



Executive Leadership Skills, International

Making the Difference

112 Martingale Circle, Madison, Alabama 35758

1.800.793.4809

<http://www.executiveleadershipskills.com>

Our Values

Honesty, Empathy, Responsibility, Objectivity, Integrity, Competence

GSA Contract GS-10F-0351T

Federal Supply Group 874

Class R499

Business Size: Small, Veteran Owned Business

Contract Period: August 27, 2007 through August 26, 2017

Contact Information:

Richard J. Scherberger, Jr. (E-mail: rshrbgr@earthlink.net)

(256) 772 2903 (Voice) (256) 774 2504 (FAX)

Web Site: www.executiveleadershipskills.com or www.els1.com

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6. SIN 874-4 and 874-4 RC: Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration Learning Management, Internships and Negotiated GSA Prices

- Peak Performance™ I, *Essential Skills for Team Members***
- Peak Performance™ II, *Advanced Skills for Team Members***
- Peak Performance™ III, *Self Management for High Performance Teams***
- Peak Performance™ IV, *Excellence in Team Leadership***
- Peak Performance™ V, *Team Sponsor Skills for Executives***
- Basic Federal Service 40-hour Supervisor's Course Leadership Education and Development (LEAD)**
- Effective Technical Teams**
- Leading Effective Technical Teams**
- Mentor Workshop**
- Protégé Training**
- Leadership at the Organizational Level (Non Resident)**

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1. COMPANY PROFILE

Executive Leadership Skills International (ELS) is a veteran-owned small business which specializes in consulting and training. Founded in 1992, we focus on those aspects of contemporary organizations which allow the people working within an organization structure to function and prosper be their margins profit or service-oriented.

At ***ELS***, we provide organization development (OD) consulting, facilitation, and training services to a wide variety of organizations by introducing planned change based on organizational diagnoses, thereby increasing effectiveness and enhancing organizational choice and self-renewal. We focus on problems of a systemic nature by cutting across functional and organizational boundaries; by identifying and analyzing problems and their implications; and, by providing recommendations for integrated mission accomplishment.

We have provided leadership and management consulting and training services to over 10,000 managers, supervisors, and non-supervisory personnel. From strategic planning, executive and supervisory skill development, team building, conflict resolution, interpersonal communications, change management, problem-solving and decision-making, organizational assessments, and stress management, just to name a few of our specialties, there are few areas that we have not analyzed and empowered our clients to master.

Executive Leadership Skills International and our organization development, leadership, and team building training exist to provide a perspective for understanding existing organizations and the major demands placed on these organizations. Further, we propose a framework for creating excellence in leadership at all organizational levels. ***Executive Leadership Skills International*** is committed to helping corporations, companies, teams, and individuals improve performance by creating a high-involvement culture.

Our vision is: Organizations and individuals achieving their full potential through creating shared meaning, alignment of collective energy, and eliciting purposeful action.

Our values are honesty, empathy, responsibility, objectivity, integrity, and competence.

2. SIN 874-1 AND 874-1 RC: INTEGRATED CONSULTING SERVICES

Executive Leadership Skills International provides expert advice, assistance, guidance, and counseling in support of agencies' mission oriented business functions. These consulting services include studies, analyses and reports documenting any proposed developmental, consultative or implementation efforts. Examples of these consulting services include but are not limited to the following:

- Strategic, Business and Action Planning
- High Performance Work
- Systems Alignment
- Leadership Systems
- Organizational Assessments
- Change Management
- Performance Measures and Indicators
- Process and Productivity Improvement
- Program Audits
- Evaluations
- Cycle Time
- Customized Training.

At ***Executive Leadership Skills International*** we view organization development as the process of improving organizations. Our process is carefully planned and implemented to benefit the organization, its members, and its shareholders.

Executive Leadership Skills International consulting process supports improvement of the organization or group as a whole. The client and ELS consultant work together to gather data, define issues, and determine a suitable course of action. The organization is assessed to create an understanding of the current situation and to identify opportunities for change that will meet and support business objectives.

