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The Baldwin Group, Inc. -- the #1 ranked 2010 Fast-50 Asian-American Business in America - provides comprehensive management and information technology services with focus in the Environment, Health and Transportation.

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AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST

MISSION ORIENTED BUSINESS INTEGRATED SERVICES (MOBIS)

GSA CONTRACT NUMBER: GS10F0312R

CONTRACT PERIOD: MAY 5, 2010 -- MAY 4, 2015 (PS-0004, 10-27-10)

FEDERAL SUPPLY CLASS 874

874-1: CONSULTING SERVICES

874-2: FACILITATION SERVICES

874-4: TRAINING SERVICES

874-7: PROGRAM INTEGRATION AND PROJECT MANAGEMENT SERVICES

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On-line access to contract order information: <http://www.GSAAdvantage.gov>

CUSTOMER INFORMATION:

1. Table of Awarded Special Item Numbers: 874-1, 874-2, 874-4, 847-7.
2. Maximum order: The Contractor is not obligated to honor any order for a combination of items in excess of these amounts:

<u>ITEM NUMBER/SIN</u>	<u>MAXIMUM ORDER</u>
All SINS	\$1,000.000.00

3. Minimum order: The minimum dollar value of orders to be issued is \$ **300** .

4. Geographic coverage (delivery area):

Domestic delivery is delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.

Overseas delivery is delivery to points outside of the 48 contiguous states, Washington, DC, Alaska, Hawaii, Puerto Rico, and U.S. Territories.

Offerors are requested to check one of the following boxes:

- The Geographic Scope of Contract will be domestic and overseas delivery.
- The Geographic Scope of Contract will be overseas delivery only.
- The Geographic Scope of Contract will be domestic delivery only.

5. Point of production: **Washington, DC, USA**
6. Discount from list prices or statement of net price: Discounts already deducted.
7. Quantity discounts: **None**
8. Prompt payment terms: **None**
9. Notification that Government purchase cards are accepted at or below the micro-purchase threshold and at or above the micro-purchase threshold:
 Credit cards **will** be acceptable for payments below the micro-purchase threshold. Credit cards **will** be acceptable for payments above the micro-purchase threshold.

10. Foreign items (list items by country of origin): None

- 11a. Time of Delivery: **To be determined at time of task order**

- 11b. Expedited Delivery: **To be determined at time of task order**



11c. Overnight and 2-day delivery: **To be determined at time of task order**

11d. Urgent Requirements: When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

12. F.O.B. point: **Destination**

13a. Ordering address:

**611 Pennsylvania Avenue SE, #352
Washington, DC 20003**

13b. Ordering information telephone number: **202-544-2877**

13c. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment address:

**611 Pennsylvania Avenue SE, #352
Washington, DC 20003**

15. Warranty provision: None

16. Export packing charges: N/A

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): N/A

18. Terms and conditions of rental, maintenance, and repair: N/A

19. Terms and conditions of installation: N/A

20a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices: N/A



- 20b. Terms and conditions for any other services: N/A
- 21. List of service and distribution points: N/A
- 22. List of participating dealers: N/A
- 23. Preventive maintenance: N/A
- 24a. Special attributes such as 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. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/: N/A
- 25. Data Universal Number System (DUNS) number: **837939115**
- 26. Contractor's Taxpayer Identification Number (TIN): Provided upon request
- 27. Notification regarding registration in Central Contractor Registration (CCR) database. Contractor **has** registered with the Central Contractor Registration Database.



GSA MOBIS PRICE LIST FOR GSA CONTRACT NUMBER GS-10F0312R

- 874-1: Consulting Services
- 874-2: Facilitation Services
- 874-4: Training Services
- 874-7: Program Integration and Project Management Services

