 Series: Quality Management and Beyond . . . Creating and Maintaining a Model Organization

This series includes courses in: Accountability ◆ Coaching ◆ Conflict Resolution
 Customer Satisfaction ◆ Facilitation and Negotiation Performance Measures ◆ Problem Solving ◆ Process Improvement

600 Series Strategic Communications . . . Getting Your Point Across

This series includes courses in: Meeting Effectiveness ◆ Meeting Facilitation
 Presentation Skills ◆ Effective Writing

All courses are modular and are offered in one-day, two-day, and four-day formats. One-day workshops overview fundamental concepts; additional days explore topics in greater depth, add

discussion and practice modules and can be customized to address specific agency requirements.

Course Descriptions

Laying the Foundation for High Performance Teams (CN101)

Successful team members don't do the same thing at the same time - they do the right thing at the right time. A clear understanding of individual roles in the process of working together toward a common goal is the first step to creating high performance teams. We identify five key roles essential to results-driven, innovative team performance:

The workshop includes an overview of the Z Process, which is used to map the flow of assigning roles, completing tasks, and handing off to the next person on the team. Using the Z Process gets new teams moving forward quickly and gets current teams unstuck.

This course is designed to help your organization:

- ◆ Identify individual strengths and approaches to teamwork
- ◆ Clarify team members' roles
- ◆ Reinforce the contribution of every team member
- ◆ Reduce project cycle time increase productivity
- ◆ Foster mutual support enhance performance
- ◆ Assess individual strengths
- ◆ Improve teamwork skills
- ◆ Value contributions of every team member

Organization Strategic Planning... Leveraging Future Trends (CN102)

Strategic planning is a systematic and detailed formulation of a program of action to move an organization to a desired end-state. It is an ongoing process for achieving the desired goals and objectives outlined by the organization, while evaluating and assessing the progress and achievement. Participants will be tasked to think about the nature of the organization in ways that are visionary and informed. Additionally they will learn to transform that thinking into a tangible plan of action. Participants will apply the components of the strategic planning process, to develop a Vision, and Mission. The Plan will contain thematic threads and a work environment analysis, organizational goals and objectives, assessment and evaluation tools, effectiveness and the ability to map the organizations' course.

- ◆ What values and characteristics serve as defining and unifying themes; which themes drive the processes and functions
- ◆ What internal and external factors effect the organizational vision, mission and function
- ◆ Goals and objectives
- ◆ Effectiveness how well and efficiently the organization is accomplishing its goals

Metrics and Measurements that Work (CN103)

Measurement of the effectiveness, efficiency and economy of products, services and processes, is the keystone activity for assessing current circumstances, planning strategic goals, and for monitoring incremental and comprehensive improvements. In this course participants will:

- ◆ Obtain a profile of performance measurement usage in organizations
- ◆ Gain an understanding of how performance measures are linked to organization planning
- ◆ Learn to determine user satisfaction with performance measures
- ◆ Learn the difference between; how and when to apply measures and metrics

Management Fundamentals... Basic Skills for New Managers (CN104)

This course is designed to provide new managers with a system that improves employee performance. The class introduces effective approaches to performance management and appraisal with a focus on improved productivity. New managers learn to implement an effective, ongoing performance management system, specifically: observing, documenting, setting objectives, evaluating, coaching, developing and communicating.

Additional training modules for this course include:

- ◆ Effective listening - helping managers become active, purposeful listeners in a wide variety of situations for more productive communications, overcoming listening barriers, and reducing conflict. Participants will discover their natural approach to listening, capitalize on their listening strengths, learn how listening approaches impact listening effectiveness.
- ◆ Time management - setting priorities and managing time effectively is basic to managing individual and organizational performance. Meeting the daily challenges of managing professional and personal responsibilities requires a time management strategy designed to meet individual needs. This module helps people to more effectively use planners, calendars, and other time management tools to accomplish more and find greater balance in their daily lives.

Advanced Management Practices ... State-of-the-Art Tools and Techniques (CN105)

The objective of this course is to address the challenges of the dual role of manager and leader. Specifically, participants will examine the requirements of balancing:

- ◆ Cost Recapture/Containment and Service
- ◆ Operations and Strategy
- ◆ Improvement and Innovation
- ◆ Consistency and Versatility
- ◆ Accountability
- ◆ Alignment.