Organization development differs from traditional consulting because client involvement is encouraged throughout the entire process. The ways in which people communicate and work together are addressed concurrently with technical or procedural issues requiring resolution.

The hallmark of our Federal Government work is that we know and hold a track record of proven success with the Federal Government. Our consultants have extensive Federal Service experience as veterans, civil servants, or contractors and hold certifying credentials required in their respective fields. Our recommendations are workable, useful, and measurable showing a return on investment.

3. ELS LABOR CATEGORIES

Senior Organization Development (OD) Consultant.

Responsible for overall management of OD programs and projects from inception through completion to ensure proper and timely implementation of technical and/or business solutions, schedules, objectives, budgets and milestones. Applies OD expertise to business problems, develops and defines strategic visions, provides client representation and support. Provides guidance and expertise to program staff and monitors quality of work. Works directly with the client. Leads and manages the program / project team. Responsible for the accuracy of all documentation for the program / project.

Minimum Education: Masters Degree in OD, Psychology, Adult Education, MBA.

Minimum Experience: 15 years and experience in leading an organization of at least 500 organizational members.

Certifications: OD Certification, Level B or C Certification for instrumentation administration and interpretation, Human Element trainer, Workplace Mediation trainer, Situational Leadership trainer, MBTI trainer and at least 5 other topic-specific certifications. Must be able to receive a Top Secret Security Clearance. Must hold a valid US driver's license.

Senior Research Analyst.

Responsible for developing quantitative and qualitative statistically sound assessment tools to include on line applications. Scopes and plans the work for a project to include but not limited to such areas organizational effectiveness, change management, communications, information flow, performance management, and leadership and management skill sets. Gathers and organizes information. Analyzes data using statistical methods to include but not limited to sampling and statistical significance. Analyzes data gathered, develops information, and considers available solutions or alternate methods of proceeding. Organizes and documents findings of studies and prepares recommendations for implementation. Works closely with the Senior OD Consultant and other members of the Program / Project Team.

Minimum Education: Masters Degree with at least 15 hours in research and quantitative statistics.

Minimum Experience: 15 years and experience in leading an organization of at least 500 organizational members.

Certifications: Level B or C Certification for instrumentation administration and interpretation, Human Element trainer, Workplace Mediation trainer, Situational Leadership trainer, MBTI trainer and at least 5 other topic-specific certifications. Must be able to receive a Top Secret Security Clearance. Must hold a valid US driver's license.

Curriculum Designer.

Responsible for developing progressive and sequential curriculum usually experiential in nature. Uses the Instructional Systems Design process and documents all five phases of the curriculum process. Expert in Bloom's (or equivalent) Taxonomy for learning in the cognitive, affective, and psychomotor domains. Expert in Kirkpatrick's Level of Evaluation and can construct Tables of Specifications for all aspects of evaluation.

Works closely with the Senior OD Consultant and other members of the Program / Project Team.

Minimum Education: Masters Degree in Curriculum, Instruction, Adult Education.

Minimum Experience: 15 years and experience in leadership.

Certifications: Instructional Systems Design / Development Certification, Level B or C Certification for instrumentation administration and interpretation, Human Element trainer, Workplace Mediation trainer, Situational Leadership trainer, MBTI trainer and at least 5 other topic-specific certifications. Must be able to receive a Top Secret Security Clearance. Must hold a valid US driver's license.

Consultant.

Responsible for one to many consulting responsibilities for program / project specific needs. This includes but is not limited to such tasks as review and documentation of historical documents, process redesign, organization efficiency studies and recommendations, supervisory counseling, performance management consultation, financial management systems such as SAP, change management (transformational and transactional) and OD consultation. Works closely with the Senior OD Consultant and other members of the Program / Project Team by bringing specific and generalist skills to the work.

Minimum Education: Bachelor's Degree in a field connected to leadership, management, systems, psychology, OD, HR, adult education, or manufacturing.

Minimum Experience: 10 years.

