



# THE MILLENNIUM GROUP INTERNATIONAL

[www.tmgi.net](http://www.tmgi.net)

703-260-6716

Small Business, SDB Certified

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

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

### MULTIPLE AWARD SCHEDULE (MAS) CATALOG

Price list current as of Modification #PS-0025 effective 3 July 2019

Schedule for – Multiple Award Schedule (PSS)

Contract Number: GS-10F-0412P

Contract Period: 09 July 2004 through 08 July 2024

Contractor: The Millennium Group International, LLC

- Address: 46169 Westlake Dr., Suite 240, Sterling, VA 20165
- Website: [www.tmgi.net](http://www.tmgi.net)
- Business Size: Small, Small Disadvantaged Business

Contract Administration Point of Contact:

Jeffrey Rocha, CEO,

Phone: (703) 260-6710,

Fax: 703-763-2367,

Email: [jeffrocha@tmgi.net](mailto:jeffrocha@tmgi.net)



GS-10F-0412P  
Contract Holder



**THE MILLENNIUM GROUP**

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## Customer Information

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

SIN	Recovery	SIN Description
541611	541611RC	Integrated Consulting Services
611430	611430RC	Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration, Learning Management, Internships
611512	611512RC	Flight Training
OLM	OLMRC	Order Level Materials

- 1b. Identification of the Lowest Priced Model: N/A
- 1c. 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: (See pages 12-13)
2. Maximum Order: \$1,000,000
3. Minimum Order: \$100
4. Geographic Coverage (delivery area): Domestic only
5. Point(s) of Production: Same as Company address
6. Discounts: Government net prices (discounts already deducted)
7. Quantity Discounts: N/A
8. Prompt Payment Terms: Net 30 days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.
- 9a. Notification that Government purchase cards are accepted at or below the micro purchase threshold: Yes
- 9b. Notification that Government purchase cards are accepted above the micro purchase threshold: Yes
10. Foreign items: None
- 11a. Time of Delivery: As specified on each Task Order/Service Agreement.
- 11b. Expedited Delivery: N/A.
- 11c. Overnight and 2-day delivery: N/A
- 11d. Urgent Requirements: Contact Contractor.
12. F.O. B points: Destination.
- 13a. Ordering Address: Same as Company address.
- 13b. 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: Same as Company address.
15. Warranty Provisions: Contractor's standard commercial warranty.
16. Export packing charges: N/A
17. Terms and Conditions of Government Purchase Card Acceptance: (Any Thresholds above the Micro Purchase Level): Contract Contractor.
18. Terms and Conditions of Rental, Maintenance, and Repair: N/A
19. Terms and Conditions of Installation: N/A
20. Terms and Conditions of Repair Parts: N/A
- 20a. 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. Preventative 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 EIT supplies and services: N/A
25. Data Universal Numbering System (DUNS) number: 128132094
26. Notification regarding registration in System for Award Management (SAM) database: Registered.



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## About The Millennium Group International

The Millennium Group International, LLC (TMG) is a small, SBA SDB Certified management consulting and professional services firm. TMG is based in the Washington, DC area and has served government clients since 1998. Clients benefit from using our most innovative methods of building organizational capacity. Our dedication and long-standing commitment to quality ensure you that long-term projects will be completed on time and to your full satisfaction. Because we work with you to create strategies and policies that stand the test of time, the future of your organization is secure.

### TMG Expertise

#### Organizational Transformation

- Organizational Assessment & Design
- Reorganization Support
- Assessment Instruments
- Stakeholder Analysis
- Strategic Planning
- Change Management
- Strategic Communications

#### Human Capital Strategies

- Strategy Development
- Talent Management
- Diversity & Inclusion
- Facilitation
- Employee Engagement
- Workforce Planning
- Competency Development

#### Leadership Development

- Design, Development & Delivery
- Executive Coaching
- Succession Management
- Strategic Thinking
- Teambuilding
- Mentorship Programs

#### Technical Assistance

- Best Practices Dissemination
- Capacity Building Guides & Tools
- Qualitative & Quantitative Research
- Webinars & Virtual TA
- Compliance Monitoring
- Meeting Planning & Logistics