1A. PRICING TABLE: 874-1, 874-2, 874-7

Labor Category	Rate Type	Year 6	Year 7	Year 8	Year 9	Year 10
		11/1/2010 - 5/4/2011	5/5/2011 - 5/4/2012	5/5/2012 - 5/4/2013	5/5/2013 - 5/4/2014	5/5/2014 - 5/4/2015
Program Director I	Contractor Site	\$244.44	\$252.02	\$259.83	\$267.89	\$276.19
	Government Site	\$195.55	\$201.61	\$207.86	\$214.31	\$220.95
Program Director II	Contractor Site	\$241.01	\$248.48	\$256.18	\$264.12	\$272.31
	Government Site	\$192.81	\$198.78	\$204.95	\$211.30	\$217.85
Program Director III	Contractor Site	\$218.75	\$225.53	\$232.52	\$239.73	\$247.16
	Government Site	\$175.00	\$180.43	\$186.02	\$191.79	\$197.73
Project Manager I	Contractor Site	\$198.73	\$204.89	\$211.24	\$217.79	\$224.54
	Government Site	\$158.98	\$163.91	\$168.99	\$174.23	\$179.63
Project Manager II	Contractor Site	\$168.70	\$173.93	\$179.32	\$184.88	\$190.61
	Government Site	\$134.96	\$139.14	\$143.45	\$147.90	\$152.49
Project Director	Contractor Site	\$118.68	\$122.36	\$126.15	\$130.06	\$134.09
	Government Site	\$94.94	\$97.89	\$100.92	\$104.05	\$107.28
Assistant Project Director/Manager	Contractor Site	\$64.41	\$66.40	\$68.46	\$70.58	\$72.77
	Government Site	\$51.53	\$53.13	\$54.77	\$56.47	\$58.22
Executive Consultant	Contractor Site	\$268.88	\$277.22	\$285.81	\$294.67	\$303.81
	Government Site	\$215.11	\$221.78	\$228.65	\$235.74	\$243.05
Consultant	Contractor Site	\$114.83	\$118.39	\$122.06	\$125.85	\$129.75
	Government Site	\$91.86	\$94.71	\$97.65	\$100.67	\$103.79
Senior Facilitator	Contractor Site	\$200.73	\$206.95	\$213.36	\$219.98	\$226.80
	Government Site	\$160.58	\$165.56	\$170.69	\$175.98	\$181.44
Facilitator/Trainer	Contractor Site	\$156.01	\$160.85	\$165.84	\$170.98	\$176.28
	Government Site	\$124.82	\$128.68	\$132.67	\$136.79	\$141.03
Senior Administrator	Contractor Site	\$88.74	\$91.49	\$94.33	\$97.25	\$100.26
	Government Site	\$70.99	\$73.20	\$75.46	\$77.80	\$80.22
Logistics Coordinator	Contractor Site	\$48.33	\$49.83	\$51.38	\$52.97	\$54.61
	Government Site	\$38.66	\$39.86	\$41.10	\$42.37	\$43.68
Graphics Artist/Desktop Publisher	Contractor Site	\$48.33	\$49.83	\$51.38	\$52.97	\$54.61
	Government Site	\$38.66	\$39.86	\$41.10	\$42.37	\$43.68



1B. PRICING TABLE: 874-4, TRAINING SERVICES

Detailed information about each class, including length of class, minimum and maximum number of students, and a description of the subject matter to be covered, is provided in Appendix A.

Name of Class	Year 6	Year 7	Year 8	Year 9	Year 10
	11/1/2010 - 5/4/2011	5/5/2011 - 5/4/2012	5/5/2012 - 5/4/2013	5/5/2013 - 5/4/2014	5/5/2014 - 5/4/2015
Managing Change	\$4,255	\$4,387	\$4,523	\$4,663	\$4,808
Conflict Resolution & ADR	\$4,343	\$4,477	\$4,616	\$4,759	\$4,907
Building High Performance Teams	\$4,255	\$4,387	\$4,523	\$4,663	\$4,808
Communication Skills for Supervisors & Team Leaders	\$4,255	\$4,387	\$4,523	\$4,663	\$4,808
Basic Management for Non-Supervisors	\$13,020	\$13,424	\$13,840	\$14,269	\$14,712
Interpersonal Communications	\$1,950	\$2,010	\$2,072	\$2,137	\$2,203



LABOR CATEGORY DESCRIPTIONS

Program Director I

Qualifications: MBA or Ph.D. with more than 10 years of experience in MOBIS areas in both the corporate and federal arenas, especially in senior-level management/leadership positions.

Description: Provides thought leadership. Oversees and provides guidance to project and program directors/managers. Helps to shape senior management agendas, performs high level analysis related to business improvement subject areas such as change management, leadership development, performance measurement, customer analysis, training and development, strategic planning, and organizational design. Develops and extends relationships with clients at senior levels. Oversees the assessments and evaluations of the project managers and client feedback. May serve as coordinator of programs through Program Directors II & III.

Program Director II

Qualifications: BS or MS degree with 5-10 years experience, with a specialization in a discrete area, such as IT or HR. Has success working with large teams and is capable of leading teams to perform in a timely manner.

Description: Provides support to program personnel. Manages and guides project directors and managers. Performs analysis of project/program and makes recommendations. Works directly with client counterparts in facilitating success of the projects. Responsible for collecting data and producing program reports to the client. May be involved with leading client teams.

Program Director III

Qualifications: BS at least 5-years experience, with a specialization in a discrete area, such as IT or HR. Has success working with small focused teams and is capable of leading teams to perform in a timely manner.

Description: Provides support to program personnel. Manages and guides project directors and managers. Performs analysis of project/program and makes recommendations. Works directly with client counterparts in facilitating success of the projects. Responsible for collecting data and producing program reports to the client. May be involved with leading client teams.

