

GSA Awarded Pricing
General Services Administration
Federal Supply Service
Management, Organizational and Business Improvement Services (MOBIS)
Schedule 874



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CONTRACT NUMBER:
GS-10F-0435R

PERIOD COVERED BY CONTRACT:
August 18, 2010 through August 17, 2015

Business Size: **Small, Disadvantaged**
DUNS: 84-560-7902

Leadership Strategies - The Facilitation Company is a national leader in professional facilitation, facilitation training, leadership training and soft skills training for information technology professionals. Since 1992, we have been helping organizations excel through our two primary service areas.

Meeting Facilitation Services

We provide organizations with dynamic professional facilitators who facilitate executive teams and task forces in areas such as strategic planning, issue resolution, requirements analysis, process improvement, community engagement and conference forums.

Facilitation Training and Soft-Skills Training

We train your people in facilitation skills, leadership, team building, presentations and consulting skills. Each month, we offer several of these courses as public,

Special Item Numbers (SIN)

874-1 Integrated Consulting Services

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

874-5 Ancillary Supplies and/or Services.

open enrollment classes in Atlanta, Chicago, Dallas, Los Angeles, Denver, and Washington, DC.

PDI Difference: What makes our training classes different? Nine out of ten participants rate our courses as *“The Best Course”* or *“One of the Best Courses”* they have ever taken. We think three elements in particular make us stand out. We call these the elements, the PDI Difference (Practical...Dynamic...Interactive).

SIN 874-1 Integrated Consulting Services		
<p>Organizations rely on us to guide them in successfully developing and implementing strategies for growth and solutions to business needs. Our facilitators save you money by using our extensive library of processes as a starting point for designing your meeting. Let us help you with...</p> <p><u>Strategic Planning</u> <u>Team Activation</u> <u>Process Improvement</u> <u>Issue Resolution</u> <u>Team Building</u> <u>Systems Requirements</u></p>		<p><u>Community Engagement</u> <u>Meetings Transformation</u> <u>Strategy Monitoring</u> <u>Board Development and Board Meeting Facilitation</u> <u>Conference Facilitation</u> <u>Focus Groups</u> <u>Facilitated Systems</u> <u>Planning</u> <u>Strategic Plan</u> <u>Assessment</u> <u>Project Planning</u> <u>Facilitation</u> <u>Survey Design, Analysis & Implementation</u> <u>Team Review</u></p>
Skill Category	GSA Labor Rate per hour	<p>Note:</p> <ol style="list-style-type: none"> 1. One day is 10 hours 2. Prices exclude reimbursable travel expenses or travel time.
Senior Director	\$365	
Director	\$285	
<i>Principal</i>	\$205	
Senior Manager	\$165	
Facilitation Specialist	\$140	
Documenter	\$72	



Senior Director: *Our Directors have 20 or more years of consulting, facilitation and training experience, with a minimum of 5 years in a structured, methodology-focused consulting environment as well as a minimum of 4 years managing project teams and must be certified in all of our services. Directors have ten or more consulting experiences that cover at least 4 of the following: strategic planning, process improvement, information system requirements analysis, team building, issue resolution, performance improvement, and organization development.*

Our Directors have strong analytical and interpersonal communication skills, excellent writing ability, and an eye for quality and detail. They also have extensive experience as an orator.

Director: *Our Directors have 10 or more years of consulting, facilitation and training experience, with a minimum of 5 years in a structured, methodology-focused consulting environment as well as a minimum of 4 years managing project teams and must be certified in all of our services. Directors have ten or more consulting experiences that cover at least 4 of the following: strategic planning, process improvement, information system requirements analysis, team building, issue resolution, performance improvement, and organization development.*

Our Directors have strong analytical and interpersonal communication skills, excellent writing ability, and an eye for quality and detail. They also have extensive experience as an orator.

Principal: *Our Principals have 6 or more years of consulting, facilitation and training experience, with a minimum of 5 years in a structured, methodology-focused consulting environment as well as a minimum of 2 years managing project teams and must be certified in at least 3 of our services. Principals have ten or more consulting experiences in at least three of the following: strategic planning, process improvement, information system requirements analysis, team building, issue resolution, performance improvement, and organization development.*

Our Principals have strong analytical and interpersonal communication skills, excellent writing ability, and an eye for quality and detail

Senior Manager: *Our Senior Managers have a minimum of 3 years of consulting, facilitation, and training experience with a minimum of 3 years in a structured, methodology-focused consulting environment as well as a minimum of 1 year managing project teams and must be certified in at least 1 of our services. Senior Managers have six or more consulting experiences in at least three of the following: strategic planning, process improvement, information system requirements analysis, team building, issue resolution, performance improvement, and organization development.*

Our Senior Managers have strong analytical and interpersonal communication skills, excellent writing ability, and an eye for quality and detail.