#### Business Process Support

- Business Process Improvement
- Program Management
- Program Support Staff
- Standard Operating Procedures
- Knowledge Management
- Financial & Budget Management
- Project Management

#### Human Resources

- HR Service Delivery
- Onboarding
- Position Classification & Job Design
- Compensation
- Recruitment & Retention
- Performance Management

#### Training & Development Solutions

- Learning Needs Assessment
- Curriculum Development
- Instructor Led Delivery
- Virtual Training
- Training Planning & Logistics
- Off-the-Shelf Classes

#### Data Analysis

- Dashboards
- Data Analytic Tools
- Resource Management & Allocation
- Metrics & Benchmarks

## Contact Information

### THE MILLENNIUM GROUP INTERNATIONAL



Jeffrey Rocha CEO & Principal <a href="mailto:jeffrocha@tmgi.net">jeffrocha@tmgi.net</a>	46169 Westlake Drive, Suite 240 Sterling, VA 20165 Tel: 703-260-6710 Fax: 703-763-2367 <a href="http://www.tmgi.net">www.tmgi.net</a>
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## Contracting with TMG



**Contract Holder**

PSS Advantage GS-10F-0412P

Government purchase cards are accepted  
 Maximum Order: \$1,000,000  
 Minimum Order: \$100

## Pricing

TMG will accept LH and FFP Government Awarded Prices (Net Prices)

Labor category	TMG Rate per Hour
Exec. Level/Program Manager	\$325.00
Sr. Level/Program Mgr/Task Leader	\$280.00
Senior Consultant	\$220.00
Management Consultant	\$150.00
Administrative Assistant*	\$45.00

\*SCLS Labor Category

The rates shown above include the Industrial Funding Fee (IFF) of 0.75%.

SCLS MATRIX		
SCLS Eligible Contract Labor Category	SCLS Equivalent Code - Title	WD Number
Administrative Assistant	01020-Administrative Assistant	15-4281

The Service Contract Labor Standards (SCLS) is applicable to this contract and it includes SCLS applicable labor categories. The prices for the indicated SCLS labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the matrix. The prices offered are in line with the geographic scope of the contract (i.e. nationwide).

## Representative Client List

**REPRESENTATIVE TMG Federal Government Clients***Federal Government Clients*

- **Army**
  - Army National Guard
  - Army CECOM
- **Congressional Budget Office**
- **Department of Commerce**
  - Bureau of Economic Analysis
  - Census Bureau
  - Office of Secretary
  - Office of General Counsel
  - Office of CIO
- **Department of Defense**
  - DSCA
  - WHS
- **Department of Health and Human Service**
  - CMS
  - HRSA
  - FDA
  - NIH/Clinical Center
  - SAMHSA
- **Department of Education**
  - Office of Management
  - OESE
- **Department of Energy**
- **Department of Homeland Security**
  - DNDO
  - FEMA
  - USCIS
- **Department of Transportation**
  - FMCSA
  - FTA
  - FHWA
- **Department of the Interior**
- **Department of the Treasury**
  - Debt Management Service
  - TIGTA
  - Treasury Acquisition Institute
- **GSA**
  - Federal Acquisition Institute
- **Library of Congress**
  - CRS
- **Navy**
  - Military Sealift Command
- **NASA**
  - Goddard
  - Headquarters
  - Langley
- **USAID**
- **USDA**
  - APHIS
  - ERS
- **USPS**
  - OIG





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## Representative Client List