Optional modules for this course are components of a personalized approach to understanding and developing effective leadership skills:

- Participants will explore three points of view: self as leader, another person as leader, and the need for leadership in isolated situations.
- Participants will assess themselves in four broad leadership categories: character, analysis, accomplishment, and interaction.
- Learners will determine how they view 12 specific dimensions of leadership: enthusiasm, integrity self-renewal, courage, perceiving, judgment, performing, problem-solving, team building, collaboration, inspiring, serving others, and stress management.
- Learners gain important insight into how stress in one life area impacts other areas, how coping resources in one area can be used to decrease stress in another, and how effective stress management and overall life satisfaction are closely related. Participants will also learn how to avoid the peaks and valleys of productivity created by high stress and burnout.

Skill Assessment (CN401)

The objective of this course is for participants to examine the foundation for optimal performance in a wide variety of applications. This training module is specifically designed to help people in your organization:

- ◆ Discover their behavioral strengths
- ◆ Value the strengths of others
- ◆ Manage effectively
- ◆ Foster teamwork
- ◆ Develop strategies to meet diverse needs
- ◆ Improve communication skills
- ◆ Improve customer relationships
- ◆ Reduce conflict and stress

Valuing Diversity... Maximizing Your Human Resource Potential (CN402)

Our society is becoming increasingly diverse and so is the workforce. Leading organizations acknowledge that working successfully with others who do not share the same background, beliefs, or traditions is a top priority in the new workplace. Employees need help in assessing their behavior toward people who are different from themselves, and they must understand the benefits of changing negative attitudes and resistance into appreciation and cooperation.

Participants will explore diversity issues in the following key areas:

- ◆ Knowledge -- Discover what they actually know about differences as well as the source of that knowledge. Stereotypes and information are measured here.
- ◆ Understanding -- Explore their willingness to put themselves in a position to feel what others may be feeling. Awareness and empathy are measured here.
- ◆ Acceptance -- Examine their patience and regard for different beliefs and behaviors. Tolerance and respect are measured here.
- ◆ Behavior -- Assess how they act out their attitudes toward others, their flexibility, and openness in dealing with others and their patterns of interaction. Self-awareness and interpersonal skills are measured here.

This course is designed to encourage participants to:

- ◆ Discover their personal comfort level with people different from themselves
- ◆ Understand the impact of their behavior on others
- ◆ Assess the accuracy of their knowledge about differences
- ◆ Limit the influence of stereotypes
- ◆ Learn techniques for reducing conflict, and for transforming knowledge into acceptance and empathy
- ◆ Learn to embrace diversity as a source of organizational strength
- ◆ Create a non-judgmental language for exploring awareness, attitudes and behaviors related to diversity issues
- ◆ Enhance interpersonal skills
- ◆ Increase appreciation of differences
- ◆ Foster self awareness and behavioral insight for long-term improvement

Employee Development (CN403)

Today's public and private sector organizations face many challenges: increased competition, rapid change and new technologies. Agencies that will prosper in the new millennium are those that are effectively developing and managing human capital and linking investments to business strategy. This course is designed to help participants:

- Simplify complex behavioral issues to increase understanding of self and others
- Create non-judgmental language for identifying and dealing with communication and relationship issues
- Discover personal strengths
- Highlight areas for growth
- Accept differences
- Foster self-awareness and behavioral insight for long-term performance improvement.

Employee Reward & Recognition (CN404)

Managers and leaders recognize the importance of reward and recognition as an essential ingredient for performance improvement. However, many questions arise about how to design and implement a successful reward and recognition program that is motivational, yet cost effective. This workshop is designed to help participants:

- ◆ Plan and develop a reward system that integrates rewards and business objectives/initiatives
- ◆ Structure a reward program to fit varying employee needs and departmental budgets
- ◆ Create a rewarding workplace

Customers for Life... Winning by Focusing on the Customer (CN501)

Management reform initiatives are placing significant emphasis on developing and maintaining a customer-focused organizational culture. More than ever before, government organizations are being challenged to meet many of the same expectations customers demand from private sector businesses. This workshop will help participants understand how to build strategic partnerships with their constituencies. Course modules will include strategies for understanding customers behavioral motivations and how to keep organizations focused on customer needs:

- ◆ Change management
- ◆ Customer expectation analysis
- ◆ Effective listening
- ◆ Effective communications
- ◆ Win-win negotiation

Managers as Leaders... Coaching Facilitating and Negotiating Skills (CN502)

Through this workshop participants will develop ways to manage, coach, and lead others by identifying their behavioral style. This course helps managers assess strengths and what helps motivate others to perform. A practical tool for managers and supervisors at all levels, participants will learn to plan and implement strategies for managing performance that encourages productive employee response:

- Coaching, Mentoring
- Team Building Techniques
- Reward and Recognition
- Empowerment
- Managing for Results

Organizational Culture... Using the Unwritten Rules to Manage Change (CN503)

Too often, normal changes disrupt a department's efficiency, capacity and response time. In this workshop, participants will learn techniques for change leadership. The program helps managers understand their individual and group reactions to change and identify steps to effectively deal with these responses. Specifically, workshop participants will learn to:

- ◆ Proactively take charge of the change process
- ◆ Translate the chaos resulting from change into productive action.
- ◆ Transition their organization into an empowered employee environment

Conflict Resolution ... Finding Common Ground (CN504)

This workshop introduces a model for breakthrough negotiations that provides processes to diffuse difficult situations and/or people in order to arrive at a favorable outcome. Participants will learn how to:

- ◆ Transform negative attitudes into positive ones
- ◆ Foster communication and team work
- ◆ Reduce stress and conflict

Delivering Results ... Accountability, Performance Measures (CN505)

This workshop provides managers with a performance improvement system. It introduces an effective approach to performance management and appraisal to improve productivity. Managers learn to implement an effective, ongoing performance management system through:

- ◆ Observation and Documentation
- ◆ Setting Objectives
- ◆ Evaluation, Appraisal
- ◆ Coaching, Employee Development
- ◆ Effective Communications

Process Improvement... Solving Root Causes, Not Just Symptoms (CN506A)

This course is designed to help participants understand how their daily activities enable achievement of unit, branch, and division objectives. Participants are engaged in productive discussions to gain a better understanding of their respective roles, responsibilities, and value to their organizations. Participants spend significant time analyzing and prioritizing critical work processes for continuous improvement. This workshop also gives participants hands-on experience in the following areas:

- ◆ Identifying processes that have the greatest impact on organizational goals and customer satisfaction
- ◆ Analyzing work processes, emphasizing root cause identification and data gathering
- ◆ Identifying critical paths and improving cycle time
- ◆ Determining which work processes significantly impact organizational objectives and customer satisfaction

Problem Solving, Process Improvement (CN506B)

This course presents basic applied processes and tools for analyzing and solving problems in the work environment. The easy-to-use tools help participants clearly state the problems, identify root causes, gather data, generate options, and implement solutions.

Effective Meetings -- Effectiveness and Time Saving Strategies (CN601)

This course provides participants with basic and innovative tools and techniques for planning and conducting effective meetings. Participants will examine:

- ◆ Meeting components
- ◆ Types of meetings
- ◆ Meeting time allocation
- ◆ Agenda planning
- ◆ Pre-meeting preparation
- ◆ Roles and responsibilities (facilitator, leader, timekeeper, etc.)
- ◆ Minute-taking and reporting results
- ◆ Meeting effectiveness assessment tools

Meeting Facilitation (CN602)

This workshop is designed to train participants in the art of meeting facilitation. Participants will overview and practice:

- ◆ Meeting dynamics analysis
- ◆ Techniques for keeping discussions on track
- ◆ Non-judgmental conflict resolution
- ◆ Bringing meetings to closure
- ◆ Accountability strategy
- ◆ Quality consensus and decision-making tools

Effective Presentations, Effective Writing (CN603)

Writing and presentation skills are two of the most critical components of effective organizations. Today's workers face the challenge of making the most out of every opportunity, written or oral, to communicate effectively. Many organizations lack enough skilled writers and presenters to ensure important messages are communicated effectively. This workshop will help participants:

- ◆ Write more persuasively
- ◆ Organize ideas for impact
- ◆ Achieve a clear, straightforward style
- ◆ Create high quality visual aids, using words and color effectively
- ◆ Avoid common mistakes when preparing overheads and handouts

Support Products (SIN 874-5)

Complimenting the training provided under SIN 874-4, Training Services, **TRE Associates**, as an authorized distributor of Carlson Learning Systems, offers a full array of support materials as follows:

- ◆ Validated survey instruments
- ◆ Personal decision profiles
- ◆ Audio and Video cassettes
- ◆ Validity models (content, divergence, convergence, construct, reliability)
- ◆ Attitude affirmation cards
- ◆ Action planners

TRE Associates also develops customized decision support systems. For example, our Decision and Evaluation Model (DEM) is a customized, automated software package that will quantitatively rank grant proposals against set criteria, including proactive affirmative strategies to improve diversity.

Decision and Evaluation Model Features:

- Automated decision and evaluation model based on culturally inclusive best practices, used to improve grant/award diversity performance
- User-friendly, menu-driven software
- Tailored to mission-specific goals
- Produces computer-generated grant evaluation rating sheets
- Based on results-oriented diversity best practices
- Defines effective program characteristics
- Indicates specific areas for proposal improvement

Decision and Evaluation Model Benefits:

- Gives staff a tool which helps them provide guidance to proposal applicants so that they can compete on equal footing.
- Permits management to better monitor and affect the grant/award process. (The current management information system only reports contract awards.)
- Staff will be able to quantitatively document the review process.
- Provides a tool that enables the reviewing authority to be seen as a strategic partner.
- Improves objectivity and inclusion. Ensures that expectations are clearly understood by department staff
- Ensures that taxpayer dollars are invested wisely.

TRE Associates Consultants will provide one-on-one consultation in the above listed areas. Our Instructors provide customized training modules for each of the consultation and facilitation competencies listed above. Each training course includes a separate participant guide, facilitator guide and one or more tools (e.g., learning assessments, application checklists, decision support instruments) that are used to document and/or expedite the various processes. Training courses for the above are formatted into one-half-, one-, two- and four-day modules, depending on the requester's needs and level of depth required. Additionally, **TRE** Consultants will provide on-site support to complete one or more of the above listed activities.

Program Integration and Project Management Services (Sin 874-7)

TRE Associates Senior Consultants provide guidance and training necessary to enhance program and project performance. In order to help federal sector business enterprises achieve agency goals and priorities, **TRE Associates** Consultants will provide effective program integration/project management consultation, training and on-site support, focusing on the managerial tasks and core competencies necessary to complete the following actions:

- **Organizational analysis** - analyzing organizational direction, gaining awareness of the politics and factors which may impact both favorably and unfavorably on the acceptability of potential project recommendations; spotting and systematically analyzing problems, performing employee work climate assessments, and judging organizational and programmatic levels of efficiency, economy, effectiveness, productivity, and customer satisfaction
- **Program alignment** with an agency or departments' overall mission, reviewing
- **Project alignment** -- development of projects based on the agency's or department's business objectives, carefully filtering project ideas prior to adoption; assessing the desirability of a given potential technological application.
- **Operational management and oversight functions** - including the development of standard operating procedures, contractor management and accountability systems; incorporating data-based decision-making into key job functions.
- **Project implementation** - effective and efficient execution of project milestones and key activities through the use of project management tools (e.g., software, checklists) and case study simulations. Various communication methods are evaluated to enable selection of the best vehicles for effective communication of information and/or assignments.
- **Effective project team leadership** - guidance and techniques necessary to ensure that program and project managers:
 - demonstrate their commitment and personal ownership of programs/projects
 - understand the impact that their complex, rapidly changing environments have on their assignments and those of their team members
 - maintain supportive networks with key players, using influence to win them over and keep their support
 - continuously probe for project information and push for results
 - **Project management** -- enabling managers to provide comprehensive guidance and direction from project initiation to completion. **TRE Associates** Consultants will share practical "how-to's" and pitfalls in the following elements of project management:

- Project planning, selection, roles, responsibilities and accountability of senior management, functional managers, project sponsor, project type, scope, charter development and major tasks identification, determination of life-cycle stage boundaries for each deliverable, estimating project manpower/staffing requirements