Facilitation Specialist: *Our Facilitation Specialists have a minimum of 1 year of consulting, facilitation and training experience with a minimum of 1 year in a structured, methodology-focused consulting environment as well as experience managing project teams and must be certified in at least 1 of our services. Facilitation Specialists have three or more consulting experiences in at least two of the following: strategic planning, process improvement, information system requirements analysis, team building, issue resolution, performance improvement, and organization development.*

Our Facilitation Specialists have strong analytical and interpersonal communication skills, excellent writing ability, and an eye for quality and detail.

Documenter: Our documenters have a minimum of 2 years administrative experience with proficient knowledge of Microsoft Office. They have excellent communication skills and general knowledge of the services we provide. They have previous documentation experience.

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

Every one of our courses delivers the "PDI Difference":

- *Practical*...powerful techniques that you can apply right away.
- *Dynamic*...energetic facilitators that keep you engaged.
- *Interactive*...continuous interaction and practices to maximize your learning.

The PDI Difference is our mark of excellence. Every Leadership Strategies course will give you the techniques, motivation, and creativity to apply what you learn toward enduring results in the workplace.

Comprehensive and Customizable to Meet Your Needs

Our four series of courses cover every element required to optimize organizational performance.

- Do you have a number of people who need training? We can teach our courses on your site and even customize them with case studies and content to meet your specific needs. [Get more information about on-site classes.](#)
- We also offer public, open enrollment classes in Atlanta, New York, Boston, Chicago, Dallas, Denver, Los Angeles, San Francisco, Washington, DC, Toronto, and Sydney Australia. [View our public class schedule](#)

Training Services - Public/Off-site

Locations: Atlanta, New York, Boston, Chicago, Dallas, Denver, Los Angeles, San Francisco, Washington, DC, Toronto, and Sydney Australia

Course Name	Number of Training Days	GSA Price				
The Effective Facilitator	4	\$1,345				
The Effective Facilitator/Streamlined	3	\$1,075				
The Effective Consultant	3	\$1,075				
From Management to Leadership	3	\$1,075				
The Effective Communicator/Accelerated	2	\$805				
Advanced Facilitation	2	\$805				

Strategic Planning	2	\$805				
Facilitation Certification	2	\$805				
Facilitating IT Sessions	1	\$535				
The Effective Communicator	1	\$535				

SIN 874-5 874-5 Ancillary Supplies and/or Services.

Products may be [purchased online](#) or by calling Leadership Strategies at 1-800-824-2850. Please note: payment is required prior to shipping of products.

Product name	Unit of Issue	GSA Price				
The Secrets of Facilitation	1	\$36				
The Effective Facilitator Workbook	1	\$202.50				
The Effective Consultant Workbook	1	\$202.50				
Facilitation Guides Workbook	1	\$67.50				
Maximizer	1	\$45				
Facilitating IT Sessions Workbook	1	\$67.50				
Making Meetings Work! Workbook	1	\$45				
Making Technical Meetings Work Workbook	1	\$45				
Strategic Planning Workbook	1	\$45				
From Management to Leadership Workbook	1	\$45				
Project Leadership Workbook	1	\$45				

The Effective Communicator Workbook	1	\$67.50			
Advanced Facilitation Techniques Workbook	1	\$45			
Facilitation Excellence: The Seven Separators Workbook	1	\$45			
Strategies for Managing Client Relationships Workbook	1	\$45			
Strategies for Managing User Relationships Workbook	1	\$45			
Defining Your Client's Need Workbook	1	\$45			
Project Management Workbook	1	\$90			
Writing with Impact Workbook	1	\$45			
Expenses and Travel time are included on a task order basis and are not part of the GSA schedule.					



The Effective Facilitator

The Effective Facilitator - our flagship course - is a four-day class covering the ten principles of facilitation and includes six practice sessions. The ten principles cover the full range of facilitation techniques used for preparing, starting, focusing, recording, engaging, energizing, building consensus, managing dysfunction and closing. The sixth practice is a capstone exercise in which each student is video-taped facilitating the entire class using all the techniques they learned in the previous three days. Participants tell us they gain nearly as much from preparing for, executing and watching others execute this final exercise as they learned in the rest of the class.



