

GENERAL SERVICES ADMINISTRATION

Federal Acquisition 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 is available through **GSA Advantage!**TM, a menu-driven database system. The INTERNET address for **GSA Advantage!**TM is: <http://www.GSAAdvantage.gov>.

Schedule for – Professional Services Schedule

Federal Supply Group: Industrial Group: 00CORP **Class:** R499

Contract Number: GS-10F-0311V

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

Contract Period: September 01, 2014 - August 31, 2019

Contractor: Berney Associates
4529 Monmouth Street
Fairfax, VA 22030-6184

Business Size: Small, Woman Owned Business

Telephone: 301-518-5715

Extension:

FAX Number:

Web Site:

E-mail: liz@berneyassociates.com

Contract Administration: Elizabeth Berney

CUSTOMER INFORMATION:

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:

SIN	Recovery	SIN Description
874-1	874-1RC	Integrated Consulting Services
874-4	874-4 RC	Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration

- 1b Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.**
- 1c If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who**

will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item.

2. **Maximum Order: \$1,000,000.00**
3. **Minimum Order: \$100.00**
4. **Geographic Coverage (delivery Area): Domestic Only**
5. **Point(s) of production (city, county, and state or foreign country): Same as company address**
6. **Discount from list prices or statement of net price: Government net prices (discounts already deducted). See Attachment.**
7. **Quantity discounts: None Offered**
8. **Prompt payment terms: None**
- 9a **Notification that Government purchase cards are accepted up to the micro-purchase threshold: Yes**
- 9b **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: will accept over \$3,000**
10. **Foreign items (list items by country of origin): None**
- 11a **Time of Delivery (Contractor insert number of days): Specified on the Task Order**
- 11b **Expedited Delivery. The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor**
- 11c **Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor**
- 11d **Urgent Requirements. The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: Contact Contractor**
12. **F.O.B Points(s): Destination**
- 13a **Ordering Address(es): Same as Contractor**
- 13b **Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).**
14. **Payment address(es): Same as company address**
15. **Warranty provision.: Contractor’s standard commercial warranty.**
16. **Export Packing Charges (if applicable): N/A**

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): N/A**
19. **Terms and conditions of installation (if applicable): N/A**
20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A**
- 20a. **Terms and conditions for any other services (if applicable): N/A**
21. **List of service and distribution points (if applicable): N/A**
22. **List of participating dealers (if applicable): N/A**
23. **Preventive maintenance (if applicable): N/A**
- 24a **Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: N/A**
- 24b **If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contactor's website or other location.) The EIT standards can be found at: www.Section508.gov/.**
25. **Data Universal Numbering System (DUNS) number: 959866187**
26. **Notification regarding registration in Central Contractor Registration (CCR) database: Registered**
27. **Final Pricing:**
The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

The Service Contract Act (SCA) is applicable to this contract and as it applies to the entire 00CORP The Professional Services Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29CRF 5413.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and/or when the Contractor adds SCA labor categories / employees to the contract through the modification process, the Contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and applicable wage determination (WD) number. Failure to do so may result in cancellation of the contract.

Final Pricing -SIN 874-1 Labor Categories:

SIN	Labor Category	Minimum Education	Minimum Years of Experience	Contractor or Customer Site	Domestic or Overseas	Unit of Issue	GSA Price (including IFF)	Hourly price (Including IFF) based on 8 hour day
874-1	Consulting	PhD	20	Both	Domestic	Day	\$3,224.08	\$ 403.01
874-1	Facilitation	PhD	20	Both	Domestic	Day	\$3,224.08	\$ 403.01

Labor Category Descriptions:

874.1 – Consulting

This position requires an advanced degree (Ph.D) with a specialization in organizational behavior, organization development or organizational psychology. This position requires a strong theoretical background in systems level thinking in organizations, organizational change, team and leadership development. At least twenty years of experience consulting externally to high levels in organizations is required. This position requires an extensive background in management consulting, management analysis, and executive management coaching. In addition, the participant must have skills and experience performing organizational assessments as well as in feedback and coaching skills in order to provide expert assistance to managers and executives in organizations. The applicant must be able to perform needs assessments, contracting with executives in organizations and, provide feedback on the individual, group and organizational level. The applicant must know how to choose from a set of interventions to meet the organization’s needs and how to evaluate each intervention’s effectiveness.