Acterna	Development Alternatives, Inc.	National Association of Wholesalers
The Adams National Bank	Dewberry and Davis	National Council of Teachers of
Advanced Technology Systems	Dimensions Healthcare System	Mathematics (NCTM)
American Association of Justice	E*TRADE Bank	The Nature Conservancy
American Chemical Society	Economic Research Service	NIH/Clinical Center
American College of Cardiology	Employment Enterprises Inc.	NIH/National Institute for Allergies &
American Council on Education	Elizabeth Glaser Pediatric Aids	Infectious Diseases
American Diabetes Association	Foundation	Noblis
American Institute of Ultrasound in	Family Health International	Northrup Grumman
Medicine	Federal Acquisition Institute	Ocean Pines Fire Department
American Israel Public Affairs Committee	Federal Motor Carrier Safety Admin.	Orange Business Systems
(AIPAC)	Federal Student Aid	Orbital Sciences
American Management Systems	Federal Transit Administration	Peake DeLancey
American Petroleum Institute	FEMA	Personal Communications Industry
American Psychiatric Association	FIBRETEK	Association
American Psychological Association	Food and Drug Administration	Porter Novelli
American Public Health Association	Friendship Public Charter School	Rolls Royce of North America
American Red Cross	General Dynamics	Savvis
American Society of Civil Engineers	Getronics	See Forever Foundation
American Systems	Health Resources Services	SHRM/HRCI
The American University and WAMU	Administration	SiloSmashers
Army CECOM	Health Systems Research, Inc.	Social Security Administration
Army National Guard	Heart Rhythm Society	SRA International, Inc.
Association of Financial Professionals	HHS University	Synthetic Organic Chemical
Association for Supervision and	Hickok Cole Architects	Manufacturers Association (SOCMA)
Curriculum Development	Host Hotels and Resorts	Thales Communications, Inc.
The British Embassy	InfoPro Incorporated	Trade Center Management Association
Ball Aerospace	Johns Hopkins University Applied Physics	Trammell Crow Company
Booz Allen Hamilton	Laboratory	Treasury Acquisition Institute
Bureau of Economic Analysis	JustinBradley	Treasury Inspector General for Tax
Bureau of the Fiscal Service	L-3 Communications	Administration
Bureau of Reclamation	Library of Congress; Congressional	Triple Canopy
Business Finance Group	Research Service	US Conference of Catholic Bishops
California Department of Public Health	Leica Microsystems, Inc	USAID
CareFirst	Lockheed Martin	USDA
Carl Freeman Companies	Maggio & Kattar, PC	USO
Centers for Medicare & Medicaid	ManTech International Corporation	USPS Office of Inspector General
Services	Marriott International	US Census Bureau
Chemical Safety Board	McDonough Bolyard Peck	US Geological Survey
The Chronicle of Higher Education	MD & VA Milk Producers Cooperative	University of Maryland/Baltimore
CNSI	Association, Inc	Vangent, Inc.
comScore	Military Officers Association of America	VeriSign
Congressional Budget Office	Military Sealift Command	Vibrant Solutions
Constellation Power	MITRE Corporation	VISA International
Convera	Meridian Medical Technologies	Virgin Galactic
Corporation for Public Broadcasting	Monster	Washington Metro Transit Authority
Creative Technology Incorporated	MPR Associates	Washington Gas
DC Water and Sewer	NCQA	Washington Speakers Bureau
Delta Sigma Theta	NCRIC, Inc.	WebMethods
Defense Security Cooperation Agency	NASA Goddard	The Wilderness Society
Department of Commerce	NASA Headquarters	Washington Headquarter Services
Department of Education	NASA Langley	Women in Technology
Department of Homeland Security	National Air Transportation Association	
Department of Interior	National Association of Broadcasters	



# THE MILLENNIUM GROUP INTERNATIONAL, LLC

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## Organizational Transformation

The Millennium Group International, LLC (TMG) partners with clients seeking to improve performance through analysis of existing business problems, development of improvement plans, and facilitation of implementation. Since 1998, TMG is a trusted, well-respected management consulting partner noted for our exemplary credentials, objective advice and recommendations, and our consultant's specialized business experience and expertise.

TMG Consulting Services provide a blend of strategy development, change management assistance, financial analysis, operational improvement guidance, development of coaching skills, and technology implementation. TMG consultants are current in their field, which provides clients with industry benchmarks and the insight to apply best practices in unique organizations.

### The TMG Advantage

- ✓ Improve Bottom Line Results
- ✓ Course Correct and Get on the Path to Success
- ✓ Align People, Processes and Technology
- ✓ Stimulate Growth Through Innovation
- ✓ Boost Productivity, Engagement and Retention
- ✓ TMG is the ideal partner

### Strategic Planning and Development

Translate the organization vision into reality. Strategic plans are developed through an integrated approach of balancing the vision and mission of the organization with everyday operations. Bring clarity and alignment through the creation of a strategic roadmap. Implement strategy with Leadership Team Facilitation, Talent Assessments, Incentives & Accountability Structures, Coaching, and Gap Analysis.