- **Project team development:** leader and member selection, team ground rules, meeting schedules and guidelines for decision-making:
 - **Project operations:** finalizing the project's funding and fiscal management requirements, development of the project schedule, progress monitoring, problem-solving, change management

 - **Project close-out:** customer feedback meetings, lessons learned, project review meetings with the sponsor, development of the Close-out Report

 - **Project evaluation and quality control** - enabling managers to combine quality and productivity enhancement concepts to form a two-pronged approach to operational improvement, including cost-benefit methods, techniques and practices. **TRE Associates** Consultants assist federal managers' utilization of carefully developed project performance measurements and metrics that encompass the project's:
 - Policy-oriented, programmatic objectives Business, management, and other financial objectives, such as financial accounting, cost containment, human resources

 - **Environment, safety, and health objectives**

 - **Decision-making information necessary for senior federal management effectiveness** (e.g., percentage of overtime spent across facilities, percentage and breakdown of research/grant dollars, the comparative costs expended on security/secured areas, and the comparative cost of real estate management.)

 - **Customer satisfaction feedback systems**

TRE Associates Consultants will provide one-on-one consultation in the above listed areas. **TRE Associates** Senior Trainers provide customize training modules for each of the consultation and facilitation competencies listed above. Each training course includes a separate participant guide, facilitator guide and one or more tools (e.g., learning assessments, application checklists, and decision support instruments). Training courses for the above are formatted into one-half-, one-, two- and four-day modules, depending on the requester's needs and level of depth required. Additionally, **TRE Associates** Consultants will provide on-site support to complete one or more of the above listed activities.

Certification

TRE Associates is certified in the following areas:

- Small Disadvantaged Business (SDB) by the U.S. Small Business Administration
- Women-Owned Business
- Disabled Veteran-Owned Business

Labor Category Descriptions

The following table describes the labor categories proposed for MOBIS. Price comparisons should be made taking into account the qualifications reflected in each labor category, including experience and education.

LABOR CATEGORY	FUNCTION/ POSITION DESCRIPTION	TYPICAL POSTION QUALIFICATIONS
Senior Consultant	Supervisory responsibility for large and complex projects, acting as primary liaison with customers on business and technical matters for MOBIS implementation	<i>Bachelor's degree plus 15 or more years experience in one or more of the following MOBIS-related disciplines:</i> <ul style="list-style-type: none"> ▪ <i>Training & Curriculum Development</i> ▪ <i>Supervision</i> ▪ <i>Management</i> ▪ <i>Project Management</i> ▪ <i>Leadership</i> ▪ <i>Total Quality Management</i> ▪ <i>Organizational Development</i>
Associate Consultant	Serves as a member of a MOBIS implementation consulting team performing high-level analytical/operational consulting and training services	<i>Bachelor's degree plus 8 or more years experience in one or more of the following MOBIS-related disciplines:</i> <ul style="list-style-type: none"> ▪ <i>Training & Curriculum Development</i> ▪ <i>Supervision</i> ▪ <i>Management</i> ▪ <i>Project Management</i> ▪ <i>Leadership</i> ▪ <i>Total Quality Management</i> ▪ <i>Organizational Development</i>
Senior Facilitator	Assists in the formation of process improvement teams, providing expertise in the application of: quality tools, team building, customer service skills, meeting management, and facilitation. Works with senior-level teams on all aspects of strategic management (e.g., planning, performance measurement, and program evaluation)	<i>Bachelor's degree, 5 years facilitation experience, 15 or more years experience in one or more of the following MOBIS-related disciplines:</i> <ul style="list-style-type: none"> ▪ <i>Training & Curriculum Development</i> ▪ <i>Supervision</i> ▪ <i>Management</i> ▪ <i>Project Management</i> ▪ <i>Leadership</i> ▪ <i>Total Quality Management</i> ▪ <i>Organizational Development</i>
Associate Facilitator	Guides focus group or team interactions and decision-making processes. Facilitates team dynamics	<i>Bachelor's degree, 5 years facilitation experience, 8 or more years experience in one or more of</i>