Certifications: Must hold certifications related to area of expertise. Level A, B, or C Certification for instrumentation administration and interpretation. Must hold a valid US driver's license.

Trainer / Instructor at Level 1.

Responsible for assisting with experiential training and workshops that focus on both process and content. Works closely with the Senior OD Consultant, the Curriculum Designer, and other members of the Program / Project Team.

Requirements:

- Bachelor's Degree.
- 5 to 10 years experience in the workforce / training / OD / HR.
- Must be proficient in use of instruction technologies in use within the past two years.
- Must complete any and all internal ELS's prerequisites before any consulting or training engagement.
- Must hold a valid US driver's license.

Subject Matter Expert / Trainer / Instructor at Level 2.

Responsible for conducting experiential training and workshops that focus on both process and content. Works closely with the Senior OD Consultant, the Curriculum Designer, and other members of the Program / Project Team.

Requirements:

- Bachelor's Degree in secondary or higher education, OD, instruction, or instruction systems.
- 5 to 10 years in respective field(s).
- Must be proficient in use of instruction technologies in use within the past two years.
- Must hold or have held a valid US teaching certificate or military teaching certificate.
- Level A Certification for instrumentation administration and interpretation.
- Must complete any and all internal ELS's prerequisites before any consulting or training engagement.
- Must hold a valid US driver's license.

Subject Matter Expert / Trainer / Instructor at Level 3.

Responsible for conducting experiential training and workshops that focus on both process and content. Works closely with the Senior OD Consultant, the Curriculum Designer, and other members of the Program / Project Team.

Requirements:

- Master's Degree in secondary or higher education, OD, instruction, or instruction systems.
- 10 years in respective field(s).
- Must hold or have held a valid US teaching certificate or military teaching certificate.
- Level A and B Certification for instrumentation administration and interpretation.
- Must be proficient in use of instruction technologies in use within the past two years.
- Must complete any and all internal ELS's prerequisites before any consulting or training engagement.
- Must hold a valid US driver's license.

Subject Matter Expert / Trainer / Instructor at Level 4.

Responsible for conducting experiential training and workshops that focus on both process and content. Works closely with the Senior OD Consultant, the Curriculum Designer, and other members of the Program / Project Team. Accepts Intervention / Training Team Lead.

Requirements:

- Master's Degree and post graduate education in secondary or higher education, or OD, or instruction, or instructional systems.
- 5 years in respective field(s).
- Must hold or have held a valid US teaching certificate or military teaching certificate.
- Level A, B, and C Certification for instrumentation administration and interpretation.
- Must be proficient in use of instruction technologies in use within the past two years.
- Must complete any and all internal ELS's prerequisites before any consulting or training engagement.
- Must hold a valid US driver's license.

Subject Matter Expert / Coach. Responsible for subject matter expertise for client coaching needs. Works closely with the Senior OD Consultant and other members of the Program / Project Team.

Minimum Education: Bachelor's Degree in field connected to leadership, management, systems, psychology, communication, OD, or adult education.

Minimum Experience: 10 years.

Certifications: Must hold certifications or affiliations such as International Association of Coaches or leadership / management certifications that will directly relate to a client's needs. Level A, B, or C Certification for instrumentation administration and interpretation. Must have land line phones, Internet and email capabilities. Must hold a valid US driver's license.

**4. SIN 874-1 AND 874-1 RC: INTEGRATED CONSULTING SERVICES
NEGOTIATED HOURLY GSA PRICES**

Labor Category	Negotiated Hourly GSA Prices
Senior Organizational Development Consultant	\$371.25
Senior Research Analyst	\$309.37
Curriculum Designer	\$247.50
Consultant	\$247.50
Trainer/Instructor Level I	\$61.87
Subject Matter Expert/Trainer/Instructor Level 2	\$123.75
Subject Matter Expert/Trainer/Instructor Level 3	\$247.50
Subject Matter Expert/Trainer/Instructor Level 4	\$371.25
Subject Matter Expert/Coach	\$150.00

The Service Contract Act (SCA) is applicable to this contract as it applies to the entire MOBIS 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 29 CFR 541.300), 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 the applicable wage determination number. Failure to do so may result in cancellation of the contract.