### Leadership Development

TMG designs and implements leadership development processes that reflect current organizational trends and best practices such as flat organizations, inclusive organizational cultures and the creation of leadership and team cultures. Leaders learn to communicate, delegate, and follow through effectively. Leaders also learn to help the team deliver business results and develop group capacities and strengths.

### Business Process Transformation

The TMG team partners with clients to improve business processes through redesigning the way work is done to better support the organization's mission and reduce costs. This is accomplished through identifying customer needs and performance problems, reassessing strategic goals, defining reengineering opportunities, managing reengineering projects, and controlling risks while maximizing benefits.

### Reorganization Support

TMG examines the full scope of how work is accomplished and finds approaches new ways of managing human capital. Work will need to be accomplished in new ways and sometimes with fewer resources. Clients may need to restructure to meet mission changes. Employees need to understand the changing nature of their organization and the way work will be structured and completed.

### Stakeholder Analysis

TMG will identify the individuals or groups that are likely to affect or be affected by a proposed action or solution, and sort them according to their impact on the action and the impact the action will have on them.

### Change Management

TMG can transition individuals, team, and organizations from a current state to a desired future state.

### Assessment Instruments

**TMG Whole System Review® (WSR)**  
Gain broad understanding of organizational health. Assess the strength and opportunities to improve the organization. Results are presented through a five-dimension maturity model framework.

**TMG Customer Service Review® (CSR)**  
Learn about performance from customers. Gain broad understanding of what customers want and need. Assess the performance of key business processes. Results are presented through a customer relationship maturity model framework.

### Organizational Development

Articulating the vision, mission, goals, and values provides the foundation and the capability to decentralize, while allowing the organization to maintain adaptiveness and speed as the company diversifies and grows.

### Continuity

Consultants often stand in to provide continuity in transitional positions on a temporary basis.



# THE MILLENNIUM GROUP INTERNATIONAL, LLC

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## Human Resources Consulting

The Millennium Group International, LLC (TMG) provides clients with Human Resources Consulting services to strengthen HR support capacity, enabling the treatment of employees in an effective, legal, fair, and consistent manner. TMG consultants allow clients to accelerate completion existing initiatives, undertake new projects or quickly solve difficult, pressing issues.

### **Benefits**

- ✓ Create a more efficient and effective HR organization.
- ✓ Improve ability to anticipate and support organizational changes.

### **Total Rewards and Compensation** **Compensation Planning**

Comprehensive total rewards and compensation services - analyses, design, and implementation consultation. Update your compensation plan now, in order to attract and retain employees, improve morale, and control labor costs.

### **Classification and Job Design**

TMG assists with job design and assigning positions to a pay system, series, title, and grade or band, based on consistent application of position classification standards.

### **HR Guidelines/Policies**

#### **Employee Handbooks**

Reference guides to employee resources, policies and procedures.

### **HR Audits**

Thorough review and analysis with recommendations for change to ensure the organization remains internally and externally compliant.

### **Interim Placements**

From Director level to Generalist, ensuring the continuity of services to the organization to promote a steadfast Human Resources function.

### **Strategic Workforce Programs**

#### **Employee Opinion Surveys**

Gather data about organizational values, retention, employee engagement, etc. Follow up with implementation of recommendations for organizational climate improvement.

#### **Career Transition Services**

Provide guidance, expert assistance, and client coaching during career transition to enhance career transition skills.

#### **HR Strategic Leadership Development**

Leadership development series geared specifically to HR leaders, targeting consulting, teaming and strategic thinking skills.

#### **Onboarding Programs**

Structured program which expedites new-hire-to-productivity cycle time, accelerates the socialization process, improves new-hire retention rates and creates employee engagement.

#### **Recruitment & Retention**

Comprehensive retention studies and recommendations for dramatically improving employee retention.

#### **Performance Management**

Design and customize performance management training as well as performance management systems.