	for productive, efficient, and effective team operations.	<p><i>the following MOBIS-related disciplines:</i></p> <ul style="list-style-type: none"> ▪ <i>Training & Curriculum Development</i> ▪ <i>Supervision</i> ▪ <i>Management</i> ▪ <i>Project Management</i> ▪ <i>Leadership</i> ▪ <i>Total Quality Management</i> ▪ <i>Organizational Development</i>
Instructor	Conducts and designs basic, advanced, and executive level MOBIS approved training and curriculum	<i>Bachelor's degree plus significant (8 or more years) experience in one or more of the MOBIS-related disciplines and 700 or more hours of classroom instructional experience</i>
Administrative Assistant	Provides organization and typing support to MOBIS initiatives	<i>Highly organized, full-time professional typist and scribe. High school diploma or equivalent, plus a minimum of five years administrative experience. Minimum typing speed: 70 wpm. Capable of creating complex reports and other documents in Microsoft Word and/or Word Perfect.</i>
Project Management Executive		<p><i>Four or more years of supervisory/project management experience. Bachelor's degree plus 15 or more years experience in MOBIS-related disciplines:</i></p> <ul style="list-style-type: none"> ▪ <i>Training & Curriculum Development</i> ▪ <i>Supervision</i> ▪ <i>Management</i> ▪ <i>Project Management</i> ▪ <i>Leadership</i> ▪ <i>Total Quality Management</i> ▪ <i>Organizational Development</i>
Project Management Specialist		<p><i>A minimum of one year of supervisory/project management experience. Bachelor's degree plus 8 or more years experience in MOBIS-related disciplines:</i></p> <ul style="list-style-type: none"> ▪ <i>Training & Curriculum Development</i> ▪ <i>Supervision</i> ▪ <i>Management</i> ▪ <i>Project Management</i> ▪ <i>Leadership</i> ▪ <i>Total Quality Management</i> ▪ <i>Organizational Development</i>

Additional Labor Category Descriptions

In order to attain the position of Project Management Executive, **TRE Associates** professionals must have the requisite skills of a Senior Consultant plus four or more years of project management experience. The position of Project Management Specialist requires one to three years of project management experience plus the requisite skills of a **TRE Associates** Consultant. The experience required to meet these position requirements is from one or more of the following areas: Organizational Analysis, Program/Project Alignment, Operational Management, Project Implementation, and Project Management.

Our Prices

SIN 874-1 Integrated Consulting Services

<u>Labor Category</u>	<i>Hourly Rate</i>	<i>Daily Rate</i>
Senior Consultant	\$175.02	\$1,400.17
Associate Consultant	\$153.15	\$1,225.20
Administrative Assistant	\$26.83	\$ 214.64
Senior Facilitator	\$175.02	\$1,400.17
Associate Facilitator	\$153.15	\$1,225.20
Administrative Assistant	\$ 26.83	\$ 214.64

SIN 874-4 Training Services

Session Rates*

One Day Workshops	\$ 1,680.25
Two Day Workshops	\$ 3,220.50
Four Day Workshops	\$ 6,161.48

*Training rates includes cost of eight (8) Participant Guides. Cost for additional guides appears in SIN 874-5, below.

SIN 874-5 Support Products

<u>Item</u>	<u>Price (each)</u>
Participant Materials/per day (required for each participant)	\$ 35.00
Videos (optional)	\$729.33

SIN 874-7 Program Integration & Project Management Services

<u>Labor Category</u>	<i>Hourly Rate</i>	<i>Daily Rate</i>
Project Management Executive	\$175.02	\$1,400.17
Project Management Specialist	\$153.15	\$1,225.20

Simplified Ordering

GSA has authorized users of Federal Supply Schedules to use simplified ordering procedures, which make any purchase fast and simple. To order MOBIS services that cost more than \$2,500, agencies need to:

- ◆ Review three price lists or automated listings (like this one),
- ◆ Determine the best value, and
- ◆ Place an order with the organization offering that value.

Documentation: GSA has no documentation requirements. Agencies are encouraged to keep documentation to a minimum (See FAR 8.404).

Certification

TRE Associates is certified in the following areas:

- Small Disadvantaged Business (SDB) by the U.S. Small Business Administration
- Women-Owned Business
- Disabled Veteran-Owned Business