Project Manager I

Qualifications: Master's degree and 10 years of general experience and at least 5 years of federal contracting experience.

Description: Strong background in business and management. Serves as the senior director and principal interface between TBG and the client. Possesses in-depth project knowledge. Responsible for meeting contract costs, schedules, and performance objectives. Supervises task personnel, reviews deliverables to make sure that the SOW requirements are adhered to. Oversees project assessments and client feedback. Excellent communicator who demonstrates strong facilitation and cross-functional team skills.



Project Manager II

Qualifications: Bachelor's degree over 5 years of general experience and at least 5 years of federal contracting experience.

Description: Strong background in business and management. Serves as the senior director and principal interface between TBG and the client. Possesses in-depth project knowledge. Responsible for meeting contract costs, schedules, and performance objectives. Supervises task personnel, reviews deliverables to make sure that the SOW requirements are adhered to. Oversees project assessments and client feedback. Excellent communicator who demonstrates strong facilitation and cross-functional team skills.

Project Director

Qualifications: BS, BA, certification in the project area, or 5-years of relevant management experience with at least 5 years of general experience & 5-years federal experience.

Description: Excellent organization and communication skills and adept at problem solving. Works well with all staff levels and has the ability to provide guidance and direction to support staff regarding project activities. Point of contact in the absence of the Project Manager. Develops project plan and budgets. Monitors teams and results and provides project completion oversight. Assists with the design of databases and systems to track project costs and activities. Ensures the accuracy, timeliness, and quality of products produced by support staff. Produces and provides reports.

Assistant Project Director/Manager

Qualifications: BS, BA, certification in the project area, or 3 years of relevant management experience with at least 5 years of general experience.

Description: Excellent organization and communication skills and adept at problem solving. Works well with all staff levels and has the ability to provide guidance and direction to support staff regarding project activities. Point of contact in the absence of the Project Director/Manager. Assists with the design of databases and systems to track project costs and activities. Ensures the accuracy, timeliness, and quality of products produced by support staff.

Executive Consultant

Qualifications: Advanced degree and 20 years of general experience with 6 years federal experience. Certified Management Consultant.

Description: Demonstrates thought leadership in management consulting and business applications of technology. Serves as coach or mentor to other team members and is recognized as an authority in one or more business/management areas. Has strong process improvement strategies for complex and/or difficult projects. Makes persuasive presentations to senior management. Develops and extends relationships with clients at executive levels.

Consultant

Qualifications: Advanced degree and 6 years of general experience or bachelor's degree with 8 years of general experience.

Description: Applies consulting methodologies to collect and analyze data. Assists client in goal setting and helps to determine desired objectives; participates in the implementation and oversees the client's major strategic initiatives. Helps to determine realistic measurable performance outcomes. Follows the specifications in the SOW.



Senior Facilitator

Qualifications: Bachelor's degree or equivalent in any related discipline with minimum of 10 years of experience, with strong consulting background.

Description: Designs agendas, structures process, facilitates sessions effectively, and captures action items. Understands the nature of meetings and uses appropriate skills and behaviors to manage the process, including difficult participants. Uses appropriate group techniques such as brainstorming, creative thinking, problem solving, and conflict management. Understands the dynamics of collaborating and building coalitions and has experience in setting divergent groups up for success. Is versed in strategic thinking and able to position the group's work to achieve optimal results that fully support organizational goals. Uses task alignment tools. Excellent communication and people skills. Facilitation of executive teams and retreats.

Facilitator/Trainer

Qualifications: Bachelor's degree or equivalent in any related discipline with minimum of 6 years of experience in facilitation and training and development.

Description: Designs agendas, structures process, facilitates sessions effectively, and captures action items. Understands the nature of meetings and uses appropriate skills and behaviors to manage the process, including difficult participants.

Experience in training and development in the corporate and federal government arenas. Experience in teaching off-the-shelf and custom-designed workshops. Knowledgeable in adult-learning styles and effective teaching techniques.

Senior Administrator

Qualifications: Advanced degree and 8 years of general experience with 6 years specific experience or bachelor's degree with 10 years of general experience with 8 years of specific experience.

Description: Serves as administrative support person to the management consulting team. Is knowledgeable in financial areas, logistical planning, human resource issues, office organization, and in supporting RFPs and RFQs. Effectively uses MS Word, Excel, PowerPoint, electronic mail and the internet. Manages office personnel and provides planning, coordinating, organizing, and communicating. Responsibilities include collecting and logging in time cards and documenting project hours of consultants.

Logistics Coordinator

Qualifications: High school graduate with some college and 2 years of relevant business experience or certification in the project area.

Description: Demonstrates exceptional coordination and communication skills. Works with management and support staff to complete project activities on time and within budget. Has the ability to work independently or as team player. Assists with the training of support staff regarding project and company policies and procedures.