#### **Strategic Workforce Planning**

A process for identifying and addressing gaps between the current workforce and future needs.

### **Interventions**

#### **Organizational Development**

Develop internal capacity to most efficiently and effectively conduct core mission and to sustain organization over the long term.

#### **Change Management**

Transition individuals, teams, and organizations from a current state to a desired future state.

#### **Mediation**

Assisting individuals in client organizations with reconciling differences through a confidential, trust building process.

### **HR Service Delivery**

Human Resources HR Service Delivery TMG provides recruitment, retention, and onboarding strategies, employee relations, organizational and employee development, workforce planning, benefits analysis, compensation planning, and succession planning. We will consult with the client organization in evaluation, developing, and implementing practices to ensure effective and consistent human resources management practices and procedures.

### **The TMG Advantage**

- ✓ Subject Matter Experts
- ✓ Customized Solutions For High Impact
- ✓ Experienced With Delivering Results



# THE MILLENNIUM GROUP INTERNATIONAL, LLC

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## Leadership Development

The Millennium Group International, LLC (TMG) provides clients with leadership development programs which bring out the best in leaders. Since 1998, TMG has partnered with a wide variety of commercial, non-profit and government organizations to enable leaders to accelerate performance in alignment with organizational goals with sustained measurable results. Leaders learn to communicate, delegate, and follow through effectively, to help the team deliver business results and develop group capacities and strengths.

### Benefits to Expect

- ✓ Better business results
- ✓ Greater employee engagement
- ✓ Improved employee performance
- ✓ Higher retention
- ✓ Greater accountability
- ✓ More effective teams
- ✓ Leaders that work effectively with diverse view points

### Succession Management

The overarching rationale for developing most succession management processes is a desire to build "bench strength", develop leadership behaviors, and retain high performers in order to ensure future organizational effectiveness. TMG designs and implements succession management/ leadership development processes that reflect current marketplace and organizational trends such as flat organizations, inclusive organizational cultures, and the creation of leadership and team cultures.

### Executive Coaching

TMG's coaches provide in-person coaching services by meeting face-to-face with the executive and distance coaching electronically between face-to-face meetings. The coach also plans strategies to support the executive, designs experiments, and documents process and progress. TMG utilizes a 4 phase process generally implemented over a three to six month timeframe. Coach "matching" is facilitated by TMG's so that the executive can interview and select a coach based on expertise in executive goal areas and learning/interaction style.

### Leadership Development Training

Foundational and skill-building leadership training helps managers at every level understand the role of an effective leader in your organization. Participants assess their own natural leadership style and identify areas for development and improvement. Leaders will learn how to make decisions to involve team members to a lesser or greater degree, depending on the circumstances of each situation. Learning focusing on the following competencies:

- Developing self
- Developing others
- Improving work processes
- Leading organizational change

### Leadership Team Development

TMG Executive Coaches facilitate and coach leadership teams to focus strategically, develop and implement strategy, solve real-time business issues, and improve team effectiveness and interactive processes. Leadership team development enables leaders and team members to re-think the way they approach problems. Teams will adopt new ways of communicating, making decisions, and getting results, thus resulting in an Increase in capacity to learn and collaborate with team members.

### Action Learning

Participants learn to question their own and each other's thinking rather than giving advice. As a result, participants develop better coaching skills, and refine the art of effective questioning and teamwork.

### Mentoring Programs

Mentoring is a development strategy through which seasoned individuals share knowledge, expertise, skills, values, perspectives, attitudes and know-how with others in a one-on-one or group setting. This process enables the learner to build skills and knowledge while attaining specific organizational and career development goals. It provides an opportunity for the experienced person to enhance skills and knowledge areas as a mentor.

### Program Support

360 assessments, offsites, leadership competencies development and much more!



### The TMG Advantage

- ✓ Wide variety of development programs
- ✓ Sizable cadre of Top Coaches, Instructors and Facilitators
- ✓ Customized for high impact
- ✓ Interactive and engaging
- ✓ Experienced with getting results
- ✓ Superior service through a partnering approach: collaborative and responsive



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## Executive Coaching

Executive Coaching is about bringing out the best in people. It has taken on new forms and meanings as we conduct business in the 21st Century. The Millennium Group International, LLC's (TMG) Executive coaching process assists organizations, executives, managers, teams, and individuals learn, grow, and change.

