



**EXECUTIVE
LEADERSHIP
GROUP, INC.**

ACCELERATING STRATEGY EXECUTION

720-963-9212 www.ELG.net

General Services Administration

FEDERAL SUPPLY SERVICE AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA *Advantage!*, a menu-driven database system. The INTERNET address GSA *Advantage!* is: <http://www.GSAAdvantage.gov>.

PROFESSIONAL SERVICE SCHEDULE INDUSTRIAL GROUP: 00CORP

Federal Supply Class: 874

SIN: 874-1 & 874-1RC Integrated Consulting Services

874-4 & 874-7RC Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration, Learning Management, Internships

Contract Number: GS-10F-0395R

Contract Period: July 20, 2015 - July 19, 2020

For more information on ordering from Federal Supply Schedules, click on the FSS Schedule link at: <http://www.fss.gsa.gov>.

Contractor: Executive Leadership Group, Inc.
P.O. Box 280409
Lakewood, CO 80228

Point of Contact: Linda Thaut
e-mail: linda.thaut@elg.net
Tel: 720-963-9212
Fax: 720-963-9213
Web: www.elg.net

Business Size: Woman Owned Small Business

INFORMATION FOR ORDERING ACTIVITIES

1. a) **Awarded SIN:**

874-1 and 874-1RC: INTEGRATED CONSULTING SERVICES	
Functional Titles	2015-2020
Professional Consultation Services	
Partner/Principal Consultant	\$356.25
Senior Management Consultant	\$285.00
Project Management Training Consultant	\$237.50
Management Consultant	\$190.00
Support	
Project Coordinator	\$42.75
Project Associate	\$33.25

- *Prices include 0.75 Industrial Funding Fee (IFF).*
- *5% 15, Net 30 days*
- *No premium will be charged for overtime hours worked, unless specifically written into the contract.*
- *Direct project expenses will be billed at cost.*

The Service Contract Act (SCA) is applicable to this contract and as it applies to the entire Schedule #00CORP The Professional Services Schedule (PSS) 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 29CFR 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.

874-4 and 874-4RC TRAINING SERVICES: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration, Learning Management, Internship

See price list below.

b) **Labor Category Descriptions:** See Below

2. **Maximum Order Limitation:** \$1,000,000.00
3. **Minimum Order:** \$100.00
4. **Scope of Delivery:** Domestic and Overseas
5. **Point of Production:** United States of America
6. **Discounts:** 5%
7. **Volume Discounts:** Discount for contracts exceeding \$1,000,000 will be negotiated with the task order holder
8. **Prompt Payment:** 5% 15, Net 30 days
9. a) **Credit Cards are accepted at or below the micro-purchase threshold.:** Yes
 b) **Credit Cards are accepted at or above the micro-purchase threshold.:** Yes

10. **Foreign Items:** Not applicable
11. a) **Time of Delivery:** Negotiated at task order level
b) **Expedited Delivery:** As specified on task order
c) **Overnight and 2-day delivery:** Not applicable
d) **Urgent Requirements:** Contact Contractor
12. **FOB:** Destination
13. **Ordering Address:**
Executive Leadership Group, Inc.
P.O. Box 280409
Lakewood, CO 80228

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:**
Executive Leadership Group, Inc.
P.O. Box 280409
Lakewood, CO 80228
15. **Warranty Provision:** Not applicable
16. **Export packing charges:** Not applicable
17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro purchase level).** Not applicable
18. **Terms and conditions of rental, maintenance, and repair (if applicable).** Not applicable
19. **Terms and conditions of installation (if applicable).** Not applicable
20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable).** Not applicable.
21. **List of service and distribution points (if applicable).** Not applicable
22. **List of participating dealers (if applicable).** Not applicable
23. **Preventive maintenance (if applicable).** Not applicable
24. a) **Special attributes:** Not applicable
b) **Section 508 compliance information:** Not applicable
25. **Duns Number:** 014738806
26. **CCR Registration:** Yes (CAGE: 31LL7)
27. **Uncompensated Overtime:** No premium will be charged for overtime hours worked, unless specifically written into the contract.

JOB DESCRIPTIONS

Partner / Principal Consultant

Minimum Education and Experience: ELG's Partner / Principal Consultants possess a Ph.D. or Masters degree in appropriate discipline plus a minimum of 15 years of consulting experience. These people demonstrate strong intellectual, organizational and client management skills. These people are proficient in human performance and strategy implementation, strategic plans, business strategies and design, organizational and infrastructure designs and is very competent working with senior leadership.