The Effective Facilitator /Streamlined

The Effective Facilitator/S - The Streamlined Workshop is a three-day class and includes five practice exercises. The course covers the 10 principles as in the standard class. However, no video-taping or capstone exercise is included. Due to the slightly faster pace and the reduced exercise time, the Streamlined Workshop may not be as appropriate for people with minimal facilitation experience. One day is equal to 10 hours. The price per participant does not apply for 16 or fewer participants.



The Effective Communicator/Accelerated

The Effective Facilitator/A - The Accelerated Workshop is a two-day class and includes three practice exercises. The course covers the 10 principles, as in the standard class, but at an accelerated pace. No video-taping or capstone exercise is included. Due to the much faster pace and the significantly reduced exercise time, the Accelerated Workshop is designed for veteran facilitators and is NOT appropriate for people with minimal facilitation experience. One day is equal to 10 hours. The price per participant does not apply for 16 or fewer participants.



The Facilitation Certification Class

The Certified Master Facilitator™ (CMF) designation is the highest level of certification available to facilitators. This course integrates *The Effective Facilitator* with the 30 CMF sub-competencies, resulting in a dynamic, power-packed five-day session that gives you everything you need to prepare for certification! The course includes:

Overview of the CMF certification

Instruction in the 90+ techniques from *The Effective Facilitator* integrated with the 30 CMF sub-competencies

250 page workbook and a supplement on CMF competencies

Special feature: Through our special arrangement with the CMF certifying body, you will receive a videotape of your facilitation that can be submitted for CMF certification!

The International Institute for Facilitation (INIFac) grants the prestigious (CMF) designation. To become certified, you must submit a list of your facilitation experiences, a list of references, a written application that responds to the 30 CMF sub-competencies, and a videotape of you facilitating a session assigned by INIFac (see www.INIFac.org). The videotape must meet stringent INIFac requirements designed to ensure the integrity of the process. As a INIFac partner, we work on your behalf to create a videotape in the class can be submitted to NIFac for certification. Following the

class, you will be able to complete the written assessment with confidence and submit the videotape, along with your references and experience list, for INIFac certification.

The Advanced Facilitator

After you have learned the basics, The Advanced Facilitation Skills Workshop will move your skills to the next level. This course is designed to help you gain an understanding of the “Level 3 Facilitator” and allow you to assess at which level you currently operate. The DISC communication styles model is used to provide you with insights in facilitating different personality types. During the course, each participant is given two opportunities to facilitate, and get valuable feedback from the veteran group. This course is available in a 2-day option, either in a public or on site private setting. (This course requires prior participation in The Effective Facilitator or The Accelerated Workshop). One day is equal to 10 hours. The price per participant does not apply for 16 or fewer participants.

Facilitating IT Sessions

If you are a leader in a technical arena, you know the importance of technical competence. Yet, the skill that distinguishes the most effective technical leaders is their ability to guide, motivate, and get results from groups. Facilitating I.T. Sessions was designed to provide technical leaders with a structured methodology for working with groups to produce “systems” related results. This one-day course, available in both public and private form has as its foundation The Effective Facilitator and provides detailed guides for facilitating JAD sessions, needs analysis, process modeling and more! One day is equal to 10 hours. The price per participant does not apply for 16 or fewer participants.

Facilitating Strategic Planning

In this one-day session, Facilitating Strategic Planning provides facilitators with both an understanding of a strategic planning process and a structured guide for facilitating strategic planning sessions. The facilitation guide employs the techniques of The Effective Facilitator, a four-day course which provides over 90 specific facilitation techniques and includes guides for ten commonly facilitated sessions. The topics covered in the session include: The key components of strategic planning, preparing for

the plan, facilitating the strategic planning sessions, and keys to successful implementation. One day is equal to 10 hours. The price per participant does not apply for 16 or fewer participants.

The Effective Consultant

To be an effective consultant requires much more than strong technical skills. Whether you are an internal employee or an external resource, you need a multitude of "soft" skills. You must manage expectations, build trust, isolate key objectives, and manage client relationships. Technical expertise alone is not enough! You have to be able to understand your client's business, identify critical problems, develop clear solutions, and provide convincing recommendations for action. Through six focused exercises, The Effective Consultant provides an environment for increasing your skills in these areas and more. One day is equal to 10 hours. The price per participant does not apply for 16 or fewer participants.