For decades, athletes, public speakers, and performing artists have turned to coaches to help them perform better. TMG's Coaches facilitate movement to the next level of performance by creating a learning process designed to help individual's understand what is needed to reach their personal best.

### The TMG Advantage

- ✓ Sizeable cadre of experienced certified coaches
- ✓ TMG Coach Match selection process providing the right choice for clients
- ✓ Experienced with getting results
- ✓ Superior service through a partnering approach: collaborative and responsive

### The Benefits

- ✓ Set bigger and better goals
- ✓ Make better decisions
- ✓ Take more effective and focused actions
- ✓ Develop personal accountability
- ✓ Balance life with less stress

The TMG executive coaches are all certified by organizations recognized by the International Coaching Federation or have experience equal to certification. The typical profile of a TMG coach is:

- 15 years of business experience with high level leadership experience
- 10 years of executive coaching and organizational development experience as a consultant
- Focused on outcomes and results.

All of the TMG coaches have had their own executive career, which affords our coaches an excellent mix of academic and practical working knowledge. These characteristics enable faster results for the client. TMG coaches are typically coach mid to senior level career level executives and are experienced with C-level executive and board of directors facilitation assignments.

TMG carefully selects its consultants from referrals received from current consultants, clients and business colleagues. More than 50% of TMG's consultants have served TMG clients for over five years and several have been on the TMG consultant team since business inception in 1998.

The Millennium Group International LLC's Executive Coaching is generally implemented in four phases in 6-12 monthly meetings over a three to six month timeframe. Phases I and II initiate the process with Assessment (data gathering) and Strategy Setting (determining client goals, strategies, and techniques). Phase III, Implementation, works toward achieving stated objectives through behavior, strategy and focused change. Phase IV, Close-Out, Reporting and Evaluation assesses results in relation to goals and makes recommendations for next developmental steps.

TMG's coaches provide in-person coaching services by meeting face-to-face with the executive and distance coaching electronically between face-to-face meetings. The coach also plans strategies to support the executive, designs experiments, and documents process and progress.

Coach "matching" is facilitated by TMG's provision of several certified coach biographies from which the executive can interview and select based on expertise in executive goal areas and learning/interaction style.



### TMG Executive Coaches

### The TMG Process

# THE MILLENNIUM GROUP INTERNATIONAL, LLC

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## Training & Development Solutions

The Millennium Group International, LLC (TMG) provides clients with Professional Development solutions to build organizational capacity. TMG staff uses best practices, new technologies, and innovative methods to develop end-to-end training programs that meet critical goals. Our objective for every engagement is to maximize the application of learning to the job, which leads to increased productivity and performance effectiveness.

Examples of our successful projects include developing of learning & knowledge management strategy, organizational training plans, standard operating procedures, training program evaluation. Our support also includes overall event coordination, pre-event planning, onsite logistics support, facilitation, post-event reporting, and training evaluation.

### Learning Needs Assessment

TMG can identify performance requirements and the knowledge, skills, and abilities needed by an organization's workforce to achieve the requirements. Our needs assessment will identify the "gap" between performance required and current performance.

### Curriculum Development

TMG uses the best practices of instructional systems design to create learning programs for clients. We use the ADDIE model as a systematic process to assess customer training needs, current programs, and ultimate goals. TMG develops formal and informal learning programs for delivery using a variety of methods.

### Virtual Training

Through our virtual environment, our coaches and facilitators can provide detailed training to meet our clients needs.

### Training Program Management

TMG provides additional capacity to clients, helping to create, manage, monitor, and execute training programs.

### Instructor-Led Delivery

TMG provides expert facilitators to teach workshops and training courses for various levels and needs

### Off-The-Shelf Training Classes

TMG delivers a variety of training programs from half-day workshops to blended learning experiences utilizing top subject matter experts. All programs can be customized to reflect the client's unique work culture and business. For instance, we can include specific industry case studies or add client organization's specific forms and processes into the training.