5. SIN 874-4 AND 874-4 RC: TRAINING SERVICES: INSTRUCTOR LED TRAINING, WEB BASED TRAINING AND EDUCATION COURSES, COURSE DEVELOPMENT AND TEST ADMINISTRATION LEARNING MANAGEMENT, INTERNSHIPS

Executive Leadership Skills' International training methodology is based on evidence cited that if behavioral change is desired, then the learners can best acquire new behaviors by trying them in realistic situations similar to those faced on-the-job. The situations we offer provide the learners the opportunity to experience, observe, practice, and obtain feedback about actual behavior. Generalizations and hypotheses can thus be tested in action (trial by fire) and the learners can translate their knowledge to their own experience.

An experiential training approach is especially useful when the behaviors to be acquired are to be applied in situations that cannot be specified in exact or certain terms. Since leadership contains a high degree of uncertainty, "textbook" solutions cannot be specified independent of cause and effect; each problem situation is different, so no "cookbook" solutions are offered.

Executive Leadership Skills International training provides practice and helps participants acquire a variety of additional behavioral skills which will enable them to handle and solve any organizational or leadership problem more systematically and more effectively.

Because most problem situations are so unpredictable and uncertain, training in the skills of leadership and management has too often been theoretical and non-behavioral. As a consequence, most individuals seem to rely on their own opinions or personal experience when confronting leadership problems. This appears to be especially true for senior leaders who have already spent many years solving leadership problems during their career. But almost all leaders will admit that their skills were mostly learned haphazardly and inefficiently through modeling others or trial and error.

Since most organizations usually allow for few mistakes, trial and error learning has had its costs. Fear of embarrassment and/or over-reactive evaluation has caused many aspiring leaders to stop short of their full potential.

In contrast, the training approach we use provides the aspiring leader with the opportunity to learn leadership skills efficiently. The feedback-rich environment enhances learning; evaluation can be accepted and mistakes can be used to learn from rather than to run from.

All of our Peak Performance™ workshops are customized. Workshop content may be combined or modularized at the client's request. Our Special Offerings are off-the-shelf training packages that can be customized as well. We work with one Subject Matter Expert Trainer / Instructor for every 8 participants. Therefore, our workshops typically have 2 Subject Matter Expert Trainers / Instructors.

6. SIN 874-4 and 874-4 RC: Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration Learning Management, Internships and Negotiated GSA Prices

Peak Performance™ I – V are five distinct, progressive and sequential leadership training series at the personal, team, and organizational levels.

**Negotiated GSA Price for Peak Performance 1, 2, 3, 4, or 5
(Minimum 12 participants and 3 days)
\$8,640.00.**

Each additional participant \$300.00 per day.

Peak Performance™ I, *Essential Skills for Team Members.* This is a customized experiential workshop or a series of workshops focusing on any or all of the learning outcomes identified in modules PP 10-101 through PP 10-110. Team members complete the TeamStrength™ Survey© prior to the training session and receive results during the session.

PP 10-101: The Value of Teams: *How Teams Can Make a Real Difference.*

PP 10-102: Team Communication: *Generating Clarity and Understanding.*

PP 10-103: Team Conflict: *Managing Team Differences and Disagreements.*

PP 10-104: Team Decisions: *Making the Right Choice in Difficult Situations.*

PP 10-105: Team Mission and Values: *Creating Commitment to Purpose and Direction.*

PP 10-106: Team Goal Setting: *How to Guarantee Team Focus and Priority.*

PP 10-107: Team Empowerment: *Unleashing the Team's True Potential.*

PP 10-108: Team Roles: *Dividing Responsibilities, Multiplying Results.*

PP 10-109: Team Meetings: *How to Get Things Done and Stop Wasting Time.*

PP 10-110: Team Problem-Solving: *Removing Barriers to Productivity.*

Peak Performance™ II, *Advanced Skills for Team Members.* This is a customized experiential workshop or a series of workshops focusing on any or all of the learning outcomes identified in modules PP 20-201 through PP 20-210.