Functional Responsibility: A Partner / Principal Consultant provides strong executive, enterprise-level management and direction. This person possesses a broad understanding of the client's industry and has an extensive skill set to help solve the client's problems. A Partner / Principal Consultant is able to help the client visualize their need and provides proven problem solving techniques to make a significant difference. This person is capable of weighing multifaceted problems and their proposed solutions, resolving anomalies between and among possible solutions.

Senior Management Consultant

Minimum Education and Experience: ELG's Senior Management Consultants possess at least a Masters degree in appropriate discipline plus a minimum of 10 years of relevant experience or Bachelors degree plus a minimum of 15 years relevant experience. They have proficient experience in reviewing strategic plans, directing organizational development and change management.

Functional Responsibility: A Senior Management Consultant provides strong executive, enterprise-level management and direction. This person performs difficult and complex strategic analysis and is able to provide thought leadership in formulating strategy. This person is able to predict issues and challenges and provides pragmatic, proven solutions to make a significant difference. A Senior Management Consultant is able to coordinate the work and output of multiple project teams and work directly with senior client executives ensuring that the work consistently reflects the goals and desired outcomes of the client.

Project Management Training Consultant

Minimum Education and Experience: ELG's Project Management Training Consultants possess at least Bachelors degree plus a minimum of seven years of relevant experience. They demonstrate strong leadership and presentation skills.

Functional Responsibility: A Project Management Training Consultant provides managerial, functional, and technical expertise that enables them to lead project teams. This person has an extensive knowledge and skill set of proven project management disciplines. A Project Management Training Consultant can also provide input for identifying and defining present and future training needs by assisting with coordinating and conducting needs analysis. This person is proficient in writing material for new training programs, including review, evaluate and modify existing and proposed programs.

Management Consultant

Minimum Education and Experience: ELG's Management Consultants possesses at least a Bachelor's degree in a related field and seven years experience, with proven competencies in at least three different work environments.

Functional Responsibility: A Management Consultant will provide analysis, assistance on project planning, small group facilitation, original thought, and other responsibilities within general guidelines on broadly defined projects. Client contact is routine.

Project Coordinator

Minimum Education and Experience: ELG's Project Coordinators possesses at least a Bachelor's degree and a minimum of five years of relevant experience, or a High School diploma and 10 years relevant experience. They demonstrate strong written and oral communication, interpersonal and work organization skills.

Functional Responsibility: The Project Coordinator provides support to project teams, which are usually comprised of client and ELG participants. This person frequently handles project assignments, directing clerical and other support staff as necessary. This person may analyze data and prepare complex reports to the project team, and facilitate efficient project operations by prioritizing and expediting workflow through the office of the project leader, who may derive from either ELG or the client. Communicates the leader's instruction to various individuals or departments and initiates follow-up actions as needed.

Project Associate

Minimum Education and Experience: ELG's Project Associate possesses at least a High School diploma and a minimum of two years relevant experience. The Project Associate has a working knowledge of common office software (e.g., MS Project, Excel, Word, etc.)

Functional Responsibility: Project Associates provide project support such as tallying data, transcribing meeting notes, and performing simple analysis. Client contact is limited.

COURSE LIST AND DESCRIPTIONS

Executive Overview: Implementing Strategic Change

Description: Designed for sponsors or executive stake holders of major change initiatives. This course provides executives with a framework for successfully implementing major transformational change initiatives. The course emphasizes the role of executive oversight and the leverage of the executive sponsor in the change process. In addition, it provides executives with 8 "transformational levers" to assure the success of their change initiatives.

Length of Course:	½ day
Minimum number of participants:	20
Maximum number of participants:	30
Commercial Cost:	\$3,500
Government Cost:	\$3,325
Government Discount:	5%

Other Applicable Discounts:

- 0.75% IFF is included in the government discount rate
 - 5% Prompt payment discount if total fee is paid within 15 days of signed agreement.
-

Implementing Strategic Change

Description: Designed for Project Managers and other critical contributors to large scale change initiatives. This course provides program managers with a logical framework for implementing large-scale organization change. Most project plans answer "What" questions such as: "What do we want done, by when?" This framework complements such concrete plans by answering important "How" questions, such as: "How do we get people to embrace the change?" Specifically covered are the five phases of change: Mobilize, Diagnose, Design, Implement, and Sustain, and how to employ eight transformational tools in the latter four phases. The methodology taught in this seminar ensures that graduates can provide specific, meaningful additions to project plans such that organizational change happens swiftly. Also addressed are major traditional models and theories of change.