From Management to Leadership

What is the difference between a manager and a leader? How do you inspire your people to excel to the best of their abilities? How do you communicate your vision and facilitate them gaining buy-in and ownership? From Management to Leadership provides participants with a clear of the role and impact of leaders in serving as catalysts for facilitating strategic action within their organizations. Whether you are managing a few people or an entire division, these concepts listed below which are taught in this course are building blocks for successful leadership. Topics covered include: The Stages of Leadership Development, Establishing Your Vision, Motivating Your People, Understanding Communication Styles, Leadership Through Communication, Managing Your Boss, Leadership with Teams, Leadership with Customers, Leadership in Difficult Situations, and Action Planning. The price per participant does not apply for 16 or fewer participants

Strategic Planning

This course provides you with a detailed road map for constructing a strategic plan for your organization. It gives you a detailed understanding of each of the building blocks, which make up a strategic plan. Through this course you will learn to:

Identify the pitfalls to avoid when doing strategic planning

Understand the key components of a strategic plan

Utilize a method for evaluating the quality of a plan

Apply the guidelines for developing a strategic plan

The course workbook is full of helpful hints for developing your plan and gives specific methods for judging the quality of each component of your plan. The workshop is highly interactive and includes in-class exercises and team breakout sessions to reinforce your learning. One day is equal to 10 hours. The price per participant does not apply for 16 or fewer participants.



The Effective Communicator

Interpersonal, one-on-one communications is a challenging area for many. Problems like "We don't communicate very well", "We just don't speak the same language," and "We're not on the same wavelength", are often solvable once core communications styles and strategies are well understood. The Effective Communicator helps participants identify their basic communication styles and provides practical tips for identify and adapting to the styles of others. This course also teaches skills for effectively influencing, probing, persuading and challenging others. The DISC communication model is used to provide key insights for effective communications. All participants receive a 20+ page description of their communication style, with strategies for adapting to the other styles. One day is equal to 10 hours. The price per participant does not apply for 16 or fewer participants.

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

GSA Award Summary Information

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

874-1 Integrated Consulting Service,
874-4 Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration, Learning Management, Internship, and
874-5 Ancillary Supplies and/or Services.

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract.

NOT APPLICABLE

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate not applicable for this item.

Available upon request.

2. MAXIMUM ORDER:

\$ 1,000,000.00

3. MINIMUM ORDER:

\$100.00

4. GEOGRAPHIC COVERAGE (DELIVERY AREA):

Worldwide.

5. Point(s) of production (city, county, and State or foreign country).

SAME AS COMPANY ADDRESS

6. Discount from list prices or statement of net price.

GSA Net pricing as shown in pricing tables provided

7. QUANTITY DISCOUNTS.

NONE

8. PROMPT PAYMENT TERMS:

Net 30 Days

9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold.

Will accept over \$2500

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold.

YES

10. FOREIGN ITEMS (LIST ITEMS BY COUNTRY OF ORIGIN):

NONE

11a. TIME OF DELIVERY:

SPECIFIED ON TASK ORDER

11b. EXPEDITED DELIVERY:

CONTACT CONTRACTOR

11c. OVERNIGHT AND 2-DAY DELIVERY:

CONTACT CONTRACTOR

11d. URGENT REQUIREMENTS:

CONTACT CONTRACTOR

12. F.O.B. POINT(S):

Destination

13a. ORDERING ADDRESS:

Same as company address

13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample BPA can be found at the GSA/FSS Schedule homepage fss.gsa.gov/schedules.

14. PAYMENT ADDRESS.

Same as company address

15. WARRANTY PROVISION.

CONTRACTORS' STANDARD COMMERCIAL WARRANTY

16. EXPORT PACKING CHARGES, IF APPLICABLE.

NOT APPLICABLE

17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE (ANY THRESHOLDS ABOVE THE MICRO-PURCHASE LEVEL).

CONTACT CONTRACTOR

18. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE).

NOT APPLICABLE

19. TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE).

NOT APPLICABLE

20a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable).

NOT APPLICABLE

20b. Terms and conditions for any other services (if applicable)

NOT APPLICABLE

21. LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE).

NOT APPLICABLE

22. LIST

NOT APPLICABLE

23. PREVENTIVE MAINTENANCE (IF APPLICABLE).

NOT APPLICABLE

24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).

NOT APPLICABLE

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/.

NOT APPLICABLE

"The Service Contract Act (SCA) is applicable to this contract as it applies to the entire 874: 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 WD number. Failure to do so may result in cancellation of the contract."

25. DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER.

84-5607902

26. Notification regarding registration in Central Contractor Registration (CCR) database.

Cage Code #: 1MCS3

The Service Contract Act (SCA) is applicable to this contract as it applies to the entire 874: 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 WD number. Failure to do so may result in cancellation of the contract.