Graphics Artist/Desktop Publisher

Qualifications: Bachelor's degree or equivalent experience with 2 years aggregate experience in supporting commercial or federal project teams.

Description: Expertise in using software such as PageMaker, Coral Draw, and/or Quark Express. Design graphics, images, logos, and layout for client needs and for the look and feel when working on eLearning courses on web sites. Design for ease of use, quick loading time, simple navigation structure, and with compatibility on all platforms.

APPENDIX A: TRAINING COURSE DESCRIPTIONS

Title of Course: Managing Change		Length (# of Hrs/Days): 1 day
Maximum Participants:	20	Minimum Participants: 10
<p>Description of Class The course helps all change agents to better manage change. The session provides 1) a description of the dynamics of change, characteristics of the key responses to change, development of change strategies to include drafting champions to facilitate change, and dealing with the negative aspects of change. With presentations, discussions, one-on-one, and group activities on case examples, the participant gains full exposure to the change considerations and learns strategies, tactics, and tools that facilitate change. A workbook with references and useful graphics support the learning process.</p> <p>In a two-day session, the course is customized to reflect issues and considerations that challenge the participants. Real case studies are integrated into the exercises to help participants build their own change management strategies and tool boxes. Two-day sessions are ideal for participants from the same organizational unit.</p>		

Title of Course: Conflict Resolution & ADR		Length (# of Hrs/Days): 1 day
Maximum Participants	20	Minimum Participants: 10
<p>Description of Class Conflicts arise between employees or groups of employees and can range from minor to severe. They may be a nuisance or be debilitating. The manager has a responsibility to understand the fundamentals needed to minimize, alleviate, resolve, or mediate these situations. This class is taught by a specialist in Alternative Dispute Resolution (ADR). She is also certified by the Supreme Court of Virginia to provide intervention strategies in conflict situations. The participants are led through a set of exercises to illustrate conflict and solutions. Videos and discussions are used to optimize the learning opportunities. A workbook with references supports the training.</p>		

Title of Course: Building High Performance Teams		Length (# of Hrs/Days): 2 days
Maximum Participants	20	Minimum Participants: 10
<p>Description of Class Team building is a tactic. Building a high performance (HP) team is a competitive strategy. In most cases, the need for team building signals a deeper need to change the way things are currently being done. It is more than personality considerations, it includes the interactive processes in place to get work done. This training provides a robust plan by which organizations can become high performing. The materials offer a blueprint, set of tools and strategies that are customized to address specific areas of weakness. The course content includes defining HP teams, the types of energy generated in HP teams, the phases of team development, and the concept of moving from independence to dependency to interdependency on teams. The workbook and references offer additional information, along with the flowchart depicting the eight attributes of HP teams. Two instructors/facilitators are used to present this training.</p>		



Title of Course: Communication Skills for Supervisors and Team Leaders		Length (# of Hrs/Days): 2-days
Maximum Participants	20	Minimum Participants: 10
Description of Class This session provides a wealth of tools to aid communication between supervisors and staff. The tools and strategies are grouped into ‘personalities and communications’ and ‘communication challenges.’ In the first group, we focus on interpersonal communications that includes better understanding of the other person. It includes a review of DISC personality styles in relation to leadership and leading people. In the second group we look at verbal communications and active listening, with a guide for feedback with exercises for difficult people. In addition to the people-side issues above, we include communicating task-side information such as in using ‘plain English,’ information sorting tools, and presentation of SMART objectives. A set of exercises is included to help participants develop performance measures to communicate progress. A conversation on risk communications has been newly added. The session is complete with exercises for pairs and for groups.		

Title of Course: Basic Management for Non-Supervisors		Length (# of Hrs/Days): 4-days
Maximum Participants	20	Minimum Participants: 10
Description of Class This class is designed for participants who welcome a range of tools and strategies to manage their job and influence others to help get their jobs done. There are three major sections: 1) Using resources to gain influence; 2) communicating effectively; and 3) making good decisions in the midst of chaos. The 4-day workshop ranges from interpersonal issues to task issues, thus covering the entire gamut of tools for future new managers. In Section 1, the focus is on using personality styles as a strategic tool to get work done. In Section 2, the focus is on verbal communications that includes effective active listening techniques. In Section 3, the emphasis shifts to managing competing priorities, project management, and just-in-time problem solving tools. The last section includes a set of exercises that encompass the use of all or some of the tools and strategies presented during the course.		

Title of Course: Interpersonal Communications		Length (# of Hrs/Days): 1day
Maximum Participants:	20	Minimum Participants: 10
Description of Class This one-day class provides some of the tools and strategies found in the 2-day communications strategies for supervisors and some from the 4-day basic management for non-supervisors. It includes the use of personality styles as a strategic tool, active listening, learning how to influence and how to create SMART objectives that communicate one’s tasks.		