874.1 – Facilitating

This position requires an advanced degree (Ph.D) with a specialization in organizational behavior, organization development or organizational psychology. This position requires a strong theoretical background in systems level thinking in organizations, group dynamics, interpersonal communication and conflict management. At least twenty years of experience facilitating teams in high levels in organizations is required. More specifically, at least ten years of experience defining, refining and resolving disputes, disagreements and divergent views; facilitating group discussions including decision-making processes, and debriefing stakeholders and providing feedback is required.

Skills and experience in managing resistance and denial as well as in mediation are required. The applicant must have experience working with high level executives as well as diverse groups in terms of race, culture, SES education and personality style. In addition, experience contracting with executives in organizations and, providing feedback on the individual, group and

organizational level is required. Certification in at least one personality inventory is also required.

Final Pricing - SIN 874-4 Training Courses:

SIN	Course Title	Course Length	Minimum Participants	Maximum Participants	Contractor or Customer Site	Domestic or Overseas	Unit of Issue	GSA Price (including IFF)
874-4	Situational Leadership Skills	Day	12	24	Both	Domestic	Course	\$2,939.60
874-4	Managing Personal Priorities	Day	12	24	Both	Domestic	Course	\$2,939.60
874-4	Diversity Awareness	Day	12	24	Both	Domestic	Course	\$2,939.60
874-4	Customer Service Skills	Day	12	24	Both	Domestic	Course	\$2,939.60
874-4	Stress Management	Day	12	24	Both	Domestic	Course	\$3,508.56
874-4	Interpersonal Communication; Listening and Feedback	Day	12	24	Both	Domestic	Course	\$3,888.08
874-4	Influence Skills for Informal Leaders	Day	12	24	Both	Domestic	Course	\$3,316.17
874-4	Team Building for Intact Teams	Day	12	24	Both	Domestic	Course	\$3,224.26
874-4	Roundtable Theatre for Business Solutions	Day	12	24	Both	Domestic	Course	\$3,224.26
874-4	Motivation and Goal Setting	Day	12	24	Both	Domestic	Course	\$3,698.21
874-4	Performance Management	Day	12	24	Both	Domestic	Course	\$3,603.38
874-4	Introduction to Coaching and Counseling	Day	12	24	Both	Domestic	Course	\$3,793.04
874-4	Coaching Up and Sideways	Day	12	24	Both	Domestic	Course	\$3,556.17
874-4	Interviewing Skills for Hiring	Day	12	24	Both	Domestic	Course	\$3,603.38
874-4	Creativity in the Workplace	Day	12	24	Both	Domestic	Course	\$3,224.05
874-4	Managing Challenging People	Day	12	24	Both	Domestic	Course	\$3,224.05
874-4	Managing Conflict	Day	12	24	Both	Domestic	Course	\$3,888.08
874-4	Leading Through Change	Day	12	24	Both	Domestic	Course	\$3,982.69
874-4	Delegation for Development	Day	12	24	Both	Domestic	Course	\$3,982.91
874-4	Meeting Facilitation Skills	Day	12	24	Both	Domestic	Course	\$3,508.76
874-4	Myers Briggs for Leadership Development	Day	12	24	Both	Domestic	Course	\$4,077.51
874-4	Myers Briggs for Team Development	Day	12	24	Both	Domestic	Course	\$3,353.04
874-4	Team Development	Day	12	24	Both	Domestic	Course	\$3,982.69
874-4	Win-Win Negotiation Skills	2-day	12	24	Both	Domestic	Course	\$7,586.07
874-4	Group Dynamics for Leaders	2-day	12	24	Both	Domestic	Course	\$7,017.12
874-4	Leading Staff through	5-Day	12	24	Both	Domestic	Course	\$16,029.04

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Training Course Descriptions:

Title	Brief description of the course, including major course objectives	Price for additional students above minimum (if applicable)	Support materials provided as part of the course
Situational Leadership Skills	Learn specific strategies for managing employees with varying competence and commitment levels. Learn to identify the most appropriate leadership style and strategies for any given situation.	Not applicable	Film Rental, Notebooks
Managing Personal Priorities	Learn Stephen Covey's model for time management and strategies for spending more time in Quadrant II, i.e., important and not urgent activities. Analyze how effectively you are using your time and learn cutting edge strategies to enhance time and priority management.	Not applicable	Film Rental, Notebooks
Diversity Awareness	This session focuses on heightening participant awareness of diversity in the workplace. Participants learn a conceptual framework for understanding diversity at work as well as a Diversity Wheel which describes a host of diversity factors. In this experiential session, participants identify a variety of times at work when diversity issues present a challenge. Then, participants learn how to manage these challenging situations through role-play scenarios. Concrete strategies for responding to these situations are practiced.	Not applicable	Film Rental, Notebooks
Customer Service Skills	This customer service course teaches tactical strategies for giving top notch customer service to both internal and external customers. Participants learn how to go the extra mile with customers and why this is so critical to long term customer relationships. In addition, participants learn how to manage a variety of difficult customers through role-play scenarios followed with individual feedback.	Not applicable	Film Rental, Notebooks
Stress Management	Participants assess their current level of stress at work and learn a host of techniques and tools for decreasing stress.	Not applicable	Film Rental, Notebooks

	Participants also identify their “stress personality” that they use during times of stress and learn specific strategies for managing their unique stress personality.		
Interpersonal Communication; Listening and Feedback	In this full day session, participants learn the central tenets and skills of active listening and of giving and receiving effective feedback. Participants learn concrete strategies to enhance their listening and feedback skills and practice these skills through a variety of active e experiential activities.	Not applicable	Assessment, Film Rental, Notebooks
Influence Skills for Informal Leaders	This course teaches informal leaders, like team leaders, or project leaders how to influence and motivate those staff they lead. Participants learn the different kinds of influence and power, how to use each and what situations call for which kinds of influence and power. Participants practice their influence skills in role-play scenarios and small group activities.	Not applicable	Notebooks
Team Building for Intact Teams	In this session, participants engage in a variety of small and large group simulations, low ropes activities and problem solving scenarios in order to learn and strengthen their team communication, decision-making and problem-solving activities. Following these activities, participants discuss and receive feedback on team strengths and areas of development and identify strategies and actions for improvement.	Not applicable	Low Ropes Course materials, Notebooks
Roundtable Theatre for Business Solutions	In this one-day session, participants engage in a variety of team activities to enhance their skills both individually and as a team. This highly interactive day uses “Roundtable Theatre” methodology to find and learn new ways to approach everyday problems at work. This methodology helps participants think “out of the box” and identify new and innovative ways to solve problems with customers, colleagues, bosses and subordinates.	Not applicable	Training Manual
Motivation and Goal Setting	Learn what truly motivates your staff, how to tailor your reward and recognition strategies to meet their needs and, how to help them set and meet challenging individual and team goals at work.	Not applicable	Motivation Assessment, Film Rental, Notebooks
Performance Management	Learn how to run a constructive developmental review meeting for your high level personnel. Learn how to give effective and motivating performance	Not applicable	Film Rental, Notebooks

	<p>feedback and how to tailor this feedback to the participant's personality.</p> <p>Learn how to manage resistance, deal with staff dissatisfaction and stay unconditionally constructive.</p>		
Introduction to Coaching and Counseling	<p>Learn how to coach employees to enhance their performance, build their skills and develop their career. Learn when to counsel and when to refer your staff for help. Learn how to put empathy, reflection and facilitation of decision-making in to practice.</p>	Not applicable	Assessment, Film Rental, Notebooks
Coaching Up and Sideways	<p>Many training classes teach supervisors how to coach their employees. This course focuses instead on how peers can coach one another and how employees can manage "up", i.e., manage communication upward to their supervisor. These coaching skills are unique and different from supervisory coaching. Participants practice peer and upward coaching through skill practices, case scenarios and role-play activities.</p>	Not applicable	Assessment, Notebooks
Interviewing Skills for Hiring	<p>In this session, participants learn cutting edge techniques for assessing interviewees through learning and practicing behavioral interviewing techniques. In addition to practicing these techniques through role-play and small group activities, participants also learn how to develop behavior interview questions based on job descriptions.</p>	Not applicable	Film Rental, Handbook, Notebooks
Creativity in the Workplace	<p>In this session, participants learn a variety of tools and techniques to enhance their ability to think "outside of the box" and to shift paradigms in order to enhance innovation at work individually and in teams. Participants engage in a variety of exercises to practice using these tools and techniques.</p>	Not applicable	None
Managing Challenging People	<p>Learn about the different types of difficult people and what strategies work best with each type. Learn how to set limits, diffuse anger and manage resistance. Learn how to create win-wins so that everyone walks away satisfied.</p>	Not applicable	None
Managing Conflict	<p>Assess your Conflict Style, its strengths and weaknesses and identify which conflict styles are most effective in which styles. Learn how to diagnose the source of the conflict and how to identify effective conflict management strategies.</p>	Not applicable	Assessment, Film Rental, Notebooks
Leading Through Change	<p>Learn tailored strategies for helping your staff deal with feelings of loss during the change process. Learn strategies for managing staff resistance to change and strategies for helping staff get through the change process successfully.</p> <p>Learn specific strategies for tapping creativity and collaboration during the change process.</p>	Not applicable	Assessment, Film Rental, Notebooks
Delegation for Development	<p>Learn key strategies for delegating work including: (1) identifying the right staff-person to</p>	Not applicable	Assessment, Film Rental, Notebooks