- Leadership & Management
- Career Management
- Communications
- Compliance
- Customer Relations
- Emotional Intelligence
- Human Resources
- Managing Performance
- Program for Administrative Professionals
- Personal Effectiveness
- Team Building
- Workplace Issues

### Methodologies

The workshops TMG provides utilize a variety of learning methodologies including:

- Self-assessments to help participants understand themselves and others in a specific environment.
- Interactive class discussion for peer learning.
- Experiential exercise and case studies to assist in workplace application.
- Videos to assist in seeing the appropriate workplace behavior.

These learning tools and techniques enable participants to appreciate individual differences and to develop effective strategies for leading, managing and working with each other. At the end of every program, participants apply the learning through creating a personal development action plan

### The TMG Advantage

- ✓ Wide variety of development programs
- ✓ Sizable cadre of Top Instructors and Facilitators
- ✓ Customized for high impact
- ✓ Interactive and engaging
- ✓ Experienced with getting results
- ✓ Superior service through a partnering approach: collaborative and responsive



See the complete TMG Catalog at:  
<http://tmgi.net/training-catalog.html>



## Management Consulting

The Millennium Group International, LLC (TMG) partners with clients seeking consulting services to improve performance through analysis of existing business problems, development of improvement plans, and facilitation of implementation. TMG is a trusted, well-respected consulting partner noted for our exemplary credentials, objective advice and recommendations, and our consultant's specialized business experience and expertise. Consultants often stand in to provide continuity in transitional positions on a temporary basis. TMG Consulting Services provide a blend of strategy development, change management assistance, operational improvement guidance, development of coaching skills, financial management, and technology implementation. TMG consultants are current in their field, which provides clients with industry benchmarks and the insight to apply best practices in unique organizations.

### The TMG Advantage

- ✓ Sizeable cadre of authoritative expert consultants
- ✓ Wide range of subject matter expertise
- ✓ Experienced with getting results
- ✓ Superior service levels through a partnering approach: collaborative and responsive

### Grants Management and Technical Assistance

- Technical Assistance
- Meeting Planning, Logistics & Facilitation
- Compliance Reviews
- Best Practices Reviews
- Document Development
- Assessments



### Human Resources Consulting

- Total Rewards and Compensation Studies
- On-Boarding Programs
- Retention
- Performance Management
- HR Handbooks & Audits
- Affirmative Action Plans
- Interim Placements

### Strategy and Organizational Development

- TMG Strategic Roadmaps
- TMG Strategy Implementations
- TMG Balanced Scorecard Process
- TMG Strategic Workforce Planning

### Team Building

- Peer Coaching/Facilitated Learning Teams
- Action Learning
- Blended Learning Solutions

### Measurements and Benchmarking

- Surveys
- Metrics and benchmarking
- Assessments

### Technology Implementation

- Business Modeling and Analysis
- IT Governance
- Program and Project Management
- Systems Implementation

### Financial Management

- Cost Estimation and Analysis
- Budgeting and Analysis
- Economic Analysis
- Earned Value Management (EVM)
- Program/Project Management
- Capital Budgeting
- Schedule Management and Analysis
- Business Analysis

### *The TMG Process*

TMG customizes all service offerings to meet the needs of the client. TMG partners to:

1. Determine project goals
2. Produce and validate the project/process design
3. Generate a base from which to track/measure project viability
4. Plan for client involvement
5. Design powerful processes
6. Implement appropriate assessments, research, data gathering, surveys, best practices
7. Generate organizational, team, individual development/change plans
8. Provide traditional and non-traditional approaches to on-going support and reinforcement for organizational/behavioral change
9. Evaluate program effectiveness

## LABOR CATEGORY DESCRIPTIONS

### EXECUTIVE LEVEL/PROGRAM MANAGER

The Millennium Group International's Job Title: Executive Level/Program Manager

Leads program management and strategy efforts in planning and organizing appropriate key resources to support and complete management, organizational and consultation services. Is the senior level manager for the coordination of consulting efforts with federal agency or private sector senior executive or senior management team.