Length of Course:	4-day
Minimum number of participants:	15
Maximum number of participants:	25
Commercial Cost:	\$26,250 base price
Per person Cost over minimum:	\$1,662.50
Government Cost:	\$24,937.50
Government Discount:	5%

Other Applicable Discounts:

- 0.75% IFF is included in the government discount rate
 - 5% Prompt payment discount if total fee is paid within 15 days of signed agreement.
-

Executive Overview: Why Projects Fail & What Executives Can Do About It

Description: Designed for executives, sponsors or senior management stake holders of corporate programs or projects. Executive leadership is the single greatest factor in project success or failure. It is at this policy level that the greatest leverage is available and most often overlooked. This half-day seminar describes five strategic alternatives - or at least prerequisites - to more expensive, tactical nostrums such as software packages, intricate methodologies, and training infinitum.

Topics include:

- *The business purpose of the project:* understanding, articulating, and communicating the point of the project. This is an intellectually and politically demanding imperative.
- *Project owners and project sponsors:* the thorny but necessary chore of sorting out which executive has purchased a business result and which executive is on the hook to deliver it; their respective roles and accountabilities.
- *Authorization of the project manager:* a decision that hinges on whether the project manager role is really that of a coordinator, or indeed that of a manager.
- *Project configuration:* structural issues such as who is accountable to whom for what? When is an ad hoc management relationship preferable to a customer-supplier model? What must be included in internal service level agreements to make them work?

Length of Course:	1/2-day
Minimum number of participants:	20
Maximum number of participants:	30
Commercial Cost:	\$3,500
Government Cost:	\$3,325
Government Discount:	5%

Other Applicable Discounts:

- 0.75% IFF is included in the government discount rate
- 5% Prompt payment discount if total fee is paid within 15 days of signed agreement.

Accountability for Project Success

Description: Designed for program and project managers (and their managers), contributing project team members and managers who provide resources to project teams. Accountability is the conduit for achievement within the project organization. To the extent that accountabilities are clear and effective, projects and programs generally succeed. Conversely, almost every failed initiative has problems with accountability. Program and project managers must not only be able to give crystal clear direction but must know how to apply appropriate accountability systems to ensure work will actually get done. This intensive two-day course helps them do that, elevating “accountability” from a cliché to a practical course of action for program and project managers.

Length of Course:	2- day
Minimum number of participants:	20
Maximum number of participants:	30
Commercial Cost:	\$12,100 base price
Price Per Person over minimum:	\$574.75
Government Cost:	\$11,495 base price
Government Discount:	5%

Other Applicable Discounts:

- 0.75% IFF is included in the government discount rate
- 5% Prompt payment discount if total fee is paid within 15 days of signed agreement.

Project Planning & Control

Description: Designed for program and project managers (and their managers), contributing project team members and managers who provide resources to project teams. Planning, scheduling and controlling - these are the essentials of project management. This course offers a foundation in the well-established principles, tools and techniques required for effective planning and control. Participants in this course will find the knowledge gained in this course immediately applicable to any size project.

Length of Course:	2- day
Minimum number of participants:	20
Maximum number of participants:	30
Commercial Cost:	\$12,100 base price
Price Per Person over minimum:	\$574.75
Government Cost:	\$11,495 base price
Government Discount:	5%

Other Applicable Discounts:

- 0.75% IFF is included in the government discount rate
 - 5% Prompt payment discount if total fee is paid within 15 days of signed agreement.
-

Rapid Team Development

Description: Designed for program and project managers (and their managers), contributing project team members and managers who provide resources to project teams. A team is a collection of individuals who need one another to succeed. Unfortunately, the individuals on project teams do not always know how to work together. Worse, they may arrive at the project with conflicting agendas. Project timelines do not usually permit haphazard, gradual or “natural” formation of these individuals into a high performing team. Indeed, the “teaming” of these individuals must be engineered, and swiftly, by the project manager. Many projects also have what we call extended team members - vendors, consultants and suppliers. This requires additional management expertise in order to establish appropriate agreements, build relationships, and monitor work to ensure successful completion. *Rapid Team Development* offers tools to help project managers quickly build and maintain high performing teams.

Length of Course:	2- day
Minimum number of participants:	20
Maximum number of participants:	30
Commercial Cost:	\$12,100 base price
Price Per Person over minimum:	\$574.75
Government Cost:	\$11,495 base price
Government Discount:	5%

Other Applicable Discounts:

- 0.75% IFF is included in the government discount rate
- 5% Prompt payment discount if total fee is paid within 15 days of signed agreement.