	do the task; (2) explaining and breaking down the task components; (3) giving constructive feedback along the way. Delegating effectively includes simultaneously developing your staff.		
Meeting Facilitation Skills	Learn how to run a cutting edge meeting, set a challenging and engaging agenda, keep a group on task, deal with challenging participants, and facilitate a thorough decision-making process.	Not applicable	Film Rental, Notebooks
Myers Briggs for Leadership Development	This workshop uses the Step II form of the MBTI to help leaders identify both their strengths and those areas requiring development. During the session, participants learn specific strategies for developing their less developed preferences, particularly their inferior function.	Not applicable	Step II Assessment, "Type and Leadership" Booklet, Notebooks
Myers Briggs for Team Development	This workshop uses the Step I form of the MBTI to help team members identify and sharing both their strengths and those areas requiring development with team members. During the session, participants learn specific strategies for enhancing communication, problem-solving, decision- making and teamwork in teams.	Not applicable	Step I Assessment, Notebooks
Team Development	In this course, supervisors learn the basics of effective team management. They learn how to identify clear goals and expectations for team members and the team as a whole; how to clarify roles and responsibilities; how to influence team members and how to facilitate decision-making in teams. Participants learn practical tools and techniques for facilitating a team's development effectively and efficient.	Not applicable	Assessment, Film Rental, notebooks
Win-Win Negotiation Skills	This two day course teaches participants the central tenets of Win-Win Negotiation and is based on the Harvard Negotiation Program's model. Participants practice a variety of negotiations through tailored and off-the-shelf negotiation cases. They also receive individual feedback on their negotiating style as well as identify specific actions for future development.	Not applicable	Negotiating Style Inventory, Film Rental, Harvard Cases, Notebooks
Group Dynamics for Leaders	This two-day course helps leaders understand group dynamics in teams at work and teaches them concrete strategies for managing these dynamics. Topics include: group roles, stages of group development, positive and negative group functioning, intra- and inter-group conflict, kinds of power and when to use each and group facilitation. Training methodology includes excerpts from films, small and large group exercises, lecture and discussion.	Not applicable	Film Rental, Notebooks
Leading Staff through the Change Process	This five day program teaches leaders the core competencies required to lead their staff through organizational change. For each stage of the personal transition process that staff undergoes, leaders learn concrete strategies for moving their staff through the stage effectively and efficiently. Methodologies including storytelling, case scenarios, skill practices, small and large group activities are used.	Not applicable	Multiple Assessments, Notebooks, Film Rental

<p>Coaching and Counseling Intensive</p>	<p>This five day program teaches participants skills in the core competencies of coaching and counseling in the workplace. Participants learn when to coach and when to counsel as well as when to refer employees to EAP programs. For both core competencies, participants practice central skills through a variety of methodologies and learn key tenets of each. Participants engage in skill practices in listening, feedback, coaching and counseling and receive peer and instructor feedback.</p>	<p>Not applicable</p>	<p>Multiple Assessments, Notebooks, Film Rental</p>
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