Duties:

- Performs Strategic Planning
- Performs Workforce Planning/Program Staffing
- Manages Programs i.e. drives strategy implementation; provides client and consultant interface; selects, coordinates with, trains other adjunct or staff resources; serves as the director or leader, coach and mentor to all team members on contracting engagements; conducts program-level negotiations; performs planning/budgeting; determines and drives project integration and linkages; conducts program tracking/evaluation; devises program strategy or strategy adjustments to address change; reviews project evaluation and strategies modifications; manages consultants
- Provides subject matter expertise

Minimum Requirements:

Ph.D. and 10 years of applicable experience, or Masters Degree and 15 years of applicable experience or Bachelor's Degree with 20 years applicable experience

### SENIOR LEVEL/PROGRAM MANAGER/TASK LEADER

The Millennium Group International's Job Title: Senior Level/Program Manager/Task Leader

Serves as a project leader and is recognized as accomplished in one of more of the project areas. Serves as the project manager and/or team lead for a team of consults, supporting a major organizational initiative or effort.

Duties:

- Manages overall project
- Scopes and designs new projects
- Selects, coordinates with, trains other adjunct or staff resources.
- Designs, organizes, leads and conducts benchmarking/project research efforts
- Develops strategy/planning for current projects
- Devises project strategy or strategy adjustments to address change
- Tracks project(s)
- Strategies with, interacts with, meets with, interviews, facilitates focus groups, makes presentations to organizational leadership
- Develops project/training/focus group/intervention/developmental/web-based designs
- Develops project assessment processes
- Develops communication plans
- Manages to deliverables
- Documents processes
- Delivers Executive/Leadership Development and Coaching

Minimum Requirements:

Masters Degree and 10 years of applicable experience, or Bachelor's Degree and 15 years of applicable experience



**SENIOR CONSULTANT**

The Millennium Group International's Job Title: Senior Consultant

Provides consulting services to organizational leadership and staff members on implementation initiatives. Supports efforts through design, development, implementation of organizational initiatives, training and development programs, organizational capacity building processes, identifying best practices, and creating and assessing performance measurements. May be under the supervision of the Project/team leader or may work independently.

## Duties:

- Produces deliverables
- Interfaces with other organizational functions necessary to produce deliverables
- Meets and coordinates with staff, committees, advisory groups
- Designs, develops and presents executive leadership and staff training programs
- Implements organizational/project change
- Implements communication plans
- Delivers group facilitation, interviewing, training and provides additional forms of knowledge transfer.
- Coordinates with, trains other adjunct or staff resources
- Coaches presenters/trainers

## Minimum Requirements:

Masters Degree and 5 years of relevant experience, or Bachelors Degree and 10 years of relevant experience.

**MANAGEMENT CONSULTANT**

The Millennium Group International's Job Title: Management Consultant

Provides consulting services to staff members on implementation initiatives. Supports efforts through design, development, implementation of organizational initiatives, training and development programs, organizational capacity building processes, identifying best practices, and creating and assessing performance measurements. May be under the supervision of the Project/team leader or may work independently.

## Duties:

- Produces deliverables
- Interfaces with other organizational functions necessary to produce deliverables
- Meets and coordinates with staff, committees, advisory groups
- Designs, develops and presents staff training programs
- Implements organizational/project change
- Implements communication plans
- Delivers group facilitation, interviewing, training and provides additional forms of knowledge transfer.
- Coordinates with other adjunct or staff resources

## Minimum Requirements:

Bachelor's Degree and 5 years of experience

**ADMINISTRATIVE ASSISTANT**

The Millennium Group International's Job Title: Administrative Assistant

Provides administrative project support.

Duties:

- Drafts communications vehicles from approved copy
- Designs graphics
- Lays-out vehicle design
- Coordinates approval process
- Produces communications vehicles
- Consults on branding and organizational "look"
- Consults on marketing process
- Provides other administrative support as assigned

Minimum Requirements:

- High School Diploma; Four year degree preferred but not required
- Minimum of three years experience in a communications/marketing/administrative level position in business or government

Substitution Criteria:

Ph.D. equal to Masters Degree and 5 years of additional applicable experience

Masters Degree equal to Bachelor's Degree and 5 years of additional applicable experience