PP 20-201: Team Dynamics: *How to Give and Take Peer Feedback.*

PP 20-202: Team Negotiating: *Gaining Agreement and Positive Outcomes.*

PP 20-203: Customer Service: *Exceeding Customer Expectations.*

PP 20-204: Team Transformation: *Analyzing and Improving Work Processes.*

PP 20-205: Project Management: *Handling Complex Priorities and Deadlines.*

PP 20-206: Team Quality: *Sustaining Continuous Improvement.*

PP 20-207: Team Presentations: *Selling Team Solutions to Decision Makers.*

PP 20-208: Team Success: *Influencing Skills for Teams.*

PP 20-209: Team Creativity: *Thinking Beyond the Boundaries.*

PP 20-210: Team Diversity: *Using Differences to Create a Strategic Advantage.*

Peak Performance™ III, Self Management for High Performance Teams. This is a customized experiential workshop or a series of workshops focusing on any or all of the learning outcomes identified in modules PP 30-301 through PP 30-309.

PP 30-301: Customer Satisfaction: *Managing the Team's Cycle of Service.*

PP 30-302: Shared Leadership: *Managing the Team's Day-to-Day Business.*

PP 30-303: Team Profiling: *New Member Selection and Orientation.*

PP 30-304: Balanced Score Card: *Measuring and Tracking Team Performance.*

PP 30-305: Peer Appraisal: *How to Give and Take Feedback as a Team.*

PP 30-307: Team Performance Problems: *How to Handle Difficult Team Members.*

PP 30-307: Team Motivation: *Managing the Reward and Recognition Process.*

PP 30-308: Team Training: *Building the Continuous Learning Process.*

PP 30-309: Team Partnering: *Creating Successful External Alliances.*

Peak Performance™ IV, Excellence in Team Leadership. This is a customized experiential workshop or a series of workshops focusing on any or all of the learning outcomes identified in modules PP 40-401 through PP 40-410.

PP 40-401: The Team Leader: *Roles and Responsibilities.*

PP 40-402: Fulfilling the Mission: *Ensuring Team Direction and Focus.*

PP 40-403: Planning: *Developing Team Goals and Recognizing Performance.*

PP 40-404: Team Management: *Getting Teams to Solve Problems and Make Decisions.*

PP 40-405: Conflict Resolution: *Recognizing and Resolving Team Conflict.*

PP 40-406: Building Trust: *Promoting Open Team Communication.*

PP 40-407: Team Meetings: *Facilitation Skills for Team Leaders.*

PP 40-408: Technical Leadership: *Leading the Highly Technical Team.*

PP 40-409: Mentoring: *The Team Leader as Coach.*

PP 40-410: The TeamLeader™ Survey©.

Peak Performance™ V, Team Sponsor Skills for Executives. This is a customized experiential workshop or a series of workshops focusing on any or all of the learning outcomes identified in modules PP 50-501 through PP 50-508.

PP 90-501: The Team Sponsor: *Executive Roles and Responsibilities.*

PP 90-502: Team Alignment: *Focusing All Resources in a Common Direction.*

PP 90-503: Walking The Talk: *What Teams Need from the Organization and Its Leaders.*

PP 90-504: A Strategic Investment: *Understanding When and When not to Use Teams.*

PP 90-505: Empowerment: *How to Tap into the Genius of Teams.*

PP 90-506: Rules of the Game: *Managing Team Boundaries.*

PP 90-507: Team Accountability: *Holding Teams Accountable for Organizational Results.*

PP 90-508: Living the Vision: *Keeping Teams Focused on Continuous Improvement.*

Basic Federal Service 40-hour Supervisor's Course provides all basic, HR and regulatory, topics for a Federal Service Supervisor from Merit Principles, to EEO, to the entire Performance Management System.

Negotiated GSA Price for Basic Federal Service 40-hour Supervisor's Course
(12 – 30 participants, 5 days)

\$14,400.00.

Over 30 participants, \$600 per participant.

Leadership Education and Development (LEAD) is a 5-day experiential workshop that provides supervisors with the knowledge required to effectively lead people and manage teams, strengthen their leadership supervisory skills by examining self in relation to work, and self in relation to others within the context of the work environment and addresses the human issues that bear upon a person's effectiveness as a supervisor.

Negotiated GSA Price for Leadership Education and Development (LEAD)
(12 – 24 participants, 5 days)

\$14,400.00.

Over 30 participants, \$600 per participant.

Effective Technical Teams provide an overview of the teaming process, the necessary tools to develop collective team synergy towards a common technical performance objective, effective strategies of team building and dealing with change, and skills into how the team can serve as a catalyst to maximize and collectively use each team member's professional skills and abilities.

Negotiated GSA Price for Effective Technical Teams
(12 – 20 participants, 4 days)

\$14,400.00.

Over 20 participants, \$947.67 per participant.

Leading Effective Technical Teams is an assessment driven experiential workshop that explores the uniqueness of the technical leader in relation to a team.

Negotiated GSA Price for Leading Effective Technical Teams
(12 – 20 participants, 3 days)

\$8,640.00.

Over 20 participants, \$540.00 per participant.

Mentor Workshop. Ten interlocking modules in a progressive and sequential experiential approach impart skill and knowledge, and result in an action plan that the mentors implement upon completion of the training. Participants leave the training knowing if they do or do not want to be a mentor and if the answer is yes they are equipped to begin immediately.

Negotiated GSA Price for Mentor Workshop

(12 participants, 3 days)

\$5,280.00.

Over 12 participants, \$540.00 per participant.

Protégé Training. Introduces participants to their role as protégés and what they can expect from their mentors. The workshop is experiential in nature and will include case studies and scenarios that will help reinforce learning. It is important for the protégés to understand what their mentors receive in their workshop, so the protégés receive an overview of what their mentors receive.

Negotiated GSA Price for Protégé Training

(12 participants, 1 day)

\$2,880.00.

Over 12 participants, \$300.00 per participant.

Leadership at the Organizational Level (Non Resident) is a 5-day course designed to assist key managers in looking beyond daily activities to assessing and interpreting, in an ever-enlarging way, the external environment, the organization, the leadership process, the need for subordinate development at all levels, and the need for continuing self-development.

Negotiated GSA Price for Leadership at the Organizational Level (non Resident)

(18 – 24 participants, 5 days)

\$18,000.00.

Over 24 participants, \$937.50 per participant.

OTHER CONTRACT INFORMATION

GSA Contract GS-10F-0351T

Federal Supply Group 874

Class R499

Business Size: Small, Veteran Owned Business

Contract Period: August 27, 2007 through August 26, 2017

Contact Information:

Richard J. Scherberger, Jr.

(256) 772 2903 (Voice)

(256) 774 2504 (FAX)

Web Site: www.executiveleadershipskills.com or www.els1.com

E-mail: rshbrgr@earthlink.net

Special Item Numbers Awarded: 874-1, 874-1 RC, 874 – 4, and 874 -4 RC

Maximum Order: \$1,000,000.00

Minimum Order: \$100.00

Geographical Coverage: Domestic Only

Points of Production: Same as Contractor

Quantity Discounts: None Offered

Prompt Payment Terms: 5% 29 days by check or deposit.

Notification that Government purchase cards are accepted at or below the micro-purchase threshold: YES

Notification that Government purchase cards are accepted at or not accepted above the micro-purchase threshold: Will accept over \$2,500

**Expedited Delivery / Overnight and 2-day Delivery / Urgent Requirements:
Contact Contractor**

F.O.B Points: Destination

Ordering and / or Payment Address: Same as Company Address

Warranty Provision: Contractor's Standard Commercial Warranty

DUNS Number: 964582225

CCR (CAGE): 